



## **Request for Proposal (RFP) for Global Dialogues on the Intersection between Climate Change and Mental Health Research**

### **1. RFP Background & Objectives**

#### **Background**

Wellcome supports science to solve the urgent health challenges facing everyone. We are taking on three worldwide health challenges: climate and health, infectious disease, and mental health. The mission of Climate & Health at Wellcome is to put health at the heart of climate change action whilst Mental Health seeks a world in which no one is held back by mental health problems. To achieve our Climate & Health mission we want to: a) generate evidence that spurs action b) inform actions to mitigate and adapt c) advocate for the coordination and cooperation essential in building a healthy sustainable future. This includes a future in which no-one is held back by mental health problems in the context of climate change.

According to the [2022 Intergovernmental Panel on Climate Change \(IPCC\) Report](#) there is very high confidence that climate change has adversely affected mental health, and this trend is likely to continue in the coming years. The relationship between climate change and mental health is a rapidly growing area of interest but there is currently a lack of clear understanding on the critical research priorities. The field remains fragmented and is largely focused on high income settings.

Wellcome will be contracting a supplier to lead a series of Global Dialogues on the Intersection between Climate Change and Mental Health Research with the aims of better understanding regional and global research priorities, supporting the consolidation and evolution of a climate change and mental health area, and identifying the primary opportunities for action. This initiative will be led by the Climate & Health Challenge Area at Wellcome, with support from the Mental Health Challenge Area.

#### **Anticipated outcomes**

- **Understand:** To set a global research agenda to address priority questions and gaps that will enable a better understanding of how climate change affects mental health and the interventions that could promote mental health and prevent and manage mental health problems in the context of climate change. Indicative examples may include:
  - Exploring a range of mechanisms linking climate change exposures to mental health outcomes
  - Identifying novel interventions (or existing interventions that have not been used in the context of climate change) to prevent and manage mental health problems and promote mental health
  - Supporting the identification of global indicators for climate change & mental health
- **Build:** To drive the consolidation of a focused and coherent area at the intersection of mental health and climate change research with significant representation from people with lived experience of mental health problems in the context of climate change. Indicative examples may include:
  - Bringing together expertise from climate science & mental health scientific communities to strengthen the links between these two groups, ensure shared learning, and advocate for increased attention to mental health within the climate science community



- Supporting a shared focus on research questions of common interest across the climate change & mental health scientific communities
- Identifying and fostering partnerships between key local and regional stakeholders in climate change and mental health
- **Act:** To identify opportunities to advocate for the translation of research on climate change and mental health into policy and action. Indicative examples may include:
  - Advocate for the inclusion of mental health in national climate change adaptation plans or mitigation policies
  - Advocate for more discussion of mental health at high level climate change events (e.g., COP/IPCC etc.)
  - Identify needs and advocate for increased awareness of the links between climate change and mental health among key stakeholders (e.g., mental health practitioners, teachers etc.)

**The examples provided above are only indicative and potential suppliers are encouraged to suggest additional concrete actions that may lead to the above-mentioned outcomes.**

## **Objectives**

- **Steering Committee:** Bring together in a Steering Committee the leadership at the nexus of the climate change and mental health scientific fields at regional and global levels, with key stakeholders such as scientists, policymakers, practitioners, and people with lived experience, including participants from communities most affected by climate change with a particular focus on low- and middle-income country contexts.
- **Regional Workshops:** Collate and synthesize the priorities, barriers, and solutions to research and action on the link between climate change and mental health at the regional level through a series of regional workshops.
- **Global Workshop:** Convene a global dialogue of key scientists and other stakeholders to bring together the regional discussions and set an overarching global agenda of recommended actions and research.
- **Outputs:** Use the results from the dialogues to drive forward the area via academic and non-academic outputs (e.g., publications, policy or media briefs, methodologies and research practices, creative engagement with other key stakeholders etc.)
- **Community of Practice:** Establish a community of practice to facilitate continued interactions between those involved in this work and sustain the momentum in this research area (format likely to be online with attention and resources provided to include communities less likely to engage online).
- **Lived Experience:** Contribute to initiating a discussion on the lived experience of mental health problems in the context of climate change and advocate for lived experience expertise to become more central in research and policy.
- **Critical Reflection:** Throughout the process, critically reflect on dominant scientific paradigms, power imbalances, and research methodologies at the intersection between climate change & mental health research, with a strong focus on those most vulnerable to climate change and on people with lived experience.

## **2. RFP Specification**

We propose a programme of work on climate change and mental health science that will consist of a



series of regional dialogues and one global workshop. The outcomes of these events will be published as a commentary or series in an open-access journal. A non-academic report and other non-academic outputs to reach diverse audiences will also be required e.g., engaging with key stakeholders (policymakers, journalists, media). Further details are provided below.

We invite suppliers to respond with a proposal within these boundaries but also to highlight any challenges or proposed improvements they see fit. The proposed project was shaped by multiple interviews conducted with climate change and mental health experts including academics, policymakers, NGO workers, and people with lived experience, as well as internal stakeholders at Wellcome.

