

Call for Tender: Training Organisation

LOOKING FOR	Training Organisation
APPLICATION DEADLINE	Sunday, 29 September 2024 (COB, Singapore Time, UTC+8)
CONTACT PERSON	Ms Freya CHOW-PAUL (E: scitech@asef.org)
DEPARTMENT	ASEF Education Department

The **Asia-Europe Foundation's Education Department (ASEFEdu)** is looking for a service provider (organisation) to develop a capacity building training programme for young academics, diplomats, professionals and students on the theme of Science & Technology Diplomacy in Asia and Europe.

About the Asia-Europe Foundation (ASEF)

The **Asia-Europe Foundation (ASEF)** promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, sustainable development, governance, economy and public health. ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM).

To learn more about ASEF: www.asef.org

About the Education Department (ASEFEdu)

Education is one of ASEF's key thematic areas. In this field, we connect the youth, students, teachers & educators, higher education leaders & EdTech experts with policy makers across both regions. Through policy dialogues, capacity building and the creation of bi-regional networks, we contribute to innovation in the formal and non-formal education sector and towards the Sustainable Development Goals of the UN Agenda 2030.

To learn more about ASEFEdu: www.asef.org/themes/education/

About the Asia-Europe Science & Technology Initiative

The Asia-Europe Science & Technology Initiative is a new project of ASEF's Education Department which conducts research and connects academics, diplomats, professionals and students engaged in international collaborations related to science, technology, and innovation in Asia and Europe. The project offers a unique opportunity for Asia-Europe cooperation on emerging trends and strategies in the field of Science Technology Diplomacy. The project aims to:

- Facilitate Intellectual and evidence-based exchange in an interregional context of Asia-Europe relations to increase skills and capacities of future leaders
- Strengthen Networks between students, academics, diplomats, professionals and stakeholders in the Science and Technology Diplomacy field to build peer-to-peer connections
- Contribute to further understanding of Science and Technology Diplomacy strategies across Asia and Europe.

To learn more about the Initiative: <https://asef.org/projects/asia-europe-sci-tech-diplomacy-initiative/>

Capacity Building Training

ASEF is piloting an awareness raising and capacity building programme for young leaders, to complement the [mapping report](#) and explore new avenues to meet the objectives of this initiative.

The hybrid, interactive and multi-disciplinary training would invite about 100 young academics, diplomats, professionals, and students working in the international collaboration space on science, technology, and innovation related matters.

The training has the following intended learning outcomes:

- Build knowledge on scientific and technological collaboration trends and domains in Asia and Europe
- Build skills in intercultural science and technology diplomacy negotiations
- Build peer-to-peers networks among participants.

Scope of Work

The work of the service provider will include the following deliverables:

- Develop the programme & content for a 6-week long online programme taking place from 4 November – 13 December 2024 (2-hours each week) for ~100 participants from Asia and Europe. Key programme features should include:
 - a methodology with a clear learning journey that includes learning from experts, peer-to-peer discussions and exchanges to meet the learning outcomes
 - self-paced learning materials for asynchronous learning for participants
 - individual & team task assignments for participants
- Facilitate the 6-week long online programme ensuring the programme meets the learning outcomes
- Evaluate the programme outcomes and make recommendations

Technical implementation support can be provided by ASEF (e.g. Zoom platform, technical support during sessions etc.) and online e-learning platform can be provided by ASEF.

Note: The above list is not an exhaustive list and may be subject to amendments. ASEF reserves the right to request deliverables of a different nature subject to agreement with service provider.

Timeline

The service provider will work according to the following tentative timeline:

- Open Call for Expression of Interest: 9 September - 29 September 2024 (**Deadline extended from 22 September to 29 September 2024**)
- Selection and Evaluation: 4 October 2024
- Start date: 7 October 2024
- Delivery of work: staggered up to the tentative training weeks from 4 Nov – 13 Dec 2024
- End date: 13 December 2024

Should the need arise, ASEF may amend the above timeframe at its discretion.

Requirements

- All activities and deliverables undertaken by the service provider shall be discussed and planned in close consultation with ASEF.
- It is essential that the service provider be available for daily communication with ASEF throughout the entire engagement to ensure full completion of the work within the specified timeframe.

Eligibility

ASEF welcomes tenders from any service provider with proven experience in delivering trainings on the topic of Science & Technology Diplomacy, based in one of the [ASEM Partner Countries](#).

Submission

To indicate interest, the service provider shall prepare the following:

1. Brief background of the service provider & experience in the field of Science & Technology Diplomacy, references of previous work of similar nature
2. Detailed quotation listing all items in the scope of work and mentioning all applicable fees & payment term and currency.
3. Programme outline indicating weekly content, materials, speaker proposals, and tasks for participants.

The expression of interest and the above documents should be submitted via email to Ms Freya CHOW-PAUL (E: scitech@asef.org) latest by **Sunday, 29 September 2024 (COB, Singapore Time, UTC+8)**.

Tender Evaluation & Selection

The evaluation & selection of the tender will be based on financial and qualitative criteria:

1. Price – Most economical proposal
2. Suitability & Quality of the Training Proposal – Suitability & quality of the programme outline to deliver the objectives and learning outcomes of this programme
3. References – Credibility and quality of previous work of similar nature

Shortlisted candidates may be invited for a video call to discuss their proposal.

All applicants will receive an acknowledgment of receipt of their tender and will be informed of the outcomes of the selection process. However, ASEF is not obliged to provide any justification for its decision to accept or reject any particular tender.

Contact

For more information or any question, please contact Ms Freya CHOW-PAUL (E: scitech@asef.org)
