



Foreign, Commonwealth
& Development Office

Delivery of the UK – Southeast Asia Tech Week 2023

Terms of Reference

SUMMARY OF REQUIREMENT

The Foreign, Commonwealth and Development Office (“the Authority”) is seeking to appoint a delivery partner to manage and deliver our inaugural UK – Southeast Asia Tech Week 2023.

The aim of this project is to foster new business partnerships between UK and Southeast Asian public and private sector organisations through a week-long series of engagements in two priority markets. It is also designed to create opportunities for networking and knowledge-sharing between public and private sector stakeholders across the UK and Southeast Asia, whilst also supporting the implementation of innovation-friendly policies that promote open and inclusive digital ecosystems and digital trade across the region.

BACKGROUND

Building on the UK’s formalised status as an ASEAN Dialogue Partner – the bloc’s eleventh and first since 1996 – the UK and ASEAN committed to deepening collaboration on the digital economy through our newly-established ASEAN-UK Digital Innovation Partnership (DIP). Launched in September 2021, our digital partnership aims to unlock the vast potential held across our most innovative and cutting-edge public and private sector bodies – including by connecting and fostering new business partnerships. Our vision is to achieve these objectives through greater collaboration across three core pillars: (a) Digital Economy Business Partnerships; (b) Digital Policy, Regulation and Standards; and (c) Digital Transformation and Digital Inclusion.

The UK and ASEAN have already delivered a range of initiatives and activities under each pillar – including delivering our first-ever ASEAN-UK Digital Business Showcase which brought together innovative tech companies to solve complex organisational challenges; creating new opportunities for dialogue on digital standards and policy between leading businesses and government bodies; and leading our largest-ever delegation of Southeast Asian tech companies to London Tech Week 2022. Our next objective is to deliver our first-ever **UK-Southeast Asia Tech Week – one of our flagship projects under the DIP this year (2022 – 2023).**

1. OBJECTIVE

The objective of our UK-Southeast Asia Tech Week is to foster new business partnerships between UK and Southeast Asian public and private sector organisations through a week-long series of engagements in two priority markets – likely focused on two priority technology areas (e.g. cybersecurity, internet of things, or technology for net-zero). It is also designed to create opportunities for networking and knowledge-sharing between public and private sector stakeholders across the UK and Southeast Asia, whilst also supporting the implementation of innovation-friendly policies that promote open and inclusive digital ecosystems across the region.

We are seeking a supplier who will lead in the end-to-end delivery of the UK-Southeast Asia Tech Week 2023 in Indonesia (Jakarta) and Thailand (Bangkok) in March 2023, working closely with officials from the UK Government’s Digital Trade Network, regional embassies, and partner organisations.

2. OUTPUTS / DELIVERABLES

Deliverable 1: Delivery of Project Plan, Risk Management Plan, Communications Plan, and Stakeholder Management Plan

As a minimum, the supplier should set out the following elements in the relevant document or format:

- A project plan detailing the supplier’s approach to delivery – including milestones, dependencies, and responsible owners for each task. This should also include approaches to project governance (e.g. a kick-off meeting and weekly update meetings) which the supplier would be expected to manage with the relevant project team(s).
- A risk management plan which identifies potential risks and the supplier’s approach to risk mitigation and escalation.
- A stakeholder management plan which identifies the priority public and private sector stakeholders that the supplier proposes to engage with for the events. This includes examples of UK and Southeast Asian businesses and/or government bodies.
- A marketing and communications plan which sets out the supplier’s approach to promoting the events and maximising participation – including the creation of relevant marketing and communications material.

Deliverable 2: Delivery of the UK – Southeast Asia Tech Week 2023

Under Deliverable 2, the supplier will be required to deliver the following items:

- Design the full programme for the UK-Southeast Tech Week 2023 in Jakarta and Bangkok (13 – 17 March 2023), incorporating a balanced set of activities in trade promotion, digital policy, and digital inclusion. Take forward actions as needed to turn the programme plan into reality, liaising with stakeholders, identifying and securing

- venues (with DIT retaining the ultimate clearance on venue choices), food and beverages, and managing logistics as needed.
- A warm-up reception in the UK prior to UK-Southeast Asia Tech Week 2023(likely early March 2023), providing an opportunity for the c. 10 – 15 UK companies to network and explore potential opportunities prior to their departure for Jakarta and Bangkok.
 - Arrange and deliver at least fifty targeted business matching sessions for the UK tech companies as a part of the event programmes in Jakarta and Bangkok. *[To note: the UK Government will be responsible for selecting the participating UK companies, but welcome recommendations from the supplier on potential companies. The supplier will however be responsible for identifying and securing participation from Southeast Asian organisations].*
 - Creation of a landing page to promote the event and support the registration of attendees; business matching sessions (including the creation or use of a suitable platform to facilitate the business matching).
 - Arrange and deliver at least one reverse pitching or ‘meet the buyer’ sessions in each of the two markets with relevant Southeast Asian organisations.
 - Develop a directory of at least fifty potential Southeast Asian buyers (public or private sector organisations), with detailed insights on their priority business/technology needs.

Deliverable 3: Delivery of a Project Wash-up Report and Presentation

Under Deliverable 3, the supplier will be required to deliver the following items:

- Manage the feedback process with stakeholders to ascertain feedback on the event and potential future activities.
- Produce a wash-up report summarising the activities, engagements, outcomes, and other relevant information related to the event.
- Deliver a presentation summarising the key elements of the wash-up report (incl. lessons learned) and provide recommendations on how the UK should approach delivering similar events in future.

