**CONTRACT NO. : PF/3043/2018**

**Statement of Requirements**

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 **(SoRs)**

**Showcasing the Mexican Oil and Gas and Renewables Sectors in the UK**

**Mexico Prosperity Fund Programme 2018-2019**

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**SUMMARY OF REQUIREMENT**

1. The Foreign and Commonwealth Office (FCO), seeks to appoint one Service Supplier (“the Supplier”) for the implementation of the (FY 18-19) Cross Whitehall Prosperity Fund project in Mexico entitled “**Showcasing the Mexican Oil and Gas and Renewables Sectors in the UK**”. The service supplier will plan, manage, coordinate, and provide the required goods and services necessary for the successful delivery of two (2) events in the UK: a Mexico Renewables Showcase, and a Mexico Oil and Gas Renewables Showcase.

**INTRODUCTION**

1. In 2015, the UK government’s **Strategic Defence and Security Review** announced a £1.3billion cross-government **Prosperity Fund (PF)** to run over five years (2016/17 to 2020/21). Its primary purpose is to promote the economic reform and development needed for growth in partner countries, in accordance with Official Development Assistance (ODA) rules, the International Development Act (2002) and the Gender Equality Act (2014). It will contribute towards meeting the new Sustainable Development Goals. The Fund’s secondary objective is to open up opportunities for which business, including UK businesses, can compete. The UK government is looking to identify and support programmes that meet both the Fund’s primary and secondary objectives.

## The proposed purpose of our ODA Energy programme, which this non-ODA project complements, is to promote inclusive economic growth and social development, through more productive and resilient men and women, businesses and government officials that are best placed to lead Mexico’s transition to a low carbon economy. Cleaner and more affordable energy, as a result of a successful transition to a low carbon economy, will positively impact on the quality of life for low income families through increased use of labour-saving energy-intensive technologies and higher disposable income. The programme aims to contribute to the following outcomes:

1. Larger pipeline of certified male and female specialists to meet industry demand and a local male and female workforce that is resilient to economic shocks;

## Incorporation of market ready Mexican male and female-owned SMEs in the supply chain of Multinational Companies in the energy sector; and

## Increased levels of technical proficiency amongst regulators and male and female officials that uphold adherence to international standards in the Energy Sector.

1. Please see Annex 1 for additional context of the Prosperity Fund and the Energy sector in Mexico.

## OBJECTIVE

1. The British Embassy in Mexico City (“the Authority”) wishes to secure the services of a supplier to plan, manage, coordinate, as well as provide the required services necessary for the successful delivery of two events in the UK: a Mexico Renewables Showcase, and a Mexico Oil and Gas Showcase. The main objectives of each of the events are to:

## Provide a space to showcase, present, and raise awareness of the market and partnership opportunities in the Mexican Energy Sector to relevant UK and global audiences;

## Create business networking opportunities for attending Mexican companies with their UK private and government counterparts;

## Support the Department for International Trade’s (DIT) promotion of knowledge and expertise exchange, which could eventually lead to achieve export wins for the Mexico Oil and Gas and Renewables High Value Campaigns; and to

## Promote the UK’s prosperity by improving the UK-Mexico trading environment, and reinforcing open, fair and competitive conditions in the Mexican market for British and local companies.

## To provide the service, the Supplier must secure and provide appropriate venues, catering, transportation and accommodation for Mexican company representatives (air and ground transport) as necessary in line with FCO policies (see DUTY OF CARE section below), as well as the necessary administrative and logistical support for the successful delivery of both events.

## The Supplier will use its expertise and networks to develop and execute a 3-day visit agenda, which must include allocated time for 1) a set of presentations ‘Conference event’, 2) relevant site visits, and 3) meetings with relevant companies, government institutions, and/or trade groups.

## In delivering this project, the Supplier must engage relevant actors and institutions in the UK, with to the aim of putting together a set of meetings for Mexican company representatives attending. Some of these actors and institutions could include, but are not limited to: UKEF, OFGEM, DIT Sector Teams, relevant trade associations such as Scottish Development International and the Energy Industries Council, among others.

