

REQUEST FOR OFFERS

enpact e.V. seeks to contract an external expert that will provide project support for the implementation of a delegation trip to the Bengaluru Tech Summit in November 2023 for enpact Stiftung.

A Project Summary

A.1. Project Description

The project connects innovative hubs and entrepreneurship ecosystems between Asia and Berlin through a variety of international activities. The activities aim to build bridges between stakeholders, facilitate access to resources, remove barriers to entry, and foster global partnerships. AsiaBerlin is a community-driven platform that creates and enables relationships between investors, entrepreneurs, experts, and organizations from both private and public sectors.

The project will run from September 2023 until the end of December 2023, with a maximum duration of four months.

A.2. Target Segment of participants definition

Primary target groups:

- Scale-ups in Asia with a long-term interest in Berlin as a gateway to the German and European markets.
- Startup ecosystem actors in Asia and Berlin with a long-term interest in networking and cooperation building between Asia and Berlin.
- Policymakers and public sector actors in Asia with a focus on startup promotion and international cooperation.
- Scaleups in Berlin with a strategic interest in Asia and a corresponding internationalization strategy.
- Policymakers and public sector actors in Berlin and Germany with a focus on startup promotion and international cooperation.
- AsiaBerlin community, which includes the volunteer AsiaBerlin Ambassadors, Asia Berlin Forum e.V., partners in Asia and Berlin, former participants of delegation trips, events and other activities.

B Deliverables

The expected deliverables and timeframes to support the implementation of delegation trip in India are as follows:

B.1. Outreach for participants of the delegation trip

Timeframe: from start the contract until 22.10.2023

- Support in sourcing a minimum of 12 participants. Participants can include startup founders, scaleup founders, investors, ecosystem players who have a strong interest in the Indian market.
- Utilise network to support in curating and recruiting delegation trip participants in Germany as per the theme of the trip in consultation with the project lead from enpact Stiftung
- Support outreach and engagement activities to recruit participants
 - Recommend, activate and connect with relevant contacts, stakeholders, events and communities to support the recruitment of participants for the delegation trip
 - Develop written content for the campaign
 - Identify the benefits of program
 - One pager about delegation trip
 - Support enpact in the development of a blog post with an example of previous participant(s), one-to-one meeting with relevant stakeholders (e.g. relevant startups, companies, investors, networks), past participants that have expanded their presence in India in any capacity
- Utilise network and expertise to support the networking event in Berlin as part of the outreach campaign for the delegation trip
 - Support in developing the concept for the networking event in Berlin
 - Support in the search for speakers
 - Support in the outreach process for event attendees, e.g. activate networks, invite relevant participants

B.2. Organisation of the logistics for the delegation trip

Time frame: Until 13.11.2023

- Create a comprehensive package of documents to support stakeholders for the delegation trip in India. This will be completed in coordination with the project lead of enpact.

The contractor will provide text for:

- Participant guide for the delegation trip, e.g. Relevant information to India, itinerary, what to expect, logistics, FAQs,
- Description of the Bangalore Tech Summit
- Partner and meeting information for stakeholders, e.g.
 - Stakeholders in India are briefed with role, responsibilities, purpose of meeting
 - Participants from Berlin have profile of stakeholders that they will meet in India

- Any other information and advice that the local expert can provide to support the organisation and logistics of the delegation trip In India
- Support in setting up the agenda, itinerary and meetings and for the delegation trip in sync with the project lead.
- Organise a successful participation of the Bangalore Tech Summit and other necessary steps to ensure a full outcome of the visit. Successful participation requires:
 - Access to Bangalore Tech Summit,
 - Participation in a panel discussion,
 - One-to-one meetings with other startups, companies or investors.
- Provide a minimum of three competitive offers for high-quality, centrally located hotel(s) included in the project budget.
- Organise and book the transfers of the delegates during the delegation trip, and provide two alternative offers for comparison.
- Find restaurant ideas for breakfast, lunch and dinner at each location to suggest to participants, get price quotes and if required, book accordingly.
- Provide a minimum of three competitive offers for photography/videography services in India within the project budget to document the trip and all activities in India.
- Participate in regular sync calls before the start of delegation trip to sync with the project team in enpact Stiftung.

B.3. On-ground support for the delegation trip and reporting

Timeframe: Delivered by 11.12.2023

Actively participate during the delegation trip including all the activities of the itinerary (Immersion tour, one-to-one meetings with relevant stakeholders, Bengaluru Tech Summit), and the organization of a networking event in India.

On-ground support for the delegation trip

For the overall delegation trip, we expect the contractor to:

- Support the enpact team to manage the program for the delegation trip in India, coordinate transfers, daily activities, meetings, briefings to enpact team and delegation participants.
- Coordination with photographer and videographer to document the delegation trip in India

For the networking event in India, we expect the expert to utilise their network and expertise to:

- Develop, plan and execute a networking event in India
- Provide a minimum of three competitive offers for venue options
- Support the enpact team to design the program for the panel discussion
- Be responsible for the invitation management for 80 people
- Activation, outreach and confirmation of participation for speakers and moderator for the event

- Coordination with photographer and videographer to document the networking event

Reporting

This service contract stipulates that all relevant project reporting of activities, photographs, and videographs are handed over to the organization one week after the delegation trip ends in the formats and templates provided by the organization.

This includes narrative, and financial reports as well as the provision of surveys and support in providing the required survey responses.

All invoices incurred by activities for the delegation trip are to be sent to enpact Stiftung latest one week after the conclusion of the delegation trip itself.

C Timeline and payment terms

It is expected that the service contract will be signed in September 2023 and run until the end of December 2023. The contract duration shall not exceed a total of four months. The contract shall enter into force on the date on which it is signed by the last contracting party. The duration of the tasks and deliverables shall not exceed 11 December 2023. The execution of the deliverables shall not start before the contract has been signed or before the specific date specified in the contract.

In consideration of the satisfactory performance by the Contractor of the Work and on receipt of the corresponding invoice(s), bearing the Contract reference, the Organisation shall pay the Contractor 30% at the beginning at signing the contract, 30% with delivering of the work package B.2 and in the end will be paid 40% when all tasks are done with the deliverable of work package B.3.

D Application

D.1. Eligibility

This service contract is open on equal terms to any natural or legal person, regardless of their domicile or seat. Eligibility is solely dependent on the presentation of an offer. Due to the specific nature of the technical expertise required for the deliverables of this tender, it is expected that the applicant demonstrates:

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- proven track record of entrepreneurship and business support and network, particularly in India.
- experience working with nonprofit organizations and/or within the development cooperation sector is an asset

D.2. Guidelines on Offer and Offer Deadline

Any entity wishing to respond to this call may do so by submitting a technical offer in English which covers the approach and services they can provide for the duration of the expected contract duration.

All technical offers should include a general concept for how the applicant will deliver on the expected deliverables listed in section B of this document. This simulation must include a price that would cover all the services foreseen in the concept. This price shall be considered the price ceiling that the applicant is proposing.

The applicant could propose a suitable project team for the contract implementation. A contract manager should be appointed for the entire contract duration and shall ensure the overall management of the contract including timely completion of the activities, ensuring the required level of quality is met.

Offers are accepted until Sunday 17 September 2023 at 11.59 pm (CET) and must be submitted by e-mail to kn@enpact.org. The applicant will be informed of the result by 20.09.2023.