



Invitation to Tender (ITT):
IDEAS Bicycle Innovation Program
Non-financial support - Zambia

Deadline for submissions: 13th November 2024 at 12:00 am GMT.

The Opportunity

DT Global is looking to recruit a local organization based in Zambia to work alongside DT Global to co-create and manage a comprehensive non-financial support package for the Bicycle Innovation Program, including providing support and training to local grantees on topics such as financial management, business modelling, market analysis, impact measurement, investor-readiness, pitch practice, marketing and communications, user testing. The partner will also assist with promoting the Bicycle Innovation Program locally, driving applications through their networks, hosting in-person information sessions/application clinics and helping to evaluate the applications received.

The organization will have a strong network across the startup and innovation landscape of Zambia and an understanding of the local context. An excellent track record designing and delivering non-financial support programs is required.

DT Global intends to issue a single contract to one locally based organization who has the appropriate, locally relevant expertise and networks to support a cohort of grantees located in Zambia. A local non-financial support partner will also be recruited in Malawi as grantees are expected to be based in both countries. It is expected that the two partners will work collaboratively together to co-create the non-financial support package.

Background to the Bicycle Innovation Program

The Bicycle Innovation Program is a \$5.11 million Open Innovation Program (OIP). This program sits within the USAID [Innovation Design, Execution, and Acceleration Support \(IDEAS\)](#) mechanism as part of the USAID Innovation, Technology, and Research Hub's Innovation Division (ITR/I). The mechanism is being run by the [USAID Exploratory Programs and Innovation Competitions \(EPIC\) team](#) with support from a consortium made up of Encompass, Challenge Works, DT Global and Itad. DT Global, is leading the Bicycle Innovation Program's implementation phase.

Over the next five years, the IDEAS team will support ITR/I's mission of increasing the adoption of high-impact development and humanitarian solutions by bringing together a diverse set of nontraditional partners to discover, test, and scale breakthrough evidence-based approaches, methods and technologies. The Bicycle Innovation Program is the first program to be run through this new USAID mechanism.

The Bicycle Innovation Program aims to enhance economic opportunities, improve productivity and increase access to essential services through the increased adoption of bicycles in Sub-Saharan Africa. The Program aims to achieve this by incentivizing the development and scaling of innovative solutions relating to bicycles in Zambia and Malawi. An upcoming Request for Applications is expected to be launched in November 2024. Successful applicants to the Program will receive both financial and non-financial support. Financial support details are still to be confirmed, but this is likely to include a total of \$2.2 million of grant funding. Successful applicants will also receive non-financial support, both virtually and in-person to support the development of their solutions. This is likely to include training, mentoring and engagement events. The non-financial innovation support partner will help to co-design and deliver this non-financial support package.

We are expecting to accept two streams of applicants at different levels of maturity.

- Stream 1 is focused on “Developing Innovations,” and this cohort of pre-Minimum Viable Products (MVPs) to early pre-seed innovators will receive 12 months of financial and non-financial support.
- Stream 2 focuses on “Transition to Scale” providing 18 months of support to scaling pre-seed to seed stage startups.

Within both streams we expect to support a variety of innovations from local NGOs, SMEs, start-ups, engineering institutes, bicycle repair shops etc.

Scope of Work

Initially, DT Global would like to work with the non-financial support partner for the first phase of the Bicycle Innovation Program, from the w/c 18th November 2024 until the 31st March 2025.

The first phase of work should cover the following areas:

- To design a comprehensive non-financial support package working with the local non-financial support partner in Malawi, tailored to the needs of the local grantees selected and the stage of development of their idea. The non-financial support package is likely to include both virtual and in-person support to grantees in the form of:
 - **Training.** Group training sessions covering key topics.
 - **Mentoring/Technical assistance.** Tailored sessions between the innovator teams and an identified expert.
 - **Engagement events.** Events with key stakeholders to support networking and peer learning.
- To assist with promoting the Bicycle Innovation Program locally during the Request for Applications through social media outreach, helping to attract high-quality applications from local innovators. A social media toolkit will be provided by our local communications partner with content that can be shared on Facebook, X, LinkedIn etc.
- To host local in-person information sessions/application clinics where potential applicants can ask questions or receive support to submit their applications online.
- To help assess local applications received to the Bicycle Innovation Program and potentially serve on the judging panel.
- To better understand the needs of the local grantees selected through a survey/needs assessment.
- To identify additional local experts who can provide mentoring/technical assistance as needed.
- To liaise with DT Global, USAID and the broader IDEAS team.
- To work with the IDEAS team to support monitoring, evaluation and learning of grantees, integrating support of KPI tracking and impact monitoring within the design of the non-financial support package.