1. The Supplier, in close coordination with The Authority, must engage with relevant actors and institutions in Mexico, towards securing the participation of representatives from leading Mexican energy sector companies with enough capacity to form a potential partnership with UK counterparts for their activities in Mexico (‘Representatives of Mexican Companies’).
2. During planning and execution of the events and related activities, the Supplier must maintain a focus to ensure its activities contribute towards narrowing the gender gap in the Mexican energy sector, as well as adequate provisions for social inclusion, in accordance with the Gender Equality Act (GEA).

## METHODOLOGY

1. Interested parties are asked to tender an outline methodology of how they would deliver the above mentioned services. The methodology should be accompanied by a detailed budget for the cost of proposed activities and the CVs of the team members that would conduct the work.

## OUTPUTS / DELIVERABLES

## This project will deliver the following outputs:

## A Mexico Renewables Showcase 3-day visit agenda, delivered, for at least four (4) representatives from relevant Mexican companies (to be agreed with the Authority), which must include:

## One day allocated for a conference event (output 2);

## A proposed agenda composed of two (2) days of activities, which could indicatively include meetings with relevant government bodies, trade groups, companies, research centres, and/or renewable energy generation site visit or visits;

## Recommendations of which counterparts to meet for approval by the Authority, and all necessary engagement and liaison to secure meetings and visits after approval;

## Recommendations of hotel accommodation, in accordance to the proposed agenda and representatives in line with the Duty of Care requirements detailed below (to be purchased directly by the Authority);

## All required transportation for representatives. This must include airport transfers, and all transportation necessary to undertake the proposed agenda of visits (with consideration to public transport or on-foot transport when convenient –i.e. accommodation in the same hotel as venue, or next door). This should also consider any air, rail, or bus travel inside the UK, as necessary;

## Meals for company representatives, either as part of meetings or accommodation. In case meals are not part of the agenda, per diem allowances may be considered;

## Recommendations of air transportation itineraries for Mexican company representatives, from Mexico to the UK, in economy class, with itineraries according to the proposed agenda and in agreement with the Authority (international air travel to be purchased directly by the Authority);

## A Mexico Renewables Showcase conference event, delivered, which must include:

## An adequate venue in central London or as part of a larger industry event in any other UK city (to be approved by the Authority), with capacity for an estimated 80 attendees;

## Coffee break, and a networking cocktail with catering for 80 attendees;

## A full private meal (Dinner or Lunch) for up to 20 select attendees, potentially a keynote meal with a speaker to be sourced by the Supplier, in close coordination with The Authority;

## Agenda drafting, speaker recommendations, as well as securing and managing of selected conference speakers (i.e. considering and securing the participation of the Mexican Ambassador to the UK);

## Securing and managing of event partners, such as the Mexican Embassy in London, PROMEXICO, relevant or identified renewable energy trade associations, industry bodies, or donors;

## Close liaison with other partners, as indicated by the Authority, in order to integrate their participation into the proposed agenda, activities, and event organization;

## Managing attendee registration. Management of online attendee invitations, response confirmations tracking, reminder emails and phone calls. On-site registration, badge provision, and a staffed registration table;

## Conference management, audio visual management, and liaison with venue and necessary subcontracted suppliers (i.e. simultaneous translation, if a speaker or Mexican company representative does not wish to speak in English);

## Targeted communications and marketing of the event with target industry audiences, media relations in close coordination with the Mexico Prosperity Fund and Mexico DIT Communications team;

* + 1. An attendance database; and
		2. Communications coverage, to include: press release drafting, short interview videos of each Mexican company representative, liaison with specialized press, securing at least one (1) interview for a Mexican company representative in a national or local media outlet, and high quality photographs of the event.

## A Mexico Oil and Gas Showcase 3-day visit agenda, delivered, for at least four (4) representatives from relevant Mexican companies (to be agreed with the Authority), which must include:

## One day allocated for a conference event (Output 4);

## A proposed agenda with two (2) days of activities, which could indicatively include meetings with relevant government bodies, trade groups, companies, research centres, and/or Oil and Gas site visit(s) in Aberdeen or other city in the UK;

## Recommendations of which counterparts to meet for approval by the Authority, and all necessary engagement and liaison to secure meetings and visits after approval;

## Recommendations of hotel accommodation, in accordance to the proposed agenda and representatives in line with the Duty of Care requirements detailed below (to be purchased directly by the authority);

