How do young people in low- and middle-income countries connect with mental health science?

Request for Proposal (RFP) for a Coordinator

December 2020

# **Overview**

[Wellcome](https://wellcome.org/) is looking to better understand how young people in low- and middle-income countries (LMICs) access and engage with mental health science. This is part of our [new strategy](https://wellcome.org/about-us/strategy) to improve research, understanding, and treatment of mental health.

To achieve this, we are looking for a **Coordinator** to recruit and support **four youth-led research projects** in four different countries. Ideally, we would like these countries to be India, South Africa, Kenya and Rwanda. If the Coordinator does not have relevant networks in these countries, at least two of the selected countries must be from this list, while the two others are open to the Coordinator’s choice, provided they are LMICs[[1]](#footnote-2) in Africa or Asia. The Coordinator should be based in an LMIC and have strong existing connections in the four countries chosen (e.g., local branches, existing local partners).

The purpose of each research project is to identify channels and actors that provide mental health information that young people access and engage with. Building on this research, the Coordinator should develop a generic model that can be adapted to other settings (e.g., countries, cultures). As a global science and research funder, we see this as an important tool to help us improve how the mental health research we fund reaches and influences those it seeks to benefit. In addition to developing the generic model, the Coordinator will be expected to create opportunities for shared learning across the four in-county research projects.

## **1. Background and Objectives of the Programme**

Wellcome supports science to solve the urgent health challenges facing everyone by drawing upon and integrating our expertise across science, innovation and society. Our [new strategy](https://wellcome.org/about-us/strategy) is focused on three global health challenges: mental health, global heating, and infectious diseases.

Our new [mental health programme strategy](https://wellcome.org/what-we-do/our-work/mental-health-transforming-research-and-treatments/strategy) is focused on finding effective, scalable and acceptable ways to prevent, intervene, stop relapse and manage anxiety and depression in young people aged 14 to 24. The focus on anxiety and depression is driven by the fact that they affect the largest numbers globally (over 400 million) and they impose the greatest economic and health burden. The focus on young people (14-24) is because mental health problems typically start in youth and intervening early gives us a good chance to reduce long-term health and economic burdens. Further, young people (aged 10-24) represent 40% of the global population, with nearly 90% of the population in LMICs being under 24[[2]](#footnote-3). We also believe that young people are important because of their role in shaping and influencing communities, and helping to bring about long-term behaviour change.

To support this new strategy, we see it as vital to ensure that we effectively get the knowledge and findings from the mental health research we fund into the hands of young people. To achieve this, we need a robust understanding of the channels and actors that young people trust and use to access information about mental health. In line with this, we expect this programme to generate:

1. **A generic model that identifies the actors and channels that could provide information about mental health science and/or preventing, intervening or managing mental health challenges to young people in LMICs, and which ones are most trusted.**
   * By ‘**actors**’ we mean the people and organisations surrounding young people, who provide information about mental health; these may include, but are not limited to, friends, family, teachers, religious leaders, youth leaders.
   * By ‘**channels**’ we mean formal and informal mediums that are used by young people to access or share information about mental health; these may include, but are not limited to, schools/lessons, youth groups, religious settings, radio or television, newspapers, websites, social media.
   * By ‘**young people**’ we mean people aged between 14-24 years.
   * By ‘**mental health**’ we primarily mean anxiety and depression.

* We would like this generic model to help us answer some of the following questions:
  + Which are the consistent actors and channels?
  + How much do young people trust different actors or channels and why?
  + What are the strengths and weaknesses of different actors or channels in a particular setting?
  + How, if at all, do young people talk about their mental health? What vocabulary or metaphors do they use? Do these change with different groups and/or settings?
  + Where/how do young people access/receive mental health information about preventing or managing anxiety or depression?
* The model should consolidate and build on the findings from the four in-country research projects. We expect some elements of the model will be applicable across all settings, while others will be country- or context-specific and will need to be generated on a case-by-case basis. For example, we expect there will be similar types of trusted actors across settings, but when it comes to specific local organisations or trusted networks, we will need to carry out research to identify these in each new setting.
* We expect the structure and content of the generic model to be co-designed by the Coordinator in collaboration with the in-country research organisations through an iterative process. The research carried out by each in-country organisation will provide the basis for the generic model.