Assuming this relationship is working for both parties, DT Global intends to extend the scope of work for the non-financial support partner for the remainder of the program until November 2026, with an associated increase in budget. The scope of work and budget for the follow-on work will be developed in collaboration with the implementer(s) of this first phase of the work but is likely to include:

- **Design and bicycle innovation technical support:** Refinement of design and technical support on developing a cost-effective bicycle solution and how to carry out user-testing.
- **Organizational support:** Support to establish and build an organization, including financial management, legal, investor readiness and impact measurement.
- **Peer learning:** Support to build the ecosystem, including developing partnerships between different stakeholders; and peer-learning across both Zambia and Malawi and between innovators at different stages of development.
- **Marketing & communications:** Working with our local communications partner to provide support to grantees to develop a brand, pitch their ideas, build awareness etc.
- **Funders:** Working with the IDEAS team to connect grantees with other donors/investors (e.g. through inviting funders to attend a ‘dragon’s den’ pitch event) .
- **Technical assistance:** Providing support to innovators on topics such as communications, pitching, market research, user testing, competitor analysis, GTM, product market fit, investor relations etc.

Geography

The program will be open to applications from across Zambia. The program is also operational in Malawi and collaboration and knowledge sharing with the Malawi non-financial support partner would be expected.

Deliverables

In addition to the list of deliverables outlined below we are also keen to hear suggestions for further deliverables that could be included as part of your proposal.

Deliverable	Details	Timeline
Assist with promoting the Bicycle Innovation Program locally during the Request for Applications through social media outreach, helping to attract high-quality applications from local innovators.	A social media toolkit will be provided by our local communications partner with content that can be shared on facebook, X, LinkedIn etc. We would like posts to be shared at least two times a week during the outreach period.	w/c 25th November 2024 - w/c 27th January 2025
Host local in-person information sessions/application clinics where potential applicants can ask questions or receive support to submit their applications online.	Based on the physical spaces/innovation hubs you may have, with a reliable internet connection to ensure there are no barriers for innovators wanting to apply. If you do not have any appropriate spaces to host information sessions/application clinics additional venues can be hired as needed.	w/c 25th November 2024 - w/c 27th January 2025

<p>Help assess local applications received to the Bicycle Innovation Program and potentially serve on the judging panel.</p>	<p>For the purposes of developing a financial proposal we would like you to allocate 12 days for the assessment of applications. Applications will be assessed online and training will be provided. Depending on the number of applications received the number of days may be increased/decreased as appropriate in the final contract.</p>	<p>To be confirmed but likely to be January-February 2025</p>
<p>Work with the IDEAS team to support monitoring, evaluation and learning of grantees, integrating support of KPI tracking and impact monitoring within the design of the non-financial support package.</p>	<p>Review the Monitoring and Evaluation plan for the Bicycle Innovation Program and the KPIs agreed. Participate in meetings with the IDEAS team to think through how the non-financial support package can be designed to meet the desired outcomes.</p>	<p>w/c 2nd December 2024-w/c 27th January 2025</p>
<p>Design a comprehensive non-financial support package working with the local non-financial support partner in Malawi</p>	<p>Work with the local non-financial support partner in Malawi to submit a design document which summarizes the proposed approach to delivering the non-financial support package. This should be based on the findings of a survey/needs assessment with the grantees selected. It should include:</p> <ul style="list-style-type: none"> ● A summary of the findings from the survey/needs assessment with the grantees selected. ● Rationale for how the proposed non-financial support package has been designed (based on the survey findings but also experience of working with other innovators on previous projects). 	<p>w/c 2nd December 2024-w/c 24th March 2025</p>

