



Request for Proposal (RFP) to better understand learning and development needs with respect to diversity and inclusion, in Wellcome's Policy and GRSP teams

1. RFP Background & Objectives

Wellcome is one of the world's leading charitable foundations, politically and financially independent, with an investment portfolio of £29.1 billion. Our investments support our core activities: funding research; campaigns for better science; and public engagement with science and health research. Wellcome works with a wide range of partners around the world, including governments, research funders, non-governmental organisations, charities and commercial organisations, influencing and informing policy to help create the conditions for science to thrive globally and improve human health.

Wellcome has recently launched its new [strategy](#), with a new vision to support science to solve urgent health challenges for all. As Wellcome's work becomes more global with an increasing focus on low- and middle-income countries, we need relevant experience and diverse perspectives to ensure our work is credible and can support Wellcome to achieve its objectives and deliver real impact for individuals and communities.

In light of the new strategy and our increasingly global focus, Wellcome's Policy team and Government Relations / Strategic Partnerships (GRSP) team have been reflecting on where we can improve our work by applying diversity, equity and inclusion principles. We have identified four key thematic areas where improvements could be made:

Area	We would like to...
1. Recruitment and representation	Broaden the visibility of our work and opportunities within our teams and adapt recruitment processes to help attract and recruit diverse talent
2. Learning and development	Improve the diversity of professional experience and understanding of D&I among existing staff, including through enhanced training and secondment opportunities
3. Internal team culture and processes	Develop and embed D&I norms into our internal ways of working to set ground rules for how we work and interact as a team
4. External team practices, such as partnerships and events	Embed diverse perspectives, equitable practices, and anti-racist principles into our externally-facing activities (e.g. events, commissioned work, partnership development)

2. RFP Specification

This RFP relates to the second area listed above – learning and development (L&D). We are looking to better understand what type of L&D opportunities would support the teams to apply diversity, equity and inclusion principles within their work, and provide



recommendations to inform a team L&D programme focusing on D&I-related skills and behaviours. Through this L&D programme, we would like to:

- equip the team with the knowledge, skills and practical tools to ensure we put D&I at the heart of our work;
- support teams to work effectively and inclusively in a global environment;
- make L&D a more regular feature of team culture and personal development; and
- encourage knowledge sharing across the team.

We propose that information is gathered through:

- **External:** Desk research to better understand external perspectives on the skills, knowledge and behaviours that support D&I in a global health policy and advocacy context, and examples of available training/best practice.
- **Internal:** A (virtual) workshop with the Policy and GRSP teams, supplemented by 1:1 conversations with members of the team and others at Wellcome (e.g. L&D team, Policy and GRSP leadership, those unable to attend the workshop). In particular we would like to seek views on the following:

Our vision for L&D in Policy and GRSP

- **Vision:** What do we hope to achieve by formalising L&D on D&I within the teams? What would success look like?
- **Gaps:** Where are we now?

How we get there

- **Content:** What job-specific skills and knowledge will enable the Policy and GRSP teams to carry out their jobs effectively and with D&I principles embedded? (e.g. diplomacy or cultural awareness training, language lessons)
- **Delivery:** How will opportunities for L&D be delivered and shared across the teams? How can we make L&D more routine? (e.g. L&D days, knowledge sharing process)
- Examples of providers or best practice

Deliverables

- Summary of findings from desk research on D&I training in global health context
- Virtual workshop and 1:1 discussions with members of Policy and GRSP teams and other relevant Wellcome colleagues.
- Short paper summarising findings from desk research, workshop and 1:1s and recommendations for an L&D programme on D&I

The ballpark budget for this work is up to £15,000, however, we are open to proposals.



3. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers	WT	23 Jun 21
2	Send any questions to Wellcome contacts	Supplier	Any time before 06 August
3	Submission of RFP Response	Supplier	12:00pm BST on 06 August 21
4	RFP Evaluation Period	WT	09 – 12 August 21
5	Supplier Presentations	Supplier	16 – 19 August 21
6	Notification of Contract Award	WT	20 Aug 21
7	Contract Negotiation	WT & Supplier	23 - 25 Aug 21
8	Contract Start Date	WT & Supplier	26 August 21

Proposals should be submitted to the Wellcome contacts listed on page 6 by 12:00pm BST on Friday 06 August 2021. Further details are outlined below.

4. Response Format

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

Supplier Q&A

Prior to the submission of your RFP response, Suppliers are provided the opportunity to submit any questions they have about the exercise. All questions are to be submitted to the Wellcome Contact by e-mail.

RFP Proposal

Suppliers are required to submit proposals which respond to the following sections;

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

Suppliers submitting proposals as a registered company should review this [document](#). Individuals submitting proposals as a sole trader (not registered) should review this [document](#).



Individuals submitting proposals through their own personal services company please highlight this to the Wellcome contact immediately (see point 8 below).

RFP Questions

Please submit a written proposal of up to 2 pages or a slide deck of up to 10 slides, which covers the following questions:

#	Question	Page limit
1	Describe how you propose to meet our requirements, including a suggested workshop outline and timeframes.	Maximum 2 pages or 10 slides.
2	Describe your experience and track record of delivering projects of a similar nature, particularly in relation to learning and development, and/or diversity and inclusion.	
3	Provide a cost proposal which details and justifies the proposed costs to meet our requirements.	

5. About Wellcome

Wellcome supports science to solve the urgent health challenges facing everyone. We support discovery research into life, health and wellbeing, and we're taking on three worldwide health challenges: mental health, global heating and infectious diseases. Find out more about Wellcome and our work at: [wellcome.org](https://www.wellcome.org).

6. 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.

7. Prospective Suppliers Personnel - IR35 and Off Payroll Working Rules

Before the RFP response deadline, Prospective Suppliers must make the Wellcome Contact aware if they are intending to submit a proposal where the services will be provided by any individuals who are engaged by the Prospective Supplier via an intermediary i.e.

- Where the Prospective Supplier is an individual contracting through their own personal services company; or
- The Prospective Supplier is providing individuals engaged through intermediaries, for the purposes of the IR35 off-payroll working rules.



8. 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.

9. Funding

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

10. 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.

11. 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.

12. Disability Confident

The Wellcome Trust is proud to be a Disability Confident Employer (DC Level 2) and we encourage all our partners and suppliers to do the same. More information about this can be found on the government website [Disability Confident employer scheme and guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/disability-confident-employer-scheme-and-guidance). Disability Confident is creating a movement of change, encouraging employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

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](#) 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 points of contact within this RFP exercise for all communications are as indicated below (please include both contacts on all correspondence);

Name: Chloe Watson
Role: Global Policy & Advocacy Adviser
Telephone no.: +44 (0) 7500 228148
Email: c.watson@wellcome.org

Name: Will O'Leary
Role: Global Policy & Advocacy Adviser
Telephone no.: 07784897964
Email: W.Oleary@wellcome.org