1. **A ‘how-to guide’ that sets out how to use the model and how to adapt it for use in other settings (e.g., different country, culture, population).** This might include what questions to ask and effective ways to gather specific information about trusted actors and channels in a new setting.

* At Wellcome we are interested in this generic model because we want to make sure that the mental health research that we fund reaches young people. We expect to use this generic model to identify trusted actors and channels quickly and accurately in different counties that we could use to share important mental health findings with young people.
* In the longer-term, we would like to build on this model to understand trusted actors and channels to share a wider range of health-related research and information, not just mental health. For this project, however, the focus of the research and model-development should be to facilitate the communication of mental health information.

To achieve these objectives, we are commissioning a **Coordinator** to lead on the recruitment of the four in-country research organisations. The research should be led by young people, who must be at its heart, shaping it and informing it throughout.

The Coordinator will lead on the development of the generic model that Wellcome could use to identify trusted channels and actors in new settings. The Coordinator will also be expected to create opportunities for shared learning across the research projects and provide feedback on the research process and emerging insights.

The programme should culminate in a report and other media that set out usable insights for Wellcome’s Education & Learning, Mental Health, and Public Engagement teams. We would also be pleased to have a product (e.g., a slide show or infographic) that helps us to explain the findings to young people and other stakeholders, within and beyond Wellcome.

## **2. Coordinator Activities**

As part of this programme, the **Coordinator** will be expected to carry out the following activities:

1. **Recruit in-country research organisations.** The Coordinator will be responsible for designing and carrying out a transparent and inclusive recruitment process to identify and select relevant in-country research organisations that could carry out the youth-led research in their local settings.
   * By ‘**in-country research organisation**’ we mean organisations with access to networks of young people, youth-led research capacity, and ideally a good understanding of mental health. We recognise that this mix of skills might be challenging to find. At minimum, the organisations should have access to local networks of young people who are interested in undertaking research to identify trusted actors and channels in their local settings.
   * Ideally, the four in-country organisations would be based in India, South Africa, Kenya, and Rwanda. If the Coordinator does not have relevant contacts or networks in these countries, then at least two of the selected countries must be from this list, while the two others are open to the Coordinator’s choice provided they are LMICs in Africa or Asia. **Each in-country research organisation must be in a different country**.
   * The in-country organisations will be responsible for selecting specific populations of young people for their research and provide a justification for their selection. For this programme, ‘young people’ refers to those between 14- and 24-years-old.

To reach a diverse group of relevant organisations, we expect the Coordinator to adapt the recruitment process (e.g., the content and language of the RFP for in-country organisations, the communication channels used) to the local context. Therefore, the Coordinator is expected to either be based or have existing connections or networks in the four countries selected. The Wellcome team will support the Coordinator with an initial draft of the RFP for in-country research organisations and criteria for relevant organisations. The Wellcome team will be involved in the selection and review process, and will have final sign-off on the in-country research organisations. In-country research organisations are expected to be recruited by April 2021.

