Terms of Reference for Advisory Expert Panel for the Innovation Challenge Fund 2020

1. The role of the Advisory Expert Panel (the ‘Panel) for the Innovation Challenge Fund 2020 (‘ICF’) is to make a recommendation to a UK Government (the ‘GoUK Panel’) about which projects to fund under the ICF. The role of the Panel is advisory.

2. Each member of the Panel will be expected to:
   a. Complete the non-disclosure agreement / conflict of interests form at Annex A;
   b. Review the eligible bids received for the ICF in advance of the Panel meeting;
   c. Review the scores of the eligible bids in advance of the Panel meeting;
   d. Come to their own preliminary view on whether or not they agree with the assessment in advance of the Panel meeting;
   e. Attend a Panel meeting at which the Panel need to come to a consensus on whether or not the Panel agrees with the assessment of each bid;
   f. In cases of disagreement with the assessment, the Panel must provide written reasons for the disagreement;
   g. At the Panel meeting, record their agreement/disagreement/reasons for disagreement and comments on the bids by completing the form at Annex B.

3. The following principles shall apply throughout the bid assessment process:
   a. Parity: Bidders are treated fairly and equally throughout the assessment. Decision-making is not carried out in a way which mistreats a bidder, or provides any unfair advantage
   b. Integrity: We must always be honest and professional and keep the purposes of the ICF in mind
   c. Transparency: Our assessment and decision-making are open and clear to all
   d. Confidentiality: All application documents, clarification questions, and evaluation notes should be treated as confidential and not shared or discussed with anyone not directly involved in the evaluation.

4. The role of each member of the Expert Panel is core to the success of selecting appropriately qualified and experienced Bidders, in doing so the responsibilities are to:
   a. Prepare well for the role – ensure you understand the purpose and rules of the ICF (Annex C) and the assessment criteria (link);
   b. Immediately communicate issues and concerns to Tech Clusters team;
c. **Allow sufficient time** to carry out the task – be conservative in your planning

d. Use your **professional judgement**: assess responses without bias, prejudice and preconceptions

e. **Only compare bids against the criteria** and **NOT** against each other

f. Keep **language clean** (no flippant or derogatory statements)

g. **Be professional** at all times in meetings – respecting other colleagues views and challenging on clear grounds

h. **Maintain records** of your decision-making, including all handwritten notes
Annex A – Conflicts of Interest and Non-Disclosure Agreement

This agreement is made between The Secretary of State for Foreign,
Commonwealth and Development Affairs (the “Authority”) and
................................................................. (the “Recipient”) (each a “Party” and together
the “Parties”).

BACKGROUND:

1. The Authority has a requirement to allocate funding under the “Innovation
Challenge Fund 2020” as part of the UK-India Tech Partnership Tech Clusters
programme (the “Project”).

2. The Recipient has agreed to participate in an Expert Panel Meeting arranged
to review and recommend which bids should receive funding (the “Meeting”).
The Meeting may influence the allocation of funding under the Project.

3. It is important to the Authority that the information disclosed, discussed and
agreed as part of the Meeting (the “Confidential Information”) is always kept
confidential and handled appropriately.

4. In order to protect the confidentiality of information, and to ensure that any
bids for funding in relation to the Project are submitted through a fair and non-
discriminatory process, the Authority requires the Recipient to sign a copy of
this Agreement as a condition of participation in the Meeting.

OPERATIVE TERMS

5. The Recipient shall:
   a. treat the Confidential Information as confidential and safeguard it to the
      same standards as it would safeguard its own confidential information;
   b. not use or exploit the Confidential Information in any way except for the
      purpose of participating in the Meeting, and the Recipient
      acknowledges and agrees that it will has not submitted any bid or
      participated in any bid for funding in relation to the Project;
   c. not disclose or make available the Confidential Information in whole or
      in part to any third party, including any Related Party.

6. By signing this agreement, the Recipient confirms that neither he/she nor any
close family member/related party1 has any influence or interest(s)2, material

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1 Close family member/related party means:
   - Individual’s domestic partner and children;
   - Individual’s siblings and parents
   - Children of the individual’s domestic partner;
   - Dependents of the individual or the individual’s domestic partner;

2 Influence or interests include:
   - Directly, or indirectly through one or more intermediaries,:  
     - Controls, is controlled by, or is under common control with, the supplier (parents,
       subsidiaries and fellow subsidiaries)
or otherwise, in respect of the persons or organisations who have bid for the Innovation Challenge Fund 2020 or with any of their parent or associated companies.

Signed for and on behalf of the Authority
Name:  
A duly authorised representative of the Authority  
Title:  
Date:  

Signed for and on behalf of the Recipient
Name:  
Title:  
Date:  

- Has an interest in the supplier that gives it significant influence over the supplier; or
- Has joint control over the entity;
  - Current employment by the supplier.
  - A post-employment benefit plan for the benefit of employees of the supplier, or of any supplier that is a related party of the supplier
  - Financial or pecuniary interest including shareholdings of any scale
Annex B – Expert Panel Recommendation Form

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<thead>
<tr>
<th>Concept Note Serial No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application title</td>
<td></td>
</tr>
<tr>
<td>Does the Panel agree with the FCDO office assessment of the application?</td>
<td>YES / NO</td>
</tr>
<tr>
<td>If the Panel disagrees with the FCDO office assessment, please give reasons (250 words max)</td>
<td></td>
</tr>
<tr>
<td>Any other comments the Panel wishes to make about the application</td>
<td></td>
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</tbody>
</table>
Annex C - Purpose and rules of the Innovation Challenge Fund 2020, assessment criteria and the scoring matrix

The Innovation Challenge Fund 2020 is intended to fund innovative projects in Artificial Intelligence / Data Science and Future Mobility that address the challenges of COVID 19 or climate change. We expect to make 12-20 awards of up to £250,000 each (with a roughly equal share between Future Mobility and Artificial Intelligence / Data Science), to fund research and development projects by consortia of researchers and industry from India, and international partners, including the UK. The grants are for projects lasting 12 months, with a proposed start in January 2021.

Innovation Challenge Fund 2020 will fund innovative research and development projects in Artificial Intelligence / Data Science and Future Mobility that propose tech led or tech enabled solutions to the greatest challenges of our time: COVID 19 and climate change. The aim of the Innovation Challenge Fund is also to support the development of the Karnataka AI / Data Science Tech Cluster and the Maharashtra Future Mobility Tech Cluster by promoting closer scientific collaboration between industry and academia, and by promoting links with international counterparts and centres of excellence, including in the UK. As such, proposals for research and development projects have been invited from consortia made up of researchers and industry from India, and international counterparts, including the UK.

Projects must be led by an Indian not-for-profit organisation. Projects can either develop original ideas or adapt successful technologies, techniques or processes from other fields.

Grants will be awarded to a lead organisation, which must be an Indian not-for-profit organisation and should have the necessary FCRA clearances. The lead organisation will be responsible for the overall management of the grant including control, disbursement, and assurance of funds.

Applicants must demonstrate collaboration with other organisations. They will need to explain how their proposal facilitates the development of partnerships between researchers, industry (including but not limited to start-ups, scale-ups and small & medium enterprises), and potentially NGOs, policymakers and practitioners in India and their International counterparts.

All applicants will also need to show that their proposed idea has a credible and practical route to market. They must ensure they have considered and addressed requirements on Official Development Assistance (ODA) and gender inequality.