## All required transportation for all Mexican company representatives. This must include airport transfers, and all other transportation necessary to undertake the proposed agenda of visits (with consideration to public transport and/or on-foot transfers when convenient –i.e. accommodation in the same hotel as venue, or next door). This should also consider any air, rail, or bus travel inside the UK, as necessary;

## Meals for company representatives, either as part of meetings or accommodation. In case meals are not part of the agenda, per diem allowances may be considered;

## Recommendations of air transportation itineraries for Mexican company representatives, from Mexico to the UK, in economy class, with itineraries according to the proposed agenda and in agreement with the Authority (international air travel to be purchased directly by the Authority);

## A Mexico Oil and Gas Showcase conference event, delivered, which must include:

## An adequate venue at a location in central London, Aberdeen, or as part of a larger industry event in any other UK city, for at least 80 attendees;

## Coffee break, and a networking cocktail with catering for at least 80 attendees;

## A full private meal (Dinner or Lunch) for up to 25 select attendees, potentially a keynote meal with a speaker to be sourced by the Supplier;

## Agenda drafting, speaker recommendations, and securing and managing of selected conference speakers.

## Securing and managing of event partners, such as associations, industry bodies, or donors;

## Tailored attendee invitations, in accordance to potential for networking and business with Mexican company representatives;

## Managing attendee registration. Management of online attendee invitations, response confirmations tracking, reminder emails and phone calls. On-site registration, badge provision, and a staffed registration table;

## Conference management, audio visual management, and liaison with venue and subcontracted suppliers (i.e. simultaneous translation, if a speaker or Mexican company representatives does not wish to speak in English);

* + 1. Targeted communications and marketing of the event with target industry audiences, media relations in close coordination with the Mexico City Prosperity Fund and Mexico DIT Communications team.
		2. An attendance database and high quality photographs of the event.
1. The Supplier will be expected to hold fortnightly progress meetings with the Programme Officer in the British Embassy in Mexico, however, suppliers are expected to raise any issues at their earliest opportunity. Said meetings can be held over the phone or video conference systems.

## EXPECTED TASKS

## At a minimum, the successful Supplier is expected to carry out the following tasks for the delivery of this project:

Tasks for output 1:

* 1. Propose an agenda for approval from the Authority.
	2. Consultation in close coordination with The Authority, with international and national stakeholders, companies, and institutions, to secure meetings and site visits;
	3. Engagement with potential and selected representatives of relevant Mexican Companies to secure their participation, in close coordination with The Authority;
	4. Shortlist of representatives of relevant Mexican Companies for approval by the Authority.
	5. Shortlist of at least 3 recommended hotels for accommodation, ideally with meals included, for approval and purchase by The Authority;
	6. Negotiation with hotels or travel agents for blocking and securing accommodation in selected hotel;
	7. Negotiation with transportation providers to secure any necessary transfers or transport required inside the UK for the proposed agenda;
	8. Negotiation and provision of three (3) quotes of airline tickets with airlines or travel agents, in consultation with secured Mexican company representatives, to be approved and purchased by The Authority;
	9. Consideration and coordination of activities and agenda to cover representatives’ meals;
	10. Delivery of approved agenda of visits; and
	11. Provision of draft press releases, short interview videos of each representative of relevant Mexican Companies, liaison with specialized press to cover and promote the activities of the visit, securing at least one (1) interview for a representative in a national or local media outlet, and high quality photographs of all of the agenda’s events; all in close coordination with the Mexico Prosperity Fund and Mexico DIT Communications teams.

Tasks for Output 2:

