



Foreign, Commonwealth  
& Development Office

## **Delivery of UK-Southeast Asia Tech Week 2024**

### **Terms of Reference**

#### **SUMMARY OF REQUIREMENT**

1. The UK Government, Foreign, Commonwealth and Development Office (FCDO) is seeking to appoint a delivery partner or partners to manage and deliver UK-Southeast Asia Tech Week 2024 in collaboration with the UK Government's Digital Trade Network and Science and Innovation Network, regional embassies, and partner organisations. This will be the UK Government's flagship annual event on science, innovation and technology (SIT) objectives in Southeast Asia. It will be the UK's highest profile and largest SIT-focussed event in this region to date.
2. The successful partner/s will be responsible for delivering a week-long programme of in-person events in Thailand and Vietnam. The week-long programme should: (i) showcase UK technology strengths in the Association of Southeast Asian Nations (ASEAN) region and the strengths of the tech ecosystems in this region, (ii) support UK technology companies to create new business partnerships and secure exports and investment, (iii) create a platform for knowledge sharing and networking between UK and ASEAN public and private sector organisations, and iv) bring together business, academia and government stakeholders to discover and drive new tech partnerships. The overall programme will align with the priorities set out in the UK Government's [Science and Technology Framework](#). The business components of the programme will consider the application of the UK Government's critical technologies (Artificial Intelligence, Semiconductors, Quantum technologies, Future Telecoms and Engineering Biology) in enterprise and sustainability specifically.
3. The event is expected to run from **4 - 8 March 2024**. The delivery partner/s will be expected to commence preparation in November 2023 following the signing of the contract, with a final report delivered after the event at the end of March 2024.

#### **BACKGROUND**

4. The publication of the UK's International Technology Strategy, Science and Tech Framework and the Integrated Review (IR) Refresh in March 2023 demonstrate the UK's commitment to build stronger international technology partnerships, including with Southeast Asia.
5. In addition, the UK's status as an ASEAN Dialogue Partner was formalised in 2021 and a commitment was made to deepen collaboration on the digital economy through the ASEAN-UK Digital Innovation Partnership (DIP). Under the DIP, the UK Government funded and organised a pilot UK-Southeast Asia Tech Week in March 2023. This spanned 8 days, 4 markets and involved 28 UK companies joining official trade missions. A total of 167 business matching meetings were executed and recorded by the trade mission delegates directly during the pilot. Government

representatives and business delegates from the UK developed a significant number of relationships with public and private sector partners in ASEAN, which have led to high-value business prospects and increased government-to-government activity. Following the success of the pilot in 2023, we are seeking a delivery partner/s to support the end-to-end delivery of UK-Southeast Asia Tech Week 2024.

## **SCOPE OF WORK / DELIVERABLES**

6. The Supplier or Suppliers will be expected to deliver:

### **A. Event management and logistics**

- Design and deliver a full 5-day programme of activities working with the FCDO and other partners. This will include formal and large-scale launch and closing events, workshops, panel discussions and other activity spanning trade promotion and policy, combining business, academia and government, and aligned with UK Government priorities.
- Act as the key venue liaison throughout delivery, including scoping venues and full management of venue logistics.
- Manage RSVP lists ensuring minimum number of attendees at each event are reached.
- Manage communications and marketing for the programme, making sure the event is well attended.

### **B. Business Development**

- Support FCDO recruitment of a high-quality trade delegation of 15-20 UK companies applying UK Government's critical technologies (Artificial Intelligence, Semiconductors, Quantum technologies, Future Telecoms and Engineering Biology) for enterprise and sustainably.
- Arrange and deliver at least 100 1-2-1 business matching sessions for UK tech companies on the official trade mission.
- Create or acquire a suitable online platform to facilitate the business matching meeting requests.
- Arrange and deliver at least two reverse pitching or 'meet the buyer' sessions with relevant Southeast Asian organisations.
- Manage the feedback process with businesses to ascertain feedback on the event and potential future activities.
- Produce a report summarising the activities, business engagements, outcomes, and suggested effective follow up action. This should include a pipeline containing the specific leads developed for each UK company and their value.

## **JOINT PROPOSALS**

7. Prospective suppliers are welcome to submit joint proposals in collaboration with other partners. Suppliers which have relevant experience in supplying primarily one of the above services will be expected to demonstrate in their proposal that they can deliver effectively on the second service and will be granted permission to outsource if required.

