



**Royal Academy
of Engineering**

Request for Proposal: Delivery of training on Tech Transfer - Leaders in Innovation Fellowship programme

www.raeng.org.uk

About our organisation

The Royal Academy of Engineering (Academy) harnesses the power of engineering to build a sustainable society and an inclusive economy that works for everyone.

In collaboration with our Fellows and partners, we're growing talent and developing skills for the future, driving innovation and building global partnerships, and influencing policy and engaging the public.

1. As a charity, we deliver public benefit from engineering excellence and technology innovation.
2. As a national Academy, we provide progressive leadership for engineering and technology, and independent expert advice to government in the UK and beyond.
3. As a Fellowship, we bring together an unrivalled community of leading businesspeople, entrepreneurs, innovators, and academics from every part of engineering and technology.

In everything we do, we are guided by our five values: progressive leadership, diversity and inclusion, excellence everywhere, collaboration first and creativity and innovation.

The Royal Academy of Engineering is committed to driving innovation by building networks and partnerships in over 40 countries, across six continents.

The Academy's strategy can be [viewed here](#).

Background

Technology transfer is an essential part of the innovation and startup ecosystem in a country. To enable technology to spin out of a university, a progressive technology transfer policy is required. The UK has been working on best practices in technology transfer for over 20 years and has many examples of successful technology commercialisation practices and policies.

We are working with a consortium of Southeast Asian (SEA) countries to deliver a technology transfer and commercialisation training programme. The aim of this programme is to increase the market and societal impact of research by strengthening the skills and competences of technology transfer officers through training and good practice exchanges.

A cohort of up to 20 technology transfer professionals in key universities and research institutes, government officials involved in policy design in tech transfer, as well as local companies and university representatives, will participate in the programme.

As part of the programme the participants will:

- Understand the structure of UK technology transfer policies, the history, and important lessons.
- Map the wider policy environment in their own country context and start to identify ways to influence policy to optimise economic and social benefits through academic entrepreneurs.
- Learn about the practicalities and best practice in running tech transfer and commercialisation programmes, in the UK and internationally.
- Be supported to apply best practices and learnings to their own jurisdictions, including how to measure the impact of their interventions. Interventions include influencing policy making, developing their network, and setting up Tech Transfer offices.
- Engage and form links with the UK a wider international network of technology transfer professionals and the wider entrepreneurship and innovation ecosystem.

After the course, the Academy, UK technology transfer centres, tech transfer professionals and companies would have strengthened engagement with different SEA institutions and have new opportunities for business, consultancy, and partnership. Relationships will be maintained through an online community platform hosted by the Royal Academy of Engineering.

Leaders In Innovation Fellowships

The [Leaders in Innovation Fellowships](#) (LIF) programme is a world leading international entrepreneurship development programme. In the last 9 years it has trained over 1400 technology and engineering innovators from 19 countries.

The programme is promoted in countries via in-country partners (ICPs) (government innovation agencies and incubators) highlighting the unique benefits of the programme to the individual as well as developing and building relationships in that country.

The LIF programme was set up to build international links through an innovation network. To deliver the programme, we have built innovation networks internationally, and tapped into existing local and national ecosystems at the highest level.

Summary of invitation

Statement of requirements

Summary: We are seeking submissions from interested parties to deliver Technology Transfer course (including learning materials and resources), network building activity and online follow-on support.

Duration of training: one day plus online follow-on support for 3 months

Mode of delivery: training to be delivered in person; follow-on support to be delivered online.

Location of delivery: Royal Academy of Engineering, Prince Philip House, SW1Y 5DG

Timing: 9am-5pm, incl. 1h break for lunch

Staff: given the size of the group our preference is a high trainer to trainee ratio. We expect a minimum of 3 trainers to be needed.

Content

We will work with the supplier to refine the scope and objectives of the training at the kick-off stage in line with the supplier's preliminary reflections and insights. However, a one-day training should cover the following topics:

Intellectual property Management	<ul style="list-style-type: none">• Including but not limited to creating institutional policies for technology licensing and spinning out
Regulation and compliance	<ul style="list-style-type: none">• Documentation, risk assessment, training, and validation
Corporate Structure and governance	<ul style="list-style-type: none">• The board, reporting and governance requirements
Technology development	<ul style="list-style-type: none">• Encouraging and assessing early-stage technology opportunities
Team	<ul style="list-style-type: none">• Hiring staff, recruitment• Wellbeing
Market validation	<ul style="list-style-type: none">• Processes and tools to support entrepreneurs
Funding and grants for commercialisation	<ul style="list-style-type: none">• Sources/types of finance, financial projections, startup valuation, what are investors looking for
Provide solutions and recommendations	<ul style="list-style-type: none">• Country-specific, linking this to what their governmental priorities are
Building a network	<ul style="list-style-type: none">• Introduce delegates to relevant contacts in the UK
Measuring success	<ul style="list-style-type: none">• Tools to evaluate success• Examples of best practices and where outcomes could have been improved