1. Shortlist of potential venues for the Conference Event, for approval by The Authority;
2. Liaison and contracting with the selected venue for the conference event, coffee break, and networking cocktail;
3. Shortlist of restaurants or venues for hosting the full private meal, for approval by The Authority;
4. Suggestion of an agenda draft for approval by the Authority, and consultation regarding any changes;
5. Recommendation of industry stakeholders for speaking at the conference event with a gender and inclusion perspective, for approval of The Authority;
6. Liaison and relationship management to secure the participation of selected speakers, with a gender and inclusion perspective;
7. Liaison, relationship management, and consultation with other relevant industry stakeholders and bodies (indicatively, the UK renewable energy trade groups, PROMEXICO UK, Mexican Embassy in London, Mexican Chamber of Commerce in the UK, Mexican companies, universities, research institutes, the Inter-American Development Bank IDB, the International Renewable Energy Agency IRENA, the World Bank, Scottish Development International, the Energy Industries Council, and others) in order to secure and manage event partners who could potentially contribute, co-sponsor, or provide resources to improve the quality of the Conference Event;
8. Setup necessary processes to manage attendee registration. Prepare a tentative attendee list, send out electronic invitations, track responses and confirmations, and send out reminder emails and phone calls as necessary.
9. During the Conference, setup registration facilities and staff, provide event programmes, register participants’ attendance, and provide printed name badges with lanyards.
10. Manage and conduct the logistics of the conference, including setup and manage audio visual equipment, and manage and liaison with venue staff and any subcontracted suppliers such as translation service, catering, etc.)
11. Promote the event in industry audiences, with specialized press and media, create content for social media and press; liaison with specialized media to provide coverage of the event. Coordinate closely with Mexico Prosperity Fund and Mexico DIT communications team, as well as the communications staff of event partners.; and
12. Provision of an attendee database;

Tasks for output 3:

* 1. Propose an agenda for approval from The Authority.
	2. Consultation in close coordination with The Authority, with international and national stakeholders, companies, and institutions, to secure meetings and site visits;
	3. Engagement with potential and selected representatives of relevant Mexican Companies to secure their participation, in close coordination with The Authority;
	4. Shortlist of at least 3 recommended hotels for accommodation, ideally with meals included, for approval and purchase by The Authority;
	5. Consideration and coordination of activities and agenda to cover representatives’ meals;
	6. Negotiation with hotels or travel agents for blocking and securing accommodation in selected hotel;
	7. Negotiation with transportation providers to secure any necessary transfers or transport required inside the UK for the proposed agenda;
	8. Negotiation and provision of three (3) quotes of airline tickets with airlines or travel agents, in consultation with secured representatives and in accordance to the approved agenda, to be approved and purchased by The Authority;
	9. Delivery of 3-day agenda of visits;
	10. Provision of draft press releases, short interview videos of each representative of relevant Mexican Companies, liaison with specialized press to cover and promote the activities of the visit, securing at least one (1) interview for a representative in a national or local media outlet, and high quality photographs of all of the agenda’s events; all in close coordination with the Mexico Prosperity Fund and Mexico DIT Communications teams.

Tasks for Output 4:

1. Shortlist of potential venues for the Conference Event, for approval by The Authority;
2. Liaison and contracting with the selected venue for the conference event, coffee break, and networking cocktail;
3. Shortlist of restaurants or venues for hosting the full private meal, for approval by The Authority;
4. Suggestion of an agenda draft for constant consultation with The Authority;
5. Recommendation of industry stakeholders for speaking at the Conference event with a gender and inclusion perspective, for approval of The Authority;
6. Liaison and relationship management to secure the participation of selected speakers, with a gender and inclusion perspective;
7. Liaison, relationship management, and consultation with other relevant industry stakeholders and bodies (such as, PROMEXICO UK, Mexican Embassy in London, Mexican Chamber of Commerce in the UK, Mexican companies, universities, research institutes, the Inter-American Development Bank IDB, the World Bank, Scottish Development International, the Energy Industries Council, Subsea UK, the University of Aberdeen, Robert Gordon University and/or the Health and Safety Executive) in order to secure and manage event partners who could potentially contribute, co-sponsor, or provide resources to improve the quality of the Conference Event;
8. Setup necessary processes to manage attendee registration. Prepare a tentative attendee list of people who could potentially become partners or match business with Mexican company representatives, send out electronic invitations, track responses and confirmations, and send out reminder emails and phone calls as necessary.
9. During the Conference, setup registration facilities and staff, provide event programmes, register participants’ attendance, and provide printed name badges with lanyards.
10. Manage and conduct the logistics of the conference, including setup and manage audio visual equipment, and manage and liaison with venue staff and any subcontracted suppliers such as translation service, catering, etc.)
11. Promote the event in industry audiences, with specialized press and media, create content for social media and press; liaison with specialized media to provide coverage of the event. Coordinate closely with Prosperity Fund and DIT communications team, as well as the communications staff of event partners.; and
12. Provision of high quality photographs and an attendee database;