**PROJECT TIMELINE**

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

Stage	Timeline
Sign contract, commence project	November 2023
Deliverable 1: Set-up phase <ul style="list-style-type: none"> <li>Set-up plan (including implementation and comms plans, list of delivery team and indicative success measures)</li> <li>Programme design</li> <li>Stakeholder analysis and initial engagement</li> </ul>	By end-November 2023
Deliverable 2: Implementation phase <ul style="list-style-type: none"> <li>Delivery of UK-SEA Tech Week 2024</li> </ul>	March 2024
Deliverable 3: Closure phase <ul style="list-style-type: none"> <li>Final report</li> <li>Presentation of findings</li> <li>Business pipeline</li> </ul>	By 31 March 2024

**PROCUREMENT TIMELINE**

9. The Supplier or Suppliers will be required to deliver according to the key dates below:

30 October 2023	Procurement goes live
12 November 2023	Closing date
13-17 November 2023	FCDO to select preferred tender
20-23 November 2023	FCDO to conduct clarification meetings
24 November 2023	Contract award and first kick-off meeting between FCDO and supplier
End November 2023 – March 2024	Weekly meetings, combined with fortnightly written progress reports
February 2024	Pre-departure event for UK companies
4-8 March 2024	UK-Southeast Asia Tech Week 2024
25 March 2024	Final event report and business development report submitted to FCDO

**LOGISTICS AND OTHER ARRANGEMENTS**

- 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.

## MONITORING

13. The Supplier shall provide weekly updates to the UK Government project team throughout the duration of the project.
14. When the service has been completed, the Supplier shall prepare and send a final delivery summary report and a business development report to the UK Government project Senior Responsible Officer.

## SKILLS AND COMPETENCIES

15. The following criteria outline necessary skills & competencies from the Supplier for successful participation:
  - **Managing a Quality Service:** Demonstrate ability to deliver services of high quality, ensuring seamless experiences for event participants. Work with stakeholders to set priorities, objectives and timescales. Identify risks and resolve issues efficiently. Establish ways to find and respond to feedback about the services provided.
  - **Delivering at Pace:** Proven track record of efficient project execution, meeting timelines and managing multiple tasks promptly and effectively.
  - **Making effective decisions:** Sound judgment and decision-making skills, enabling quick and accurate choices in various event-related scenarios.
  - **Communicating and Influencing:** Strong communication skills, both verbal and written, coupled with the ability to influence and engage diverse stakeholders effectively.
  - **Working together:** Have collaborative mindset, fostering teamwork and effective collaboration with event organizers, other suppliers (if any) and relevant stakeholders.
16. Bidders will need to detail their proposed team structure in their bid, including the roles, responsibilities, names and experience of key experts.
17. Tenders should include:
  - A. A cover letter introducing the organisation.
  - B. The bid itself (maximum of 10 x A4 sides), describing the methodology, project plan, risk management, and team the organisation intends to deploy to meet the requirements.
  - C. One / two examples of a previous research, report or similar work.

