



Request for Proposal (RFP) to Produce Recommendations for Partnering with Affected Communities, Organisations and Governments in Low- and Middle-Income Countries

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, non-governmental organisations, research institutions, other research funders, and industry – influencing and informing policy to help create the conditions for science and research to thrive globally and improve human health.

Wellcome recently launched its new [strategy](#) with a vision to support science to solve urgent health challenges for all. We've also published [anti-racist principles](#) which will guide this and all our work. As health outcomes in low- and middle-income countries (LMICs) are integral to achieving Wellcome's mission of improving health for everyone, we need relevant experience and diverse perspectives to shape our activities. This will help us to ensure our work is credible, to achieve our objectives, and to deliver real impact for individuals and communities.

In light of the new strategy, 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:

Workstream	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 diversity and inclusion (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	Embed diverse perspectives and equitable practices into our externally-facing policy, partnerships and government relations activities (e.g. commissioned work, partnership development, convening and hosting events)



Objectives:

- Self-reflection on our own practices in regard to partnerships and engagement with LMICs
- Learn from external experts and organisations who are leading the way in terms of inclusive practice and health equity
- Involve affected communities and organisations more deeply in our policy, influencing and government relations work, informing our priorities and shaping their delivery
- Embed more inclusive and equitable methods of external engagement as standard practice in the Policy and GRSP teams
- Ultimately, use the recommendations to make our work more inclusive, locally-relevant and impactful

2. RFP Specification

This section sets out the specification of goods for this RFP exercise. Suppliers should use this section to fully understand Wellcome's requirements and to inform their response.

As part of **workstream 4**, we want to ensure Wellcome's external practices are inclusive, equitable, and centre and involve the communities and stakeholders most affected by our three challenge areas – infectious disease, mental health, and the health effects of climate change.

These challenge areas, as identified in Wellcome's new strategy, disproportionately affect historically underserved and marginalised communities in low- and middle-income countries.

Wellcome is increasingly engaging externally with multilateral organisations, research funders, governments, civil society and others around the world to support our policy, partnerships and government relations work. It is critical that we improve our external practices through the lens of health equity and support a shift towards centring those in affected communities.

Some examples of emerging good practice at Wellcome include: Mental Health [lived experience advisors](#), who are embedded within the team and inform its everyday activity as well as longer-term direction; [responsive dialogues](#) facilitated by the Anti-Microbial Resistance (AMR) and Public Engagement Teams, which bring together diverse stakeholders to address common challenges; and convenings run by the [International Cultural Programmes Team](#), supporting dialogue between diverse stakeholder groups and creating local partnerships in geographies around the world.

In order to ensure that our policy, partnerships and government relations work is people-centred and informed by communities and wider stakeholders in the areas most affected by our health challenges, we are seeking proposals to learn from internal examples and best



practice elsewhere, and to develop tailored recommendations for how to achieve this change.

The recommendations may help answer questions such as:

- As a UK-based charitable foundation, how could Wellcome support progress and efforts towards decolonising global health through our policy, partnerships and government relations work? (Further details and examples of our work will be shared with the successful supplier, but in the meantime, you can [browse our website](#) to find out more.)
- How do we acknowledge and address the historic and unequal power dynamics that exist in our policy, partnerships and government relations work, and when do we need to step back and cede control? We know we could have done better in the past and we are open to criticism through this work, even if this makes us uncomfortable.
- How can we learn from internal and external best practice to strengthen our ways of working and our approach to seeking external engagement and partnerships? There are various pockets of activities around the topic internally, but no joined-up approach.
- How should Wellcome better integrate and join up its efforts on working with affected communities, organisations and governments? (Wellcome is a fairly large organisation with varied teams working in science, funding, communications and more.)
- What models of engagement with communities, organisations and governments would be most suited or effective to inform the work of the Policy and Government Relations/Strategic Partnerships Teams?

The draft budget for this work is approximately **£50,000**, however we are open to proposals.

3. RFP Draft Timetable

#	Activity	Responsibility	Date
1	RFP issued to Suppliers	WT	6 July 21
2	Submission of expression of interest via email to Wellcome contact	Supplier	12:00 on 21 July 21
3	Suppliers sends any questions via email to Wellcome Contact	Supplier	12:00 on 21 July 21
4	Wellcome Contact answers supplier questions	WT	21 July 23
5	Submission of full RFP Response	Supplier	12:00 on 28 July
6	RFP Evaluation Period	WT	29 - 2 August 21
7	Supplier Interviews	WT & Supplier	5 - 6 August 21
9	Notification of Contract Award	WT	9 August 21
10	Contract Negotiation	WT & Supplier	9 – 13 August 21
11	Contract Start Date	WT & Supplier	16 August 21



12	Recommendations delivered	Supplier	By 30 September 21
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4. Response Format

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

Expression of Interest

Suppliers are asked to submit a short expression of interest by e-mail to the Wellcome Contact in accordance with the RFP timetable. This gives us a sense of how many responses we can expect.

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 in accordance with the RFP timetable.

RFP Proposal

If you are interested in being considered for this contract, please respond with the following information:

- **Short proposal** outlining how you would approach this piece of work, methodology and why you are best placed to fulfil requirements of RFP (including examples of relevant work).
- A proposed **delivery plan** which will enable you to meet the deliverables and timelines outlined above. This should include details of how and when you will regularly update Wellcome on progress, and any risks associated with the timelines set out.
- **Budget** of the proposed activities costed against the requested deliverables, costed in £GBP
- A brief outline of your approach to **diversity, equity and inclusion** in your work

Proposals will be assessed against the following criteria:

Methodology	<p><i>Coverage:</i> how many of the desired focus areas (as outlined in the specification) will the proposed methodology address?</p> <p><i>Quality:</i> Is the proposed methodology aligned with our objectives?</p> <p><i>Utility:</i> Will the proposed methodology deliver the desired, credible and useful results?</p> <p><i>Diversity and Inclusion:</i> Are there any diversity, equity and inclusion risks identified in the applicant's work?</p>
Team & Experience	<p><i>Skills and Experience:</i> Does the applicant have the relevant skills, experience and contextual understanding to deliver this work?</p>



Delivery & Outputs	<i>Communication:</i> Is there a good plan for communication with Wellcome? (Wellcome staff currently working remotely until October) <i>Delivery plan:</i> Is the proposed delivery plan appropriate and achievable? <i>Feasibility:</i> How feasible is the delivery plan? Are there significant risks associated with the proposed timelines, and how well are they mitigated?
Budget	<i>Value for Money:</i> Is the proposed work within budget and good value for money?

Suppliers are required to submit proposals which also 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 7 below).

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. On our website, you will also find information about our policy & advocacy work, diversity & inclusion strategy, and anti-racist toolkit.

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

Name:	Erika Loggin
Role:	Graduate Trainee, Policy and Advocacy
Email:	e.loggin@wellcome.org