Delivery

Activity	Date
Draft lesson plan	25 January 2024*
Academy feedback on methodology given	8 February 2024*
Training delivery	22 April 2024
Feedback on training by Academy	30 May 2024*
Follow-on support	May-July 2024

*We have some flexibility in these dates but the dates that the participants are in the UK are fixed.

Experience: Successful candidate would demonstrate:

- Required:
 - Expertise in Tech Transfer.
- Desirable:

- Evidence of having worked with international clients/partners in one or more of the following countries: Thailand, Philippines, and Vietnam.
- Evidence of having worked with/in Tech Transfer Offices.

Inclusive and ethical working: We expect the project to be delivered in line with our values of inclusion and diversity and to the highest ethical standards. We expect to see diverse perspectives considered in the development of all proposals and as an Academy we proactively seek to procure services from diverse teams.

Deliverables:

- Full learning plan for the areas mentioned above.
- One-day highly customised training in person, on time, to budget, and in line with agreed parameters.
- Diagnostic of current technology transfer context in Thailand, Philippines, and Vietnam.
- Resources: toolkits, reading lists, course key highlights.
- Post-course support by email and videoconference.
- Maintain regular contract with the Academy's programme management team via monthly meetings.

Structure of the bid:

Please include the following in your proposal:

- I. Method and approach,
- II. Training schedule,
- III. Learning outputs,
- IV. Follow-on support (ad hoc requests),
- V. Additional resources,
- VI. Timeline for delivery,
- VII. Examples of similar projects you have delivered,
- VIII. Evidence of Inclusive and ethical working,
- IX. Cost up to £15,000 including VAT,
- X. Delivery team,
- XI. References.

Deadline for proposals: 20 November 2023 17:00 GMT

Schedule

Activity	Date
Request for Proposal opens	27 October 2023
Request for Proposal deadline	20 November 2023
Interviews	27 or 28 November 2023
Appointment meeting with successful application	30 November 2023
Contract signing (first payment [Full])	4 December 2023

Please send your clarification questions and submissions to:

Clementine Flack, Programme Manager, International Entrepreneurship,
clementine.flack@raeng.org.uk

Please also copy your email to our team mailbox: info-lif@raeng.org.uk

Scoring matrix

0	No Answer/Unacceptable Response
1	Very Poor Response
2	Poor Response
3	Acceptable Response
4	Good Response
5	Excellent Response

To score well (i.e., 3 and above) the evaluation panel will look for clear evidence. The scores will be weighted to give an overall score. The tables below indicate the weightings which will be applied to each section. The three highest scoring proposals will be invited to the Academy to present their proposal.

At interview, we will consider all criteria.

Selection criteria

Your response will be evaluated using the following:

Description of criteria	Score	Weighting	Max Points
<i>Methodology</i>			
Quality, appropriateness and novelty	0-5	5	25
<i>Previous Experience</i>			
Expertise of the consultants/team	0-5	1	5
Experience of successful delivery of similar training	0-5	1	5
<i>Project Schedule</i>			
The timescale to successfully deliver is realistic	0-5	1	5
Delivery process is clear and realistic	0-5	1	5
<i>Cost</i>			
Is competitively priced	Yes / No	Pass/Fail	
Has accounted for all cost to deliver proposal	0-5	1	5
Expenditure broken down and pricing clear	0-5	1	5
Risk of budget overspend	0-5	1	5
<i>Organisation</i>			
Suitability of the organisation	0-5	2	10
Suitability of the selection process for trainers	0-5	1	5
		Total	

*If you wish to receive any additional or updated information, please ensure that you register interest prior to submitting the proposal. **All proposals* must remain valid for a period of 90 days from the date of submission by the vendor.** This RFP and the information contained within it are deemed to be confidential information. Proposals must include information about costs and state whether these do or do not include VAT (Value Added Tax) or any other levies. By submission of a proposal, the vendor warrants that the prices in the proposal have been arrived at independently, without consultation or agreement with any other potential vendor.*