1. **Co-develop youth led research methodology with in-country organisations and provide any relevant training.** The Coordinator will be expected to co-develop the research methodology for the programme in collaboration with the selected in-country research organisations, and especially with the young people who will be carrying out the research. This is to ensure alignment of approaches and resulting outcomes. We appreciate that ‘youth-led’ research is not a common practice in many settings and that organisations might have different understandings and capabilities. Therefore, we expect the Coordinator to assess whether additional training will be needed in their chosen countries/with their identified in-country organisations to ensure consistency in the quality of the research. The Coordinator will also be responsible for ensuring that ethical standards are met, especially when it comes to the involvement of young people in research.
2. **Build a shared understanding of the generic model.** We see it as important for the Coordinator to ensure that all in-country researchers understand the aims and ambitions of the generic model and play a part in developing its initial structure. We expect the resulting research methodology to be informed by the structure and format of the generic model. For example, if a key component of the generic model is the role of schools in communicating mental health information to young people, then the research methodology should propose ways of collecting this information. Because of this, we see the development of the research methodology and initial structure of the generic model as two important and complementary steps in the early stages of the programme.
3. **Set up approaches, including an advisory group, for the programme with young people at its core**. Given the focus of this programme, we expect young people, including those with lived experience of mental health, to be integral in both **governance, design an**d carrying out the research. In line with this, we expect the Coordinator to set up a **range of approaches to ensure** young people with diverse lived experience of **mental health challenges influence** and contribute to the development of the programme. The approaches and role of the group will be developed by the Coordinator in collaboration with the Wellcome teams.
4. **Create opportunities for ongoing learning.** The Coordinator will be expected to support the four selected in-country research organisations, provide feedback on their approach, explore any barriers they face and ensure alignment with the overall programme objectives. To achieve this, we expect the Coordinator to design and facilitate at least an inception session to co-develop the research methodology and build a shared understanding of the generic model, and a follow-up meeting to review research progress. The frequency and format of the engagement will be up to the Coordinator to propose and develop in collaboration with the in-country research organisations.
5. **Manage programme.** The Coordinator will be expected to liaise with the in-country research organisations to ensure deadlines are met and that the overall programme is able to deliver a refined generic model for identifying trusted channels and actors by the end of September 2021. The Coordinator will be responsible for the project management and financial management of the programme; this includes holding contracts with the in-country research organisations and distributing budget to them.
6. **Evaluate research and develop generic model.** The Coordinator will be expected to evaluate the strengths and limitations of the research carried out by the in-country organisations and extract common features for the generic model. They are also expected to understand the factors that might affect the model and how to rapidly assess these in completely new contexts. We expect this generic model to be developed using an iterative process, where feedback from the in-country organisations and the advisory group further shape and refine the model on an ongoing basis.
7. **Write-up final report and delivery materials.** The Coordinator will be expected to prepare and deliver a detailed report that brings together findings from the four in-country projects, as well as introduce the generic model and how to use it in new settings. Programme findings should also be summarised in a slide deck and/or infographic, to be used within Wellcome (including youth lived experience advisors) and with external stakeholders (including young people).

Given the context of the ongoing Covid-19 pandemic, we are aware that some of the above activities might be challenging. We encourage applicants to highlight any challenges they might face in carrying out these activities and propose any relevant modifications that could help achieve similar outcomes for the programme within the available timeframes.

# **3. Deliverables**

We anticipate that the programme will culminate in:

* **a detailed report** that brings together the findings from the four separate in-country youth-led research projects and has an executive summary that can be used as a standalone document
* **a generic model** that describes common actors and channels for young people to access information about mental health in a particular setting, and how trusted they are, as set out above
* **a ‘how-to guide’** that sets out how to use the model and adapt it for use in other settings (e.g., what are the key questions to ask)
* **a slide deck and/or infographic** summarising the findings, which can be used within Wellcome (including youth lived experience advisors) and with external stakeholders (including young people) (this might require two products – one for internal and one for external use).

The in-country research organisations will be responsible for the on-time delivery of the youth-led research, while the Coordinator will be responsible for the ongoing development and refinement of the generic model. All programme partners will share collective responsibility over the final deliverables to Wellcome.

# **4. Funding**

We have a total budget of up to 220,000 GBP for the programme Coordinator and four in-country research organisations; proposals should be zero-rated for VAT (or local equivalent). We expect applicants to provide a breakdown of the costs needed to effectively deliver on the objectives set out in this RFP.

We would like to have all the deliverables for this programme ready by **end of September 2021.**

The output of this RFP exercise will be funded as a **contract** and not as a grant.

The Coordinator will be responsible for legally contracting the selected in-country research organisations and distributing the relevant funding. This funding must also be awarded as a contract and not as a grant.

# **5. Eligibility and Suitability**

**5.1 Eligibility Criteria**

To apply for the Coordinator role, organisations must meet the following criteria:

1. **Based in an LMIC in Africa or Asia and with local connections to the chosen four countries:** this means that they can have their headquarters in this country or have a local branch staffed, in majority, by people from the respective country. If applying through a local branch, then the application must be made and led by members of that branch. With regards to the four chosen countries for the youth-led research, the Coordinator will be expected to have existing local connections to support the recruitment of the research organisations (e.g., local contacts, partners, networks, branches).
2. **Experience coordinating international collaborations/partners:** understanding international contexts and how to work with international partners, ideally youth organisations; strong project management expertise.
3. **Research evaluation expertise**: experience developing, conducting and evaluating research methodologies, especially youth-led research by young people.
4. **Synthesis and model-generation expertise**: expertise in synthesising insights from multiple research activities and generating standardised models or frameworks for use in practice; ideally, expertise in developing visually engaging outputs such as models.
5. **Diverse and inclusive team:** diverse team in membership and leadership, and inclusive in practice, with experience of working across a range of settings, with or alongside minority or marginalised communities.
6. **Familiarity with mental health:** understanding of the challenges, language and sensitivities around mental health.