**Given the complexity of the project, we strongly encourage collaborations between more than one organisation.** The core competencies we envision the team brought together by the RFP supplier to have could include:

- Expertise working on climate change and/or mental health research
- Experience in science and academic writing as well as communication and public engagement
- Experience with event organisation (online, in-person, and hybrid; in different global settings)
- Experience in convening different types of expertise and stakeholders (e.g., policymakers, NGOs, implementors, academics, civil organisations etc.)
- Experience working in LMICs and equitably co-designing projects with LMIC partners
- Experience working with lived experience experts
- Access to academic expertise and expertise working with academics and researchers

#### **Project timeline (proposal):**

##### **1. February – April 2023: In collaboration with Wellcome, confirm Steering Committee membership, and convene meeting to frame regional workshops**

- Conduct a landscaping exercise of the mental health & climate change space by outlining key themes and stakeholders in this area.
- Establish a globally representative Steering Committee of experts at the intersection of climate change and mental health. Ensure there is regional representation as far as possible and agree Terms of Reference. We expect the Steering Committee to meet at regular intervals as required by the project needs.
- The committee will contribute to setting priority research questions and identify focal points for discussion at the workshops. Wellcome representatives will attend these meetings and be able to input in shaping the direction of the workshops. Representatives from WHO and other UN agencies will also be invited to attend these meetings and to contribute to shaping the direction of workshops.
- The Steering Committee will be led by two internationally recognized chairs (identified by RFP supplier with support from Wellcome): one with climate change research expertise and one with mental health research expertise. The two Chairs will attend all virtual regional workshops and chair the global event.
- Regional leads will also be appointed to lead regional workshops and be part of the Steering Committee. These can be two co-Chairs at regional level (one mental health and one climate change) or just one point of contact per region. One youth ambassador with lived experience will also be part of the core regional team together with the regional leads. The Mental Health team will be able to support the RFP consultant in the identification of appropriate youth ambassadors with lived experience.



- The RFP supplier will be responsible for running and convening the Steering Committee and supporting the Chairs.
  - The Steering Committee should include:
    - Researchers (with a particular focus on ensuring inter-disciplinarity)
    - Funders
    - Policy makers
    - Implementors (e.g., NGO workers)
    - People with lived experience and lived experience advocates
    - Representatives from communities most impacted by climate change (e.g., youth, Indigenous communities etc.).
- 2. April - June 2023: Hold regional workshops to determine regional priorities, barriers, and solutions relevant at the intersection of climate change and mental health research**
- Convene virtual regional workshops which will bring together local voices working at the intersection of mental health and climate change science (or representatives of these two separate fields where local expertise does not exist at the intersection). A list of possible participants has been initiated and we will ask internal and external stakeholders to make suggestions to ensure representativity of the different regions (with a particular focus on encouraging conversations around climate change and mental health research in regions where less expertise has been identified, e.g., Middle Eastern region).
  - The workshops will aim to:
    - Discuss key local research gaps/opportunities
    - Identify local tools, interventions, and opportunities for action and policy
    - Build local capacity in the area of mental health and climate change research (e.g., survey post-workshop asking participants to identify perceived gaps in research capacity that could be followed by *ad hoc* training workshops on specific topics, e.g., specific research methods)
  - Regional breakdown can be determined by the supplier, in collaboration with Wellcome, but may happen along the lines of the WHO regional division (i.e., Regional Office for Africa, Regional Office for the Eastern Mediterranean, Regional Office for Europe, Pan American Health Organization, Regional Office for South-East Asia, Regional Office for Western Pacific).
- 3. July - August 2023: Regional findings report**
- Synthesise findings from regional workshops and finalise report, including high level themes and recommendations for discussion at next phase.
- 4. September 2023: Hybrid global workshop**
- Hold a hybrid convening (2-3 days) of Steering Committee plus key local, regional, and global stakeholders to take forward discussions from regional workshops, identify actionable recommendations at global and regional levels, and ways in which to advance these. The workshop will take place largely in person (with attempts at keeping numbers low and offsetting carbon impact while ensuring equitable representation) with the possibility of joining sections of the workshop remotely. We will aim to hold the in-person meeting in an LMIC. We want to involve policymakers in this process, potentially local governments who can then work on community impact.



### 5. October - November 2023: Editorial, report, and policy-related publications

- One journal outlet would have been selected at the start of the project and be expected to publish an editorial or series about this work. Discussion with the journal will be led by the Wellcome teams prior to start of the project.
- We will also publish an easily accessible report on our website and ensure dissemination through multiple channels e.g., social media, live webinars, partnering other institutions with a particular focus on organisations with grassroots reach, dissemination at regional and global conferences, and press releases at regional level. These materials should be translated into other languages and different types of social media material will be created to target different audiences.
- Other non-academic outputs will also be produced. We will ask the supplier to have understood who the key stakeholders are and how they can best be targeted, e.g., policymakers, journalists, media, communities most affected by climate change etc.
- A policy product highlighting how the research priorities link to policy and action will also be produced (we are open to traditional methods such as a brief or report, but also more inventive approaches to policy engagement).
- We will take an iterative approach to communication and dissemination to keep the community informed as the project develops and evolves. Possible ideas include regular blogs written by different stakeholders (e.g., youth, policy makers, people with lived experience etc.) or similar initiatives identified by the supplier.