## PROCESS AND TIMEFRAME

**Key dates**

|  |  |  |
| --- | --- | --- |
| Output 1 | Milestone 1: Present proposed agenda, shortlist of relevant Mexican companies, and speakers list for approval | **w/c 28 January 2018** |
| Output 3 | Milestone 2: Present proposed agenda, shortlist of relevant Mexican companies, and speakers list for approval | **w/c 28 January 2018** |
| Output 2 | Milestone 3: Securing speakers, company representatives, visits and meetings. Sending out conference event invitations | **w/c 11 February 2018** |
| Output 4 | Milestone 4: Securing speakers, company representatives, visits and meetings. Sending out conference event invitations | **w/c 18 February 2018** |
| Output 2 | Milestone 5: Mexico Renewables Showcase conference event delivery | **w/c 11 March 2018** |
| Output 4 | Milestone 6: Mexico Oil and Gas Showcase conference event delivery | **19 March 2018** |
| Output 1 | Milestone 7: Mexico Renewables Showcase 3-day visit agenda delivery | **w/c 11 March 2018** |
| Output 3 | Milestone 8: Mexico Oil and Gas Showcase 3-day visit agenda delivery | **19, 20 and 21 March 2018** |
| Subject to previous agreement between the Embassy and the supplier, dates for delivering outputs and milestones might change. |

1. A project kick-off workshop will be held after signing the contract with the Authority which will be used to establish a shared understanding of the project goals, methodology and clarify key knowledge gaps. This should result in updated work-plan within one week of this meeting being held. The approval of this updated work plan by the Authority will provide the basis for the commencement of the activities agreed in said work plan and their subsequent payment.

## MONITORING, REPORTING, EVALUATION AND LEARNING (MREL)

1. The Authority will require successful suppliers to engage constructively with contractor(s) appointed to deliver the Cross Whitehall Prosperity Fund Monitoring, Reporting, Evaluation and Learning (MREL) contract to ensure data flows and evaluations are captured effectively.

## SKILLS AND COMPETENCES

## The Supplier(s) will have to demonstrate knowledge or capability in:

## Strong management, event management and networking skills. Knowledge and experience of high levels of customer engagement, responsiveness, accountability, service delivery and delivery of value for money, as well as effective mechanisms for all aspects of management, including dealing with poor performance;

## Mainstreaming social inclusion throughout the project cycle – i.e. to recognise opportunities to address issues such as gender inequality and supporting women’s economic empowerment, or at a very minimum ensuring that social inequalities are not exacerbated;

## Applying and integrating gender and social analysis and advice across all of the above to comply with the Gender Equality Act and support good development practice;

## Ability to collaborate effectively with UK and overseas governments and local partners in support of the Sustainable Development Goals (SDGs);

## Ability to work in Spanish (would be considered an advantage);

## The energy sector in Mexico and in the UK, as well as the current economic and political environment in both countries;

## Working with the Authority and/or other bilateral and multilateral organisations as well as government, civil society and private sector interlocutors;

## Existing, or where not existing, the ability to develop, active partnerships with stakeholders in order to successfully carry out events; and

1. Supplier management (event-related suppliers and British/Mexican brands);
2. Project management skills (timeline and minute by minute development);
3. Registration or ticketing management and tools, including delivery of a database;
4. Design of invitation, materials and collateral for events;
5. Identification and recruitment of sponsors;
6. Event recruitment/promotion;
7. Audio/Visual design and production;
8. High-quality event photography;
9. Relations with media, particularly specialized media in the energy sector in the UK (with emphasis on evidence of skills that can contribute to the outputs delivery).

## REPORTING STRUCTURE, LOGISTICS AND OTHER ARRANGEMENTS

1. The Service Supplier will deliver the events with the standards outlined by the FCO in this document.
2. The Service Supplier is permitted to subcontract out elements of event production and delivery with the consent of the FCO, details of any subcontracted services must be provided to the FCO in advance of the Service Supplier entering into any agreement. The winning supplier will manage any third-party suppliers directly, at no point during the project, will the FCO manage tasks or assume responsibility for delivery of subcontracted services.