	<ul style="list-style-type: none"> ● A proposed calendar and curriculum of content ● Details of how the non-financial support package will be delivered both virtually and in person. ● Identification of any digital platform needed to provide the non-financial support package ● A long list of relevant materials which will be used such as resource lists, pitch guidelines, business model templates etc ● A summary of how the non-financial support package has been designed to achieve the desired impact outcomes for the program. ● A budget for the next phase of work to deliver the non-financial support package 	
<p>Identify key experts, speakers and mentors to be brought on board for the delivery of the non-financial support package.</p>	<p>Develop a longlist with contact details for 10-15 key experts, speakers, and mentors who could assist with delivering the non-financial support package as needed.</p>	<p>w/c 3rd March 2025 - w/c 24th March 2025</p>

Branding

Branding for the Bicycle Innovation Program must follow the IDEAS branding guidelines which will be shared with the successful applicant(s).

Timeline

This timeline may be subject to change. Any changes will be discussed and agreed in advance with the selected partner.

Budget

The non-financial support partner is invited to submit a financial proposal as per Appendix 3 below. Your proposal should include time for the first phase of implementation from the w/c 18th of November 2024 until the 31st of March 2025. For this scope of work, your proposal should not exceed **\$10,000** inclusive of any expenses. For the purposes of the financial evaluation, the VAT and Government tax will not be considered. Prior to the conclusion of the contract the tax payable will be clarified and taken into consideration in the financial sum.

Application process and requirements

To apply for this opportunity, please submit a proposal by **13th November 2024 at 12:00 am GMT**. Your submission should include the following information:

- A written technical proposal outlining:
 - A brief introduction to your organization
 - A brief outline of your proposed approach to developing the non-financial support package, that clearly demonstrates your proposed approach including which support mechanisms you plan to use and your experience in using them.
 - An overview of your organization's network of innovators and reach on social media.
 - An overview of the physical spaces you have available to host local in-person information sessions during the call for applications (DT Global can also hire additional spaces as needed in more rural areas). Optional: include photo attachments or links that showcase the spaces you have available.
 - Description of 2-3 relevant similar projects.
 - Individual CVs of each team member
- A financial proposal with a budget breakdown including:
 - Day rates of each team member
 - Any travel costs
 - Proposed expenses including any additional costs for delivery platforms.

The technical proposal must not exceed **six pages**, excluding CVs and the associated financial proposal

This process outline should be read in conjunction with the ITT Terms and Conditions, detailed in Annex I. Please send your application to bikes@dt-global.com and include:

- A technical proposal
- A financial proposal
- The signed declaration of **Non-Canvassing and Non-Collusive Tendering in Appendix 1**

If you have any questions, please reach out to the Bicycle Innovation Program Team (bikes@dt-global.com)

Deadline for questions: 5th November 2024

Deadline for submission: 13th November 2024 at 12:00 am GMT

Interviews: Interviews will take place with shortlisted applicants on the **15th or 18th November 2024**

Contracting and work to commence: w/c 18th November 2024

Selection criteria

We will use the following criteria to assess your proposal:

Selection and Award Criteria	Weighting
<p>1. Credibility and practicality of the proposal approach</p>	<p>10 points</p>
<p>Please describe how you would approach this project, including your approach to co-creating the non-financial support package.</p>	
<p>2. Relevant experience and qualifications of proposed individuals</p>	<p>5 points</p>
<p>Please provide the names and CVs of all team members proposed to work on this program. Please be aware that the named individuals cannot be changed as part of this contract.</p>	
<p>3. Company credentials and experience with similar projects</p>	<p>5 points</p>
<p>Please submit a brief summary of your company, incl. details of 2-3 similar projects</p>	
<p>4. Value for money</p>	<p>5 points</p>
<p>Please provide an itemised breakdown of your proposed fees and pricing structure. Please also indicate which team member will lead on specific aspects of the work and breakdown the rate per individual/level.</p>	

Additional Content Page

Annex 1: ITT Terms and Conditions	9
APPENDIX 1: Declaration of Non-Canvassing and Non-Collusive Tendering	13
APPENDIX 2 – DT Global’s Business Ethics Policy	14
APPENDIX 3 - Commercial Tender Template	15

Annex 1: ITT Terms and Conditions

This appendix provides the terms and conditions which will govern your submission of a proposal to DT Global. You are required to read this appendix carefully together with the Invitation to Tender (ITT) brief before submitting a proposal. By submitting a proposal, you accept these terms and conditions and you agree to abide by them. If you do not agree to these terms and conditions, please do not submit a proposal.