**5.2 Evaluation Criteria**

Eligible proposals will be assessed based on the following criteria:

1. **Transparent and inclusive recruitment process** – we would like the proposed recruitment process for in-country research organisations to be transparent, inclusive, and reach a diverse range of relevant organisations.
2. **Open approach to learning** – we would like this programme to be an exciting learning opportunity for in-country research organisations to co-develop research methodologies, learn from each other, and get support in addressing potential challenges or barriers. We are keen for the Coordinator to create meaningful opportunities for shared learning that result in robust research methodologies and findings.
3. **Iterative and inclusive approach to developing the generic model** – we expect the programme Coordinator to take an iterative approach to developing the generic model by building on the emerging insights from the in-country research projects. How this is achieved will be open to the Coordinator, but we would expect this will involve developing versions of the model, sharing these with the in-country research organisations, and refining these based on their feedback. We also expect that young people, either via the in-country research organisations or any advisory boards to be actively involved in the development of the model.
4. **Understanding of and ability to mitigate and manage ethical and operational risks –** we expect proposals to recognise any ethical and safeguarding risks that might arise from their proposed approach – especially with respect to working with young people – and propose effective mitigating responses. We expect the research to adhere to Wellcome’s policy on research involving people in low- and middle-income countries[[3]](#footnote-4) and take into consideration
   1. DFID’s Ethical guidance for research, evaluation and monitoring activities[[4]](#footnote-5)
   2. The Nuffield Council on Bioethics Research in Health Emergencies: ethical issues[[5]](#footnote-6)

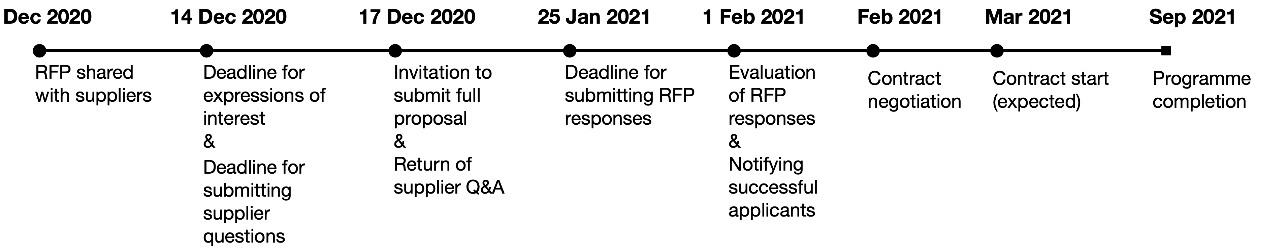
We also expect applicants to reflect on any operational risks due to the ongoing Covid-19 pandemic and propose relevant mitigating strategies.

The Coordinator will be responsible for ensuring any necessary ethical approval from their organisation, institution or other approved ethical review body. Where relevant, the Coordinator will be expected to receive approval from ethical review boards, government committees or equivalent mechanisms in each of the four countries where research will be conducted.

Safeguarding should be considered for all participants, especially those under the age of 18, in-line with the UK Charity Commission’s definition of children. Further, the Coordinator and in-country research partners should adhere to the BOND guidelines[[6]](#footnote-7).

1. **Feasibility of proposed approach** – successful proposals will demonstrate that they are able to carry out the activities outlined in this RFP and deliver on the set objectives within the timelines of this programme (by end of September 2021).
2. **Value for money** – the cost-effectiveness of the approach and overall proposal will be assessed.