### 3. Deliverables and Timeline

#	Output and detail	Deadline
1	International Steering Committee established, and initial meetings held. Plan for regional workshops finalised and confirmed with Steering Committee and Wellcome.	28 April 2023
2	Series of regional workshops (up to 6) held and regional report write-up completed.	31 August 2023
3	Hybrid global workshop held to consolidate findings and make recommendations. Outputs for open-access journal submitted and other policy relevant outputs completed (exact outputs to be confirmed)	30 November 2023

Please note that these are suggested deliverables, and we are open to other suggestions from suppliers. The exact written outputs can also be discussed and agreed at kick off stage.

### 4. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers	WT	12/10/2022
2	Submission of <b>expression of interest*</b> to RFP and submission of <b>Supplier Q&amp;A</b> to <a href="mailto:RFP@wellcome.org">RFP@wellcome.org</a> <i>*Please note that suppliers who do not submit an expression of interest can still submit a full proposal by the deadline date. However, no questions will be answered that were not submitted by the EOI deadline</i>	Supplier	26/10/2022
3	Return of Supplier Q&A to Suppliers (Q&As will be posted online on the RFP website anonymously)	WT	31/10/2022



4	Submission of full Proposal to <a href="mailto:RFP@Wellcome.org">RFP@Wellcome.org</a> and completed <a href="#">TPSRA2 form</a>	Supplier	11/11/2022
5	RFP Evaluation Period	WT	14/11/2022 – 23/11/2022
6	Supplier Presentations and Interviews	WT and Supplier	w/c 5/12/2022
7	Notification of Contract Award	WT	w/c 12/12/2022
8	Contract Negotiation	WT & Supplier	December 2022 – January 2023
9	Contract Start Date	WT & Supplier	February 2023

## 5. 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 [RFP@Wellcome.org](mailto:RFP@Wellcome.org) in accordance with the RFP timetable, which should contain the following information.

- Confirming whether you are a company or individual, if company please provide full company name, address, and company registration number.
- A non-binding cost estimate as a single figure in GBP.

### ***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 and the activity. All questions will be collated, anonymised, answered and returned to all Suppliers who have submitted an expression of interest in the RFP process as well as posted online. Please make sure you ask all questions at this stage. Once Wellcome have responded to all questions if you have any additional questions after this deadline these will not be answered to ensure that this is a fair and equitable process.

### ***RFP Proposal***

Suppliers are required to submit proposals which respond to the following questions.

### ***RFP Questions***

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

#	Question	Max words
1	Provide a short proposal outlining how you would approach the work and the proposed methodology (e.g., how you will ensure that a broad range of researchers, policy, people with lived experience, communities most affected by climate change and implementation partners participate).	750 words max.



	Please also outline how you will approach data protection when handling data and how the data will be managed and destroyed.	
2	Provide a proposed delivery plan outlining the project deliverables and timelines.	250 words max. + a Gantt chart
3	Outline your plans for working with people with lived experience of mental health problems and/or communities most affected by climate change throughout the design and delivery of this project.  <i>Involvement of lived experience is an essential part of Wellcome-funded projects, and we would expect our supplier to engage with individuals with lived experience of mental health problems to help inform the design, implementation, and dissemination of the work. For more on lived experience involvement in Wellcome's mental health work, see <a href="https://wellcome.org/news/lets-talk-about-lived-experiences-mental-health-challenges">https://wellcome.org/news/lets-talk-about-lived-experiences-mental-health-challenges</a> and <a href="https://youtube.com/playlist?list=PLSKM2Zm6MngIRHU5mJRD3M5G3i4HbCYaR">https://youtube.com/playlist?list=PLSKM2Zm6MngIRHU5mJRD3M5G3i4HbCYaR</a>.<sup>1</sup></i>	250 words max.
4	Outline the proposed project team with a brief description of their relevant experience (please do <u>not</u> include CVs). Please outline how the team composition would meet the core competencies outlined in section 2 (RFP Specification).	250 words max.
5	Outline your approach to equity, diversity, and inclusion (EDI) both in relation to your proposed methodology for the project, and within your team. <i>For more information on EDI, see: <a href="https://www.inclusionhub.com/articles/what-is-dei">https://www.inclusionhub.com/articles/what-is-dei</a></i>	250 words max.
6	Provide a detailed budget including breakdown justifying the proposed costs to meet Wellcome's requirements. <b>Please note that we do not provide maximum budget estimates, suppliers are encouraged to come in with a budget required for this work to be delivered effectively while also demonstrating value for money.</b>	N/A
7	What makes you best placed to fulfil the requirements outlined in this RFP? This could include networks and previous experience, including experience of working with people with lived experience. Please feel free to include any relevant case studies.	250 words max.
9	Outline any major risks and challenges you foresee with meeting Wellcome's requirements. Please include your mitigation