



Request for Proposal (RFP) for Latin America and the Caribbean regional landscape and opportunities analysis

1. RFP Background & Objectives

Wellcome's new [strategy](#) aims to improve health for everyone by funding research, leading policy and advocacy campaigns, and building global partnerships. Our new approach funds discovery research into life, health and wellbeing, and supports research to find solutions to three health challenges: mental health, infectious disease and climate. The new strategy also has an increased international ambition.

Wellcome's Government Relations and Strategic Partnerships team leads Wellcome's diplomatic efforts, advocates for change and builds knowledge and partnerships that help us reach our goal to improve health. The team's key stakeholders include Governments and public bodies, multilateral organisations, cultural organisations, the private sector and philanthropies.

Historically, Wellcome has had some engagement with Central America, Southern America and the Caribbean (referred to as Latin America and the Caribbean (LA&C) from herein). Given our new strategy aims to improve human health for everyone, we need to consider how we can engage in the region in the future. This project will deliver a regional analysis of the political and research funding landscape in LA&C and suggest opportunities for Wellcome to engage in the region, to inform our internal strategy.

2. RFP Specification

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

We invite proposals to address two objectives, to assist Wellcome in developing an internal engagement strategy in LA&C:

- a) Deliver a regional analysis of the political and research funding landscape in Latin America and the Caribbean.**
- b) Suggest opportunities for Wellcome's future engagement in the region.**

The Supplier will supply the services as detailed below to support the delivery of the objectives of the project by meeting the following requirements:

a) Deliver a regional analysis of the political and research funding landscape in Latin America and the Caribbean.

- This should take the form of a clear, concise report or slide deck.
- It should consider the following:



- Which countries are political ‘movers and shakers’ in the region? How are Wellcome’s three health challenges considered in the region?
- What are the influential political regional events and groupings?
- An overview of the research funding landscape in LA&C (to include influential research institutions at a country-level or regional initiatives).
- Which non-political groups and organisations are most influential in the region? This could include: regional groupings, civil society organisations, multilateral organisations, cultural organisations, private sector and philanthropies.

b) Suggest opportunities for Wellcome’s future engagement in the region.

- This should be presented as a clear, concise set of recommendations, as a short document or slide deck. The Supplier will also deliver a verbal presentation of the findings to a group of Wellcome staff.
- The recommendations could include, but are not limited to:
 - Entry points for gathering intelligence about the region’s health challenges (with a focus on Wellcome’s health challenges – infectious disease, mental health, and climate and health).
 - Entry points for advocating for change across Wellcome’s health challenges.
 - Countries and organisations Wellcome could consider increased engagement with directly.
 - High-level research funding opportunities for Wellcome.
- The Supplier should incorporate stakeholder interviews with Wellcome staff, and any relevant external stakeholders, to ensure recommendations are relevant and timely.
- The implementation of these recommendations would be resourced separately to this project.

Out of scope: in-depth analysis of individual countries in the region.

3. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers and posted online	WT	6 July 2022
2	Submission of expression of interest to RFP	Supplier	21 July 2022
3	Submission of Supplier Q&A to Wellcome Contact	Supplier	21 July 2022
4	Return of Supplier Q&A to Suppliers and Evaluation Criteria shared by Wellcome	WT	26 July 2022
5	Submission of RFP Response	Supplier	17.00 on 2 August 2022
6	RFP Evaluation Period	WT	w/c 2 August 2022
7	Shortlisted Supplier Presentations	WT and Supplier	15 August – 26 August
8	Notification of Contract Award	WT	Late-August 2022



9	Contract Negotiation	WT & Supplier	August- Sept 2022
10	Contract Start Date	WT & Supplier	Early Sept 2022

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 should include a few lines confirming your intent to apply. In your response, please include;

- Whether you are an Individual or a company (Full company name and number and Registered company address)
- Provide a non-binding cost estimate as a single figure (in GBP), excluding VAT.

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 will be collated, anonymised, answered and returned to all suppliers who have submitted an expression of interest in the RFP process. All questions are to be submitted to the Wellcome Contact by e-mail in accordance with the RFP timetable. Wellcome Contact will also share the Evaluation Criteria that will be used to assess and score your proposal.

RFP Proposal

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

Contract Feedback

Suppliers submitting proposals as a registered company should review Wellcome's terms and conditions [here](#)

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).

Information Governance

Under GDPR/Data Protection law, Wellcome must keep a record of all personal information it is processing (i.e. collecting, using, and sharing). This record will be made available to the Information Commissioner's Office upon request.



This is Wellcome's record of data processing activities which meets GDPR article 30 requirements.

Suppliers are asked to complete the [TPSRA2](#) assessment before the RFP submission deadline for Wellcome to assess how you handle data.

RFP Questions

This section requests responses from Suppliers specific questions in relation to this RFP exercise.

1. Description of your understanding of the project's purpose.
2. Explanation of how your approach will meet the aims and objectives.
3. Methodology for undertaking this activity.
4. Description of anticipated risks and challenges and ways to mitigate them and quality assurance for your work.
5. Details of staff allocated to the project, together with experience of the contractor and staff members in carrying out similar projects and expertise in the thematic area of this study. The project manager/lead contact should be identified.
6. A short description of the team's experience of working on Latin America and Caribbean issues and across a range of settings in the region. Please list any relevant in-region partners.
7. A detailed budget including all costs, expenses and VAT, specifying all day rates of individuals involved, the allocation of days between members of the team, and the cost of particular activities.
8. A timeline for the work, including key milestones and deliverables against each of these.
9. Examples of similar types of work. These could be sent as a separate document/appendix to the proposal.

A proposal for undertaking this work should be no more than 6 pages.

Presentation

Selected suppliers will be invited to give a virtual presentation to Wellcome

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, climate and health 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). 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: Amelia Dearman
Role: Government Relations Adviser
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Email: a.dearman@wellcome.org