# **6. RFP Timetable**



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| --- | --- | --- | --- |
| **#** | **Activity** | **Responsibility** | **Deadline** |
| **1** | Finalised RFP shared with suppliers | Wellcome | w/c 30 November 2020 |
| **2** | Deadline for submitting Expressions of Interest to RFP | Supplier | 14 December 2020  09:00 am GMT |
| **3** | Deadline for submitting supplier questions to Wellcome contact | Supplier | 14 December 2020  09:00 am GMT |
| **4** | Inform suppliers as to whether they have been invited to submit a full proposal and return of supplier Q&A to longlisted suppliers (collated response to all at the same time) | Wellcome | 17 December 2020 |
| **5** | Deadline for submitting RFP Response | Supplier | 25 January 2021  09:00 am GMT |
| **6** | Evaluation of RFP Responses by Wellcome team | Wellcome | Late January 2021 |
| **7** | Successful suppliers notified | Wellcome | 1February 2021 |
| **8** | Interviews for shortlisted suppliers | Wellcome & Supplier | 4 February 2021 |
| **9** | Contract negotiation | Wellcome &. Supplier | February 2021 |
| **10** | Contract start date (expected) | Wellcome &. Supplier | March 2021 |
| **11** | Ongoing project work | Supplier | March – September 2021 |
| **12** | Programme completion | Supplier | End of September 2021 |

# **7. Response Format**

The following headers support the timetable by providing further detail of the key steps.

## **7.1 Expression of Interest**

## Suppliers are asked to submit a short Expression of Interest (EOI) by email to Lily Ickowitz-Seidler (l.ickowitz-seidler@wellcome.org), in accordance with the RFP timetable, and address the following points:

1. What relevant experience do you have that would make you a strong candidate for this role? (max 300 words) Please refer to the eligibility criteria outlined in the RFP in your response.
2. Where is your organisation based and what four countries do you propose for this project? If proposing a country that is not included in the RFP list (i.e., India, South Africa, Kenya, or Rwanda), please provide a justification for your choice. Please explain how your organisation relates to these countries (e.g., do you have offices or existing partners in these countries)? (max 300 words)
3. Please provide a high-level summary of how you would approach this Coordinator role. (max 300 words)
4. What experience do you have around ethics and safeguarding in the context of working with young people? (max 300 words)
5. Are you planning on submitting a proposal as a standalone organisation or as part of a consortium/partnership? If the latter, please indicate any potential partners and your rationale for including them.
6. Please provide a non-binding cost estimate as a single figure.

From these answers we anticipate inviting up to 5 suppliers to submit a full proposal. We will use the assessment criteria below to make this selection.

|  |  |
| --- | --- |
| **Assessment criteria for EOI** | **Weighting** |
| Strength of answers to Q1-4 in relation to requirements set out in RFP Eligibility and Suitability section.   * Understanding of the role and programme * An approach that reflects the RFP criteria * Eligible choice of countries   Approach to identifying, mitigating and managing ethical and safeguarding risks  ***Note: Only suppliers based in an LMIC in Africa/Asia are eligible for this RFP.*** | 55% |
| **Team makeup and relevant experience**   * Coordination, research, and synthesis expertise * Experience of youth-led research and collaborating with young people * Mental health familiarity * Diverse and inclusive team | 35% |
| **Suitability of the high-level cost estimate** | 10% |

## **7.2 Supplier Q&A**

Alongside submission of an EOI, suppliers can submit questions about this RFP. Only questions from suppliers invited to submit a full proposal will be answered, having been collated and anonymised. Wellcome will return all anonymised answers to suppliers if/when they are invited to submit a full proposal. All questions are to be submitted to Lily Ickowitz-Seidler by email in accordance with the RFP timetable.

## **7.3 RFP Proposal**

Suppliers invited to submit a full proposal are required to submit proposals which respond to the following sections.