Progress on delivery of the three deliverables shall be reported to the management team responsible for overseeing the project. This includes:

- Senior Responsible Officer (SRO) - Christopher Bush (Regional Director, Asia Pacific Digital Trade Network); and
- Project Manager - Mercedes White.

3. SCOPE OF WORK

The supplier will be responsible for managing the end-to-end delivery of the UK – Southeast Asia Tech Week 2023. The requirements that the implementing partner will be required to deliver against include:

- **Event management.** Managing the delivery of one pre-event activity/reception in the UK for UK businesses prior to their departure to Jakarta and Bangkok. This also

includes leading the development and execution of the programme for the engagements in Jakarta and Bangkok (covering the aforementioned policy workshops, business matching, reverse pitching sessions, and evening receptions).

- **Business matching.** Delivering a total of at least fifty business matching sessions for the delegation of UK companies participating in the programme (i.e. those companies visiting Jakarta and Bangkok). This includes identifying complementary private and/or public sector organisations from Southeast Asia with the aim of facilitating commercial partnerships with the participating UK companies.
- **Logistics.** Managing the logistical processes of events – including securing the venue and related venue management, food and beverages, managing guest invitations, and identifying and securing speakers for all events in the UK, Jakarta and Bangkok.
- **Summary report and presentation.** Managing the feedback process to ensure feedback is gathered from participating organisations. The supplier will be required to produce and present summary report covering outcomes, outputs, lessons learned, and recommendations for future activities. The supplier will be required to present this virtually to UK government and/or other partner representatives by 24 March 2023.

The indicative timetable for the project is expected to be as follows:

Stage	Timeline
Sign contract and commence project delivery	By early-mid December 2022
Deliverable 1 – Delivery of project plan, risk management plan, stakeholder management plan, and communications plan.	Monday 9 January 2023.
Deliverable 2 – Delivery of UK-SEA Tech Week	The indicative timeline for the core activities will be as follows: - Pre-departure event/reception in the UK – between late February and early March 2023. - Activities to be delivered in Jakarta – 13 to 15 March 2023. - Activities to be delivered in Bangkok – 15 to 17 March 2023.
Deliverable 3 – Delivery of wash-up report and presentation	By 24 March 2023

5. LOGISTICS AND OTHER ARRANGEMENTS

1. The FCDO will make all reasonable endeavours to:

In the case of consortia, a single contract will be issued to the lead consortium partner who will be responsible for managing other sub-contractors and partners.

Intellectual Property generated during project: All reports, data and material produced by the Supplier will be FCDO intellectual property and cannot be replicated and disseminated without the explicit written approval by the FCDO.

Personnel: The Supplier will strive for continuity of its core personnel over the course of the project to ensure consistent language and narrative. The project leader and key technical experts cannot be changed during the course of implementation unless there is a non-performance reason, medical reason or resignation.

6. MONITORING

- The Supplier shall provide weekly updates to the UK Government project team throughout the duration of the project.
- When the service has been completed the Supplier shall prepare and send a final report to the UK Government project team (Christopher Bush and Mercedes White).

BUDGET

The budget for the service, covered under these Statement of Service Requirements, will be no more than **£90,000** inclusive of all taxes, on the following payment terms. This includes associated costs for venue hire, food, and beverages.

Submission and Acceptance of Deliverable	Payment
Submission and Acceptance of Deliverable 1	10%
Submission and Acceptance of Deliverable 2	70%
Submission and Acceptance of Deliverable 3	20%
TOTAL	100%

All payments will be made in pound sterling (GBP) and will be made in arrears upon receipt and acceptance of each agreed deliverable after any updates have been incorporated and signed-off by the FCDO.

DUTY OF CARE

The supplier of the services is responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property. FCDO will share available information with the Supplier on security status and developments in-country where appropriate.

The Supplier is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive a briefing as outlined above. Travel advice is also available on the FCDO website and the Supplier is responsible for and must ensure they (and their Personnel) are up to date with the latest position.

Suppliers must develop their Proposal on the basis of being fully responsible for Duty of Care.

They must confirm in their Proposal that:

- o They fully accept responsibility for Security and Duty of Care.

- o They understand Proposal the potential risks and have the knowledge and experience to develop an effective risk plan.

- o They have the capability to manage their Duty of Care responsibilities throughout the life of the contract.

Acceptance of responsibility must be supported with evidence of capability (no more than two A4 pages and the FCDO reserves the right to clarify any aspect of this evidence).

In providing evidence Suppliers should consider the following questions:

- o Have you completed an initial assessment of potential risks that demonstrates your knowledge and understanding, and are you satisfied that you understand the risk management implications (not solely relying on information provided by the FCDO)?

- o Have you prepared an outline plan that you consider appropriate to manage these risks at this stage (or will you do so if you are awarded the contract) and are you confident/comfortable that you can implement this effectively?

- o Have you ensured or will you ensure that your staff are appropriately trained (including specialist training where required) before they are deployed and will you ensure that on-going training is provided where necessary?

- o Have you an appropriate mechanism in place to monitor risk on a live / on-going basis (or will you put one in place if you are awarded the contract)?
- o Have you ensured or will you ensure that your staff are provided with and have access to suitable equipment and will you ensure that this is reviewed and provided on an on-going basis?
- o Have you appropriate systems in place to manage an emergency / incident if one arises?

DATA PROTECTION

1. The Supplier shall at all times treat the contents and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain;

- 2. The Supplier shall not disclose any information supplied to them as part of this process, copy, reproduce, distribute or pass any of the Information to any other person (other than identified FCDO contacts) at any time or allow any of these things to happen.
- 3. Please refer to the details of the **General Data Protection Regulations (GDPR)** relationship status and personal data (where applicable) for this project as detailed in App A and the standard clause 29 in section 2 of the contract.