## EVALUATION CRITERIA

18. The Evaluation Criteria that will be applied are detailed in the 'Main Criteria' table below:

Main Criteria	Weighting
Technical Evaluation Criteria	

<p><b>1. Knowledge</b></p> <p>An extensive understanding of the UK and Southeast Asian technology ecosystems. This includes demonstrating a detailed understanding of:</p> <ul style="list-style-type: none"> <li>- The UK and Southeast Asian digital and technology ecosystems – including size, potential synergies, and influential business and government stakeholders.</li> <li>- The opportunities and challenges facing UK companies seeking to expand to Southeast Asia;</li> <li>- The regulatory and digital policy landscape across the UK and Southeast Asia; and</li> <li>- The digital and technology priorities of ASEAN.</li> </ul>	20%
<p><b>2. Experience/Qualifications</b></p> <p>Professional qualifications, expertise, and track record of high-quality delivery in the areas of:</p> <ul style="list-style-type: none"> <li>- Delivering high-profile business events involving UK and/or Southeast Asian businesses.</li> <li>- Delivering international trade missions involving UK companies seeking to expand overseas.</li> <li>- Delivering high-quality policy seminars or workshops for public and/or private sector stakeholders – particularly involving stakeholders from the UK and/or Southeast Asia.</li> <li>- Experience engaging with influential and/or high-profile business and government stakeholders from the UK and/or Southeast Asia.</li> <li>- Expertise in event and project management.</li> <li>- Extensive experience in stakeholder management.</li> </ul> <p>Please provide examples of successful delivery of similar projects – including details on results, outcomes and/or impact.</p>	15%
<p><b>3. Network</b></p> <p>Evidence of an extensive professional network across the UK and Southeast Asia and an ability to engage with key public and private sector stakeholders across both regions.</p> <p>The supplier should provide a detailed description of its network and access to key public and private sector stakeholders in the UK and across Southeast Asia. This should include examples of the types of organisations that the supplier intends to engage with to deliver this project.</p>	15%
<p><b>4. Operational Capacity</b></p> <p>Please provide detailed description of the management structure and governance arrangement you will employ to deliver this project.</p> <p>Suppliers should also provide details on their capacity to deliver this project by 31 March 2024. Suppliers should also provide information on sub-contractors, if</p>	10%

applicable. Where sub-contractors will play a significant role in the delivery of the services, a separate annex with details of supply chains is required.	
<b>5. Project Delivery and Governance</b>  Please provide the following: <ul style="list-style-type: none"> <li>- Project plan which refers to the information contained in the Terms of Reference and covers milestones, deliverables, and timelines.</li> <li>- Risk register identifying any key risks and explaining how they will be mitigated.</li> <li>- Indication of how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost.</li> <li>- Indication of how you will ensure a people-centred approach &amp; Gender Equality Act compliance for quality programme delivery.</li> <li>- Evidence of experience of delivering high-quality projects in tight-time frames.</li> </ul>	10%
<b>Commercial Evaluation Criteria</b>	
<b>The commercial evaluation team will apply the following mathematical formulas to calculate the commercial scores.</b>  <b>Total Cost – in comparison to all other tenderers</b>  <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 10px auto;"> <math display="block">\left[ \frac{\text{Lowest proposed Total Cost}}{\text{Your proposed Total Cost}} \right] \times \left[ \begin{array}{l} \text{Maximum} \\ \text{Score} \\ \text{achievable} \\ \text{(XX)} \end{array} \right]</math> </div>	30%
<b>Total</b>	100%

**BUDGET**

19. **The budget for the services, covered under these service requirements, will be a maximum of £50,000 inclusive of all expenses.** We strongly encourage all suppliers to submit competitive bids and welcome any adjustments to your proposed total cost. The proposal offering the lowest cost will achieve the highest commercial rating in our assessment.

20. Payments will be made on the following terms:

Submission and acceptance	Payment %
Set-up phase	10%
Implementation phase	60%
Closure phase	30%
TOTAL	100 %

21. **Payments will be made in arrears upon receipt and acceptance of the final product/outputs, after any updates have been incorporated and signed off by the FCDO.**
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### **Cyber**

The Supplier will need to adhere to the cyber security standards prescribed by the UK Government. Click to link to learn about the standards: [Minimum Cyber Security Standard - GOV.UK](#).

### **General Data Protection Regulations (GDPR)**

All data will need to be processed and stored in accordance with GDPR rules and regulations. Data would include but not be limited to:

- All documents pertaining to the project;
- Personal details of all stakeholders including participants, providers, His Majesty's Government (HMG) staff etc.;
- Subject matter of the processing;
- Type of Personal Data;
- Categories of Data Subject;
- Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data.

Please refer to the details of the GDPR relationship status and personal data (where applicable) for this project as detailed in the standard GDPR clause 30 in the Volume 4 of the ITT.

### **Intellectual Property Rights (IPR)**

HMG will have ownership of the materials and content created which will allow HMG to recycle the materials, and control and share wider distribution.

### **Contract Management**

The Supplier will have a minimum of a fortnightly call with the FCDO and would look for a communication style that works for all parties. Frequency and format needs to reflect working priorities. More frequent dialogue should be anticipated as deadlines approach.

### **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. 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:

- 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.