**RFP Questions**

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Max word count** |
| 1. | Describe your understanding of the purpose of the programme and the generic model of trusted channels and actors | 300 words |
| 2. | Justify your choice for the four countries where the youth-led research projects should be carried out | 400 words |
| 3. | Outline your proposed approach for recruiting a diverse group of in-country research organisations | 300 words |
| 4. | Outline your approach for managing the cohort of in-country research organisations, co-developing a youth-led research methodology and facilitating ongoing learning | 400 words |
| 5. | Outline your experience of and approach to overseeing youth-led research | 300 words |
| 6. | Outline your approach for developing the youth-led advisory group for the programme | 300 words |
| 7. | Outline your approach for developing the generic model of channels and actors and turning this into engaging and actionable deliverables for the Wellcome team | 400 words |
| 8. | Provide details of staff allocated to the project, their role, together with relevant experience and expertise in carrying out similar projects. Please identify the project manager/lead contact.  If you are submitting a proposal as part of a consortium, please provide details for your partner(s), their role on the programme and expertise, and any previous track record of successfully working together. | 400 words |
| 9. | Provide a description of the anticipated risks and challenges of the programme, including ethics and safeguarding, and propose effective mitigating strategies and quality assurance processes.  Please also reflect on any challenges posted by the ongoing Covid-19 pandemic and propose relevant ways of mitigating possible risks. | 400 words |
| 10. | Provide a detailed budget including all costs, expenses, specifying all day rates and individuals involved, the allocation of days between members of the team, and the cost of specific activities. The Coordinator will be responsible for legally contracting the selected in-country research organisations and distributing the relevant funding. This funding must also be awarded as a contract and not as a grant. Proposals should be zero rated for VAT (or local equivalent). | 400 words |
| 11. | Provide a timeline for your work, including milestones and deliverables against each of these | 200 words |
| 12. | Provide contact details of two previous or current clients with direct knowledge or experience of your work relevant to this RFP. Please specify how the referees know your work and if they can be contacted by us straightaway. | 100 words |
| 13. | Provide two examples of similar types of work; ideally of projects involving other organisations in LMICs. These could be sent as a separate document/appendix to the proposal. | 400 words |

From these proposals, we expect to shortlist up to 3 suppliers for a 45-minute interview to ask further questions about their proposal. The final selection will be made based on the assessment criteria below.

|  |  |
| --- | --- |
| **Assessment criteria for proposals** | **Weighting** |
| **Approach to building and managing the cohort of in-country research organisations**   * Transparent and inclusive recruitment process * Co-developed and youth-led research methods * Training on research methods (including youth-led research methods) if required * Supported cross-organisational learning * Embedded youth-led advisory group and structures | 40% |
| **Approach to model generation**   * Understanding of the aims of the model * Iterative and inclusive model generation approach * Robust and ethical approach | 30% |
| **Team makeup and relevant experience**   * Coordination, research, and synthesis expertise * Experience and expertise in youth-led research and working collaboratively with young people * Mental health familiarity * Diverse and inclusive team * Based in an LMIC or with branches/existing partners in the four chosen research countries | 20% |
| **Value for money and suitability of the budget in relation to the proposal** | 10% |

We recognise one individual or organisation may not feel equally able to deliver all requirements for the Coordinator role and are therefore be happy to accept applications from a group of individuals or partner organisations. We will want one of these individuals or organisations to be identified as the lead contact.

* Suppliers submitting proposals as a registered company should review this [document](https://wellcomecloud.sharepoint.com/:w:/s/ext-EFC/EQdYlhqv30dFtywD4ib-T7oBb6RNm-ej1KbGNg9L_goiaA?e=ggyte7).
* Individuals submitting proposals as a sole trader (not registered) should review this [document](https://wellcomecloud.sharepoint.com/:w:/s/ext-EFC/EU7pnMqqNB5DiRZDWbPYy2gBKpyT9fwfC0AUloosmCP7QQ?e=wivbd6).
* Individuals submitting proposals through their own personal services company should highlight this to the Wellcome contact immediately.

### **Contract Feedback**

This section allows suppliers to provide specific feedback to the contractual agreement which will be used should their proposal be successful. Contract feedback is to be incorporated into your proposal as an annex and in the following format:

|  |  |  |
| --- | --- | --- |
| **Clause #** | **Issue** | **Proposed Solution/Comment** |
|  |  |  |

### **Information Governance**

Suppliers are asked to complete the [TPSRA2](https://forms.office.com/Pages/ResponsePage.aspx?id=Wmd6O8gfg0mhAMxSt2R3N0X-jt2Wqv5Kg1Qbcmnyk_dUNE1KVzBTNE9STk9LQ044SzJGMDdSV0VLNS4u) assessment before the RFP submission deadline for Wellcome to assess how you handle data.