## Photographs, videos, and the attendance database will be sent 5 working days after the agenda end, at the latest.

## The Supplier(s) will assign a member of staff who will report to the Authority’s Programme Officer and lead the day to day delivery of the project. The Supplier will also appoint a member of staff to liaise with the Authority’s Programme Manager for any contract management issues.

## The Supplier will work independently in setting up the meetings with key stakeholders, arranging transport, agenda, programmes, etc. However, the Authority reserves the right to attend all meetings and events relevant to this project, subject to the Authority’s staff availability. The Supplier must therefore inform the Authority of all meetings relevant to this project in a timely manner. Where appropriate, the Authority’s may assist in accessing government agencies or other key senior stakeholders if this should prove necessary.

## TENDERS/ BIDS PACKAGE

## Tenders/bids should include:

1. A cover letter introducing the Supplier and how the skills and competencies described above are met, **with concrete examples**.
2. A 6-8 page outline of the proposed outputs, including:
	1. Methodology to deliver each output (event agendas and delivery of visits);
	2. Management arrangements set out in an organogram with clear reporting lines, outline of responsibilities within the team and detail of how much time each team member will provide to the programme; and
	3. A detailed implementation timeline or project plan (i.e. Gantt chart) for the delivery of the programme’s outputs;
3. A one-page budget detailing all costs (See ATT5 Schedule of Prices and Rates):
4. Venue fees, if any;
5. Accomodation and/or any travel expenses for company representatives and supplier’s staff;
6. Reimbursable costs envisaged;
7. All costs will be itemised – costs should be broken down element of the event, and where possible per unit; and
8. All costs will be quoted in GBP inclusive of any applicable taxes and overheads.
9. A 1-page CV for each participating team member

## ASSESSMENT

## The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the Most Economically Advantageous Tender (MEAT) from the point of view of the purchasing Authority.

Evaluation Criteria for selection will be based on quality, technical and commercial supports as follow:

1. *Methodology and Project Management*
2. *Expertise*
3. *Risk Management*
4. *Project team / Resource Plan*
5. *Value for money (VfM)*
6. Cost competitiveness in achieving the volume and quality of activities and outputs that will deliver the best results and outcomes anticipated, including activity costs and administrative fees. The successful bidder undertakes to make all reasonable efforts to ensure that all goods and Services purchased in support of this Contract are purchased at the best possible market price, in line with the Authority’s requirements.

For detailed information in this section see ATT 2 Information Required from Tenderers

## BUDGET

## The maximum budget for the service, covered under these terms of reference, will be no more than £24,100.

## The supplier will propose the overall budget for this work which must be inclusive of all applicable taxes, overheads and logistical costs including, but not limited to, travel, venue, catering, translation, etc. Bidders are expected to show VfM and not reach the budget ceiling if costs can be lower. Payment will be made in arrears and in four parts:

## Up to 15% upon successful achievement of Milestone 1;

## Up to 15% upon successful achievement of Milestone 2;

## Up to 35% upon successful achievement of Milestones 7; and

## Up to 35% upon successful achievement of Milestones 8.

## Acceptance criteria for the successful delivery of outputs and achievement of milestones will be agreed during the kick-off meeting.

## DUTY OF CARE

## The Supplier 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.

## 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 briefing as outlined above. Travel advice is also available on the FCO website and the implementing agency must ensure they (and their Personnel) are up to date with the latest position.

## Service Suppliers must develop their Tender on the basis of being fully responsible for Duty of Care. They must confirm in their Tender that:

## They fully accept responsibility for Security and Duty of Care.

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

## 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 pages and the FCO reserves the right to clarify any aspect of this evidence).

## In providing evidence Suppliers should consider the following questions:

## 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 FCO)?

## 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?

## 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?

## 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)?

## 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?

## Have you appropriate systems in place to manage an emergency / incident if one arises?

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

## In providing evidence Suppliers should consider the following questions:

## 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 FCO)?

## 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?

## 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?

## 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)?

## 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?

## Have you appropriate systems in place to manage an emergency / incident if one arises?

ANNEX 1

**Prosperity Fund**

1. The Prosperity Fund supports high impact programmes across high opportunity countries, regions and sectors. The Fund focuses on ODA eligible countries where the development challenges remain significant, and which at the same time are important for global and UK prosperity. This is based on economic analysis and is kept under review.

