



## Request for Proposal (RFP) for A Policy Brief on Methane and Diets for COP27

### 1. RFP Background & Objectives

Methane accounts for 20% of heating effects by all greenhouse gases combined. This is because it is more efficient at trapping heat than CO<sub>2</sub> and thus compared to CO<sub>2</sub> is 25 times more damaging over a 100-year time period. Reducing human-caused methane emissions is one of the most cost-effective strategies to rapidly reduce the rate of warming and limit temperature rise to 1.5°C as per the 2015 Paris Agreement. At COP26, over 100 countries signed up to the Global Methane Pledge to reduce global methane emissions by 30% by 2030. A Global Methane Assessment released by the Climate and Clean Air Coalition (CCAC) and the United Nations Environment Programme (UNEP) showed that human-caused methane emissions can be reduced by up to 45% this decade. Such reductions would avoid nearly 0.3°C of global warming by 2045. A 45% reduction in methane emissions would prevent 260,000 premature deaths, 775,000 asthma-related hospital visits, 73 billion hours of lost labour from extreme heat, and 25 million tonnes of crop losses annually.

The Wellcome Trust has been working with a UK based research group on understanding how changing our diets can help reduce methane emissions. Changing diets could be a 'quick win' for reducing methane emissions in the short to medium term but in order to achieve this, rapid policy and behaviour change is necessary. **In preparation for COP27, we would like to bring in a supplier to work with the research team that we are funding to turn their published scientific literature into an engaging and publicly accessible policy brief to make this case.** We expect the supplier to also do some of their own desk-based literature reviews to bring in published work from other research groups that is relevant to this brief.

### 2. RFP Specification

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

We are looking for a supplier to work in consultation with the UK based research team funded by Wellcome to deliver this RFP. Timelines are extremely tight. We are expecting the policy brief to be delivered in its final form by Friday 28<sup>th</sup> October 2022.

We expect this brief to:

- Explain the problem, science that has been done, evidence that has been generated and the gaps that still remain, in consultation with the research team and based on an additional desk-based literature review.
- Use visual aids and infographics to make the brief engaging and accessible to a policymaker and informed, but non-expert audience.
- Provide clear, actionable and evidence-based short-, medium- and long-term policy recommendations, developed in consultation with the research team and any



relevant climate and health policy or practice professionals and based on the additional literature review, including an analysis of the costs and benefits and what behaviour change will be needed by when.

### 3. RFP Timetable

| # | Activity   | Responsibility | Date                             |
|---|--|----------------|----------------------------------|
| 1 | RFP issue to Suppliers   | WT             | 15 <sup>th</sup> July 2022       |
| 2 | Submission of Supplier Q&A to Wellcome via <a href="mailto:RFP@wellcome.org">RFP@wellcome.org</a>  | Supplier       | 22 <sup>nd</sup> July 2022       |
| 3 | Return of Supplier Q&A to Suppliers  | WT             | 26 <sup>th</sup> July 2022       |
| 4 | Submission of RFP to Wellcome via <a href="mailto:RFP@Wellcome.org">RFP@Wellcome.org</a> and submission of completed <a href="#">TPSRA2 form</a> | Supplier       | 4 <sup>th</sup> August 2022      |
| 5 | RFP Evaluation Period (Suppliers who have been shortlisted will be invited to presentations)   | WT             | w/c 8 <sup>th</sup> August 2022  |
| 6 | Supplier Presentations   | WT & Suppliers | w/c 15 <sup>th</sup> August 2022 |
| 7 | Notification of Contract Award   | WT             | w/c 22 <sup>nd</sup> August 2022 |
| 8 | Contract Negotiation   | WT & Supplier  | w/c 22 <sup>nd</sup> August 2022 |

### 4. Response Format

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

#### Supplier Q&A

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 [RFP@Wellcome.org](mailto:RFP@Wellcome.org) in accordance with the RFP timetable.

#### RFP Proposal and Exemplar Work

Suppliers are asked to submit an RFP proposal and exemplar work by e-mail to [RFP@Wellcome.org](mailto:RFP@Wellcome.org) in accordance with the RFP timetable. Your proposal should be no more than 7 pages long.

In your response, please include;

- An example policy brief or similar that you have completed. Please explain, in 500-750 words what the objective of the work was, who the intended audiences were and the approach you took to identifying and engaging relevant stakeholders and developing and disseminating the brief.
- Your relevant experience /expertise and an outline of your approach to the work.



- Whether you are Individual or a company (Full company name and number and Registered company address). Indication of the intention to submit a proposal as a standalone organisation or as part of a consortium/partnership. If the latter is the case, please indicate names of your potential partners and your rationale for including them.
- A timetable including key milestones and deliverables aligning with the proposed timeline presented above. A final timeline will be agreed prior to finalising the contract. There can be some flexibility, however, limited as we are working to a fixed timeline.
- A detailed breakdown of costs excluding VAT
- An outline of what the anticipated deliverables, including interim deliverables, will be and in what format you'll present them.
- Summary of any GDPR risks and how you will mitigate against them.
- A brief outline of your approach to diversity, equity, and inclusion in your work

## **RFP Presentation**

Following submission of your proposal selected supplier(s) will be invited to present via a virtual teams meeting. This meeting will last 60 minutes in total, with 25 minutes for a presentation and the remaining for Q&A. In your presentation we expect to see more detail about your experience and expertise, your plans to engage with relevant stakeholders including the research teams, climate and health policy and/or practice actors and Wellcome teams to understand the relevant audiences and develop the policy brief, timetable and deliverables.

## **Evaluation**

Proposals (Proposal + exemplar work + presentation) will be assessed against the following criteria:

### **Approach**

- Quality: Will the proposed approach meet the specifications of the RFP?
- Delivering outcomes: Will the proposed approach deliver the desired results?

### **Team and experience**

- Skills and Experience: Does the supplier(s) have the relevant skills, experience, and contextual understanding to deliver this work?
- Diversity and Inclusion: Will the approach take a best-practice approach to equity diversity and inclusion and are there any diversity, equity and inclusion risks identified in the proposal work?

### **Delivery and outputs**

- Communication: Is there an effective engagement and communication plan with Wellcome project team and other relevant stakeholders (including the research team and relevant climate and health policy and/or practice professionals)?
- Delivery plan: Is the proposed delivery plan appropriate and achievable? Are there significant risks associated with the proposed timelines, and how well are they mitigated?

### **Budget**



- Value for Money: Is the proposed work within budget and good value for money

### Contract Feedback

Suppliers should also 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 Wellcome's terms and conditions [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).

### **Wellcome's Data Protection Compliance**

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.

### **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](http://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 single point of contact within this RFP exercise for all communications is as indicated below;

|        |                     |
|--------|---------------------|
| Name:  | Olivia Donovan      |
| Role:  | Procurement Officer |
| Email: | RFP@Wellcome.org    |