# **8. Non-Disclosure and Confidentiality**

Prospective suppliers should be aware that inappropriate publicity could have a serious effect upon Wellcome’s business. The information contained within this document or subsequently made available to prospective suppliers is deemed confidential and must not be disclosed without the prior written consent of Wellcome unless required by law.

# **9. Independent Proposal**

By submission of a proposal, prospective suppliers warrant that the prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other potential supplier or with any competitor.

# **10. Funding**

For the avoidance of doubt, the output of this RFP exercise will be funded as a **Contract** and not as a Grant.

# **11. Costs Incurred by Prospective Suppliers**

It should be noted that this document relates to a Request for Proposal only and not a firm commitment from Wellcome to enter into a contractual agreement. In addition, Wellcome will not be held responsible for any costs associated with the production of a response to this Request for Proposal.

# **12. Sustainability**

Wellcome is committed to procuring sustainable, ethical and responsibly sourced materials, goods and services. This means Wellcome seeks to purchase goods and services that minimise negative and enhance positive impacts on the environment and society locally, regionally and globally. To ensure Wellcome’s business is conducted ethically and sustainably, we expect our suppliers, and their supply chains, to adhere to these principles in a responsible manner.

# **13. Accessibility**

Wellcome is committed to ensuring that our RFP exercises are accessible to everyone. If you have a disability or a chronic health condition, we can offer adjustments to the response format (e.g., submitting your response in an alternate format). For support during the RFP exercise, contact the Wellcome Contact.

If, within the proposed outputs of this RFP exercise, specific adjustments are required by you or your team which incur additional cost then outline them clearly within your commercial response. Wellcome is committed to evaluating all proposals fairly and will ensure any proposed adjustment costs sit outside the commercial evaluation.

# **14. Diversity & Inclusion**

Embracing [diversity and inclusion](https://wellcome.ac.uk/what-we-do/our-work/diversity-and-inclusion) (D&I) is fundamental to delivering our mission to improve health, and we are committed to cultivating a fair and healthy environment for the people who work here and those we work with. As we learn more about barriers that disadvantage certain groups from progressing in our workplace, we will remove them.

Wellcome takes diversity and inclusion seriously, and we want to partner with suppliers who share our commitment. We may ask you questions related to D&I as part of our RFP processes.

# **15. Wellcome Contact Details**

The single point of contact within this RFP exercise for all communications is as indicated below:

Name: Lily Ickowitz-Seidler

Role: Project Manager, Education Research

Telephone no: 07738 689 671

Email: l.ickowitz-seidler@wellcome.org

# **16. Wellcome Evaluation Panel**

The evaluation panel for this RFP exercise will consist of members from the Education and Learning, Mental Health and Public Engagement teams and will include youth advisors with lived experience of mental health challenges.

**Thank you for considering this RFP.**

1. For a list of eligible countries with low-income or middle-income economies, see [wellcome.org/grant-funding/guidance/low-and-middle-income-countries](https://wellcome.org/grant-funding/guidance/low-and-middle-income-countries) [↑](#footnote-ref-2)
2. <https://www.unfpa.org/>; <https://www.unfpa.org/youth-participation-leadership>; [One page-overview on adolescent and youth demographics](https://www.unfpa.org/sites/default/files/resource-pdf/One%20pager%20on%20youth%20demographics%20GF.pdf); https://population.un.org/wpp/ <https://population.un.org/wpp/> [↑](#footnote-ref-3)
3. [wellcome.org/grant-funding/guidance/research-involving-people-low-and-middle-income-countries](https://wellcome.org/grant-funding/guidance/research-involving-people-low-and-middle-income-countries) [↑](#footnote-ref-4)
4. [gov.uk/government/publications/dfid-ethical-guidance-for-research-evaluation-and-monitoring-activities](https://www.gov.uk/government/publications/dfid-ethical-guidance-for-research-evaluation-and-monitoring-activities) [↑](#footnote-ref-5)
5. [nuffieldbioethics.org/publications/research-in-global-health-emergencies](https://www.nuffieldbioethics.org/publications/research-in-global-health-emergencies) [↑](#footnote-ref-6)
6. [bond.org.uk/resources-support/safeguarding-resources](https://www.bond.org.uk/resources-support/safeguarding-resources) [↑](#footnote-ref-7)