1. Introduction

This tender process and any resulting contract for the Services will:

- be governed by and construed in accordance with the law of England and Wales and will be written in the English language;
- state the period during which the Services are to be performed;
- nominate specific key personnel and fees;
- Any contract placed as a result of this ITT will be subject to the Form of Services Agreement as defined by DT Global, in addition to any conditions specified in this ITT. By submitting a tender in response to this ITT, the bidder is confirming acceptance of the terms of the ITT.

2. DT Global Contact Point and Enquiries:

bikes@dt-global.com

3. Tenderer Contact Point

Tenderers must provide a single point of contact in their organisation for all correspondence relating to this ITT. DT Global shall not be responsible for contacting the Tenderer through any route other than the nominated contact. The Tenderer must therefore undertake to notify any changes relating to the nominated contact promptly.

4. Conflict of Interest

Tenderers must disclose in their tender any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest by taking part in any resulting Contract. This also applies to any sub-contractors proposed by the Tenderer. Where Tenderers identify any potential conflicts, they should state how they intend to avoid such conflicts. DT Global reserves the right to reject any tender which, in DT Global's opinion, gives rise, or could potentially give rise to, a Conflict of Interest.

5. Collusive Behaviour

Any Tenderer who:

- a. fixes or adjusts the amount of their tender by or in accordance with any agreement or arrangement with any other party; or

- b. communicates to any party, the amount or approximate amount of its proposed tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender or insurance or any necessary security); or
- c. enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a tender; or
- d. enters into any agreement or arrangement with any other party as to the amount of any tender submitted; or
- e. offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission,

shall (without prejudice to any other civil remedies available to USAID, DT Global and EnCompass LLC and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified. Tenderers are required to sign and return the Declaration of Non-Canvassing and Non-Collusive Tendering provided at Appendix 1.

6. Confidentiality

- 6.1 All material issued in connection with this ITT shall remain the property of DT Global, EnCompass LLC and USAID and shall be used only for the purpose of this procurement exercise.
- 6.2 The contents of this ITT are being made available by DT Global on condition that:
 - a. Tenderers shall at all times treat the contents of the ITT and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;
 - b. Tenderers shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
 - c. Tenderers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender; and
 - d. Tenderers shall not undertake any publicity activity in connection with this ITT within any section of the media without prior approval from DT Global.
 - e. Tenderers may disclose, distribute or pass any of the information to the Tenderer's advisers, sub-contractors or to another person to enable the preparation of this ITT.

7. Right to Cancel, Clarify or Vary the Process

- 7.1 Neither DT Global, nor Encompass LLC or USAID shall be committed to any course of action as a result of:
 - a. issuing this ITT or any invitation to participate in this procurement exercise;
 - b. communicating with a Tenderer or a Tenderer's representatives in respect of this procurement exercise; or

- c. any other communication between DT Global, Encompass LLC, USAID and any other party.

7.2 By taking part in this competitive procurement exercise, Tenderers accept that DT Global shall not be bound to accept any tender and reserves the right not to conclude a Contract for some or all of the services for which tenders are invited.

8. Costs of the ITT

Tenderers will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this ITT. This will be regardless of whether such costs arise as a result of any direct or indirect amendments made to this ITT by DT Global or any other party to this Call at any time. For the avoidance of doubt, DT Global, shall have no liability whatsoever to respondents for the costs of any amendments, changes, discussions or communications.