### **Safeguarding**

- The Supplier shall take all Reasonable Measures to prevent Serious Misconduct by the Supplier Personnel or any other persons engaged and controlled by it to perform any activities under this Agreement ("Supplier Providers") and shall have in place at all times robust procedures which enable the reporting by Supplier Personnel, Supplier Providers and beneficiaries of any such Serious Misconduct, illegal acts and/or failures by the Supplier or Supplier Personnel to investigate such reports.
- The Supplier shall take all Reasonable Measures to ensure that the Supplier Personnel and Supplier Providers do not engage in sexual activity with any person under the age of 18, regardless of the local age of majority or age of consent or any mistaken belief held by the Supplier Personnel or Supplier Provider as to the age of the person. Furthermore, the Supplier shall ensure that the Supplier Personnel and Supplier Providers do not engage in 'transactional sex' which shall include but not be limited to the exchange of money, employment, goods, or services for sex and such reference to sex shall include sexual favours or any form of humiliating, degrading or exploitative behaviour on the part of the Supplier Personnel and the Supplier Providers. For the avoidance of doubt, such 'transactional sex' shall be deemed to be Serious Misconduct in accordance with the previous clause.
- "Reasonable Measures" shall mean: all reasonable endeavours expected to be taken by a professional and prudent supplier in the Supplier's industry to eliminate or minimise risk of actual, attempted or threatened exploitation, abuse and harassment (including Sexual Abuse, Sexual Exploitation and Sexual Harassment) and whether or not such conduct would amount to a criminal offence in the United Kingdom or an offence under the laws of the territory in which it takes place (together "Serious Misconduct") as is reasonable and proportionate under the circumstances. Such endeavours may include (but shall not be limited to):
  - a) clear and detailed policies and guidance for Supplier Personnel, Supplier Providers and where appropriate, beneficiaries;
  - b) developing, implementing and maintaining a safeguarding plan throughout the term (including monitoring);
  - c) provision of regular training to Supplier Personnel, Supplier Providers and where appropriate, beneficiaries
  - d) clear reporting lines and whistleblowing policies in place for Supplier Personnel, Supplier Providers and beneficiaries,
  - e) maintaining detailed records of any allegations of Serious Misconduct and regular reporting to FCDO and the Appropriate Authorities (where relevant) of any such incidents;
  - f) any other Good Industry Practice measures (including any innovative solutions).
- The Supplier shall promptly report in writing any complaints, concerns and incidents regarding Serious Misconduct or any attempted or threatened Serious Misconduct by the Supplier Personnel and Supplier Providers to FCDO, including FCDO's Counter Fraud Section at [reportingconcerns@fcdo.gov.uk](mailto:reportingconcerns@fcdo.gov.uk) or +44 (0)1355 843747, and where necessary, the Appropriate Authorities.
- The Supplier shall fully investigate and document all cases or potential cases of Serious Misconduct and shall take appropriate corrective action to reduce the risk and/or eliminate Serious Misconduct being committed by the Supplier Personnel and Supplier Providers (which may include disciplinary action, termination of contracts etc.), such investigations and actions to be reported to FCDO as soon as is reasonably practicable.
- The Supplier shall not engage as Supplier Personnel or Supplier Provider for the purposes of the Services any person whose previous record or conduct known to the Supplier (or reasonably ought



to be known by a diligent supplier which undertakes the appropriate checks) indicates that they are unsuitable to perform the Services and/or where they represent an increased and unacceptable risk of committing Serious Misconduct.

- The Supplier shall comply with all applicable laws, legislation, codes of practice and government guidance in the UK and additionally, in the territories where the Services are being performed, relevant to safeguarding and protection of children and vulnerable adults, which the Supplier acknowledges may include vetting of the Supplier Personnel by the UK Disclosure and Barring Service in respect of any regulated activity performed by the Supplier Personnel (as defined by the Safeguarding Vulnerable Groups Act 2006 (as amended)) and/or vetting by a local equivalent service. Where FCDO reasonably believes that there is an increased risk to safeguarding in the performance of the Services, the Supplier shall comply with any reasonable request by FCDO for additional vetting to be undertaken.
- Failure by the Supplier to:
  - put in place preventative measures to eliminate and/or reduce the risk of Serious Misconduct; or
  - fully investigate allegations of Serious Misconduct; or
  - report any complaints to FCDO and where appropriate, the relevant authorities (including law enforcement), shall be a material Default of this Contract and shall entitle FCDO to terminate this Contract with immediate effect.