## The Mexico programme is being developed to support the overall environment for economic development and inclusive growth – e.g. policy development and strategy, strengthening the environment for business, anti-corruption, trade and regulatory reform. It also has to meaningfully consider the impact on reducing gender inequality and how to engage and harness the potential for women’s economic empowerment. As a minimum the programme must ensure it does no harm and does not worsen gender discrimination. Through targeting niche interventions, the programme aims to complement the work of the Mexican government and of other donors operating in the country in the above sectors.

1. The Prosperity Fund programme in Mexico is focused on overcoming identified constraints to economic development where the UK has a comparative advantage. Sectors include Energy, Future Cities, Financial Services and Anticorruption and Rule of Law.

**Gender and Energy**

1. Our capacity building work will be approached from a gender-sensitive angle and will look to increase female representation within the energy sector workforce. Other projects in Latin-America have demonstrated success by training women as technicians for small scale PV projects, facilitating their taking part in non-traditional productive activities and thus increasing their household income.[[1]](#footnote-1) Our programme will support the training of women in these non-traditional sectors to empower them to pursue economic opportunities in this growing and lucrative sector. We see this as an opening for women in a sector in which they have historically been absent and who can therefore lead the path to gender equality in the energy sector. A country’s competitiveness largely depends on the skills, education and productivity of its workforce. Women represent half of this potential talent and therefore, through the energy programme, we intend to help Mexico capitalise on this talent base striving for gender equality as part of the wider objective to strengthen the energy sector in Mexico. The operation and maintenance of energy technologies has traditionally been a male dominated sector, however, studies have shown that when women are trained in the operation and maintenance of energy technologies, the equipment is likely to be in a better state than when only serviced by men.[[2]](#footnote-2)
2. An open market that promotes fair competition is necessary to attract the entry of new players which will increase production, boost economic growth. Mexicans that are equipped with the adequate knowledge and skills will be better placed to take advantage of the new jobs over foreign labour, thus increasing their income and access to basic services. The acquisition of transferable skills will not only make them more attractive to international companies but will also increase their resilience against economic shocks or changes in industry direction (in the renewables, low carbon sectors). Negative social and environmental impacts directly affect local communities and their quality of life. Energy projects that consider social and environmental impacts will set higher standards of living for local communities, helping to reduce poverty levels.
3. Support in the implementation of regulation and policy will reduce energy prices, increase oil and gas production, improve regulatory practice, increase access to sustainable energy and encourage the adoption of energy planning strategies. The resulting reduction in energy prices from successful implementation of the reform will boost industrial productivity. An increase in oil and gas production will generate higher oil revenues which can be directed to development programmes (e.g. education and investigation). Increased access to affordable energy services will reduce the number of households that live in energy poverty and lower levels of energy poverty will positively impact on national poverty levels. Reduction in energy prices should also benefit MSMEs who are particularly affected by high energy prices – this will also benefit large numbers of women as many MSMEs are owned and run by women in Mexico. Our programme will not only support the growth of renewable energy, but will also incentivise energy efficiency policies that will help these SMEs to become more productive and profitable. Energy efficiency measures will help reduce energy costs thus liberating income for productive activities such as expansion or diversification. According to the OECD and other international organizations such as the International Energy Agency, following an increase in income women are more likely to make sustainable energy decisions for their households.[[3]](#footnote-3)
1. “Guia sobre genero y energía”, Latin American Energy Organization (OLADE), 2015, <http://www.energia.org/cms/wp-content/uploads/2015/04/08.-Guia-sobre-genero-y-energia.pdf> [↑](#footnote-ref-1)
2. “Guia sobre genero y energía”, Latin American Energy Organization (OLADE), 2015, <http://www.energia.org/cms/wp-content/uploads/2015/04/08.-Guia-sobre-genero-y-energia.pdf> [↑](#footnote-ref-2)
3. “Guía sobre genero y energía”, Latin American Energy Organization (OLADE), 2015, <http://www.energia.org/cms/wp-content/uploads/2015/04/08.-Guia-sobre-genero-y-energia.pdf> [↑](#footnote-ref-3)