9. DT Global's Treatment of Your Tender

When you submit a tender, DT Global will:

- a. Ensure tenders are registered upon receipt and held securely (unopened) until after the deadline for receipt of tenders.
- b. Exclude tenders received after the time and deadline for receipt of tenders
- c. DT Global reserves the right to accept and include late tenders, where it is in the best interest of the project. If DT Global includes late tenders, this decision will be communicated to all tender participants. At our sole and absolute discretion disqualify any non-compliant tenders (i.e. Tenders failing to meet the terms of these instructions) received. The commercial details of such tenders will be recorded and marked as disqualified.
- d. Ensure that all tenders are evaluated objectively, in line with the evaluation criteria specified in this ITT pack. During evaluation of the Tenders, DT Global or its partners may, at its discretion, ask any Tenderer for a clarification of its Tender. The request for clarification and the response shall be in writing.
- e. Once evaluated, DT Global will invite selected Tenderers to discuss their proposals with the evaluation team.

10. Duty of Care and Subcontractor Capability Assessment

10.1 All Subcontractor Personnel (including their employees, sub-contractors or agents) engaged under this contract will come under the Duty of Care of the lead Subcontractor. The Subcontractor is responsible for the safety and well-being of their Personnel and any Third Parties affected by their activities, including appropriate security arrangements. The Subcontractor will also be responsible for the provision of suitable security arrangements for their domestic and business property.

- 10.2 Subcontractors must comply with the general responsibilities and duties under relevant health and safety law including appropriate risk assessments, adequate information, instruction, training and supervision, and appropriate emergency

procedures. These responsibilities must be applied in the context of the specific requirements the Subcontractor has been contracted to deliver (if successful in being awarded the contract).

- 10.3 DT Global will not award a contract to a Subcontractor who cannot demonstrate that they are willing to accept and have the capability to manage their Duty of Care responsibilities in relation to the specific procurement.

11. DT Global Business Ethics Policy

- 11.1 All Subcontractors must be willing to adhere to DT Global's Business Ethics Policy provided in Appendix 2. Lead Subcontractors and all joint-venture partners must complete, sign, and submit this document as part of their submission.

12. Due Diligence

Before signing a contract for the works, the Tenderer will need to complete and undergo due diligence checks by DT Global. Depending on the legal form of the relationship between the members of the consortium or partnership, the process should be completed by the lead organisation. It is expected that the bidder leading a partnership or consortium will carry out due diligence on their supply chain.

Where the legal form of the relationship means that members have joint and several liability, each member is required to complete the documents.

Failure to return the Due Diligence Questionnaire and pass the required checks (unless you have undergone Due Diligence with DT Global in the preceding two years) before contracting will prevent us from being able to sign a contract with you.

APPENDIX 2 – DT Global’s Business Ethics Policy

Please see this link: [DT-Global-Code-of-Business-Ethics-and-Conduct.pdf](#)

APPENDIX 3 - Commercial Tender Template

In responding to the ToR the bidder is required to include in the financial proposal:

- Pricing details using the format of the tables below including the names and designation of all nominated key personnel proposed to work on the Project. All rates and costs for reimbursable expenditure must be rounded to two decimal places;
- The status of this proposal for the purpose of any government tax in the UK or Overseas. Any applicable taxes should be shown in the financial tables.

It is the responsibility of the Tenderer to propose their payment schedule, which should include a spread of results-based remuneration milestones against key deliverables across the life of the project.

The proposed payment schedule will be mutually agreed between DT Global and the Subcontractor.

1. Submission Forms (please convert to excel if you wish):

PROPOSAL BREAKDOWN -KEY PERSONNEL INPUTS AND FEE RATES

NAME	PROPOSED POSITION	NO DAYS	DAILY FEE RATE IN USD	COST IN USD
Full time staff				
Part Time Staff				
Total Fees				

PROPOSAL BREAKDOWN - PROJECT EXPENSES

DESCRIPTION	UNIT	NO.	RATE	COST in USD
Total Expenses				

SUMMARY OF FEE RATES AND EXPENSES

	COST IN USD
TOTAL FEES (A)	
TOTAL EXPENSES (B)	
SUB-TOTAL	
GOVERNMENT TAX (E.G. X% OF £)	
TOTAL	

For the purposes of the financial evaluation, the VAT and Government tax will not be considered. Prior to conclusion of the contract the tax payable will be clarified and taken into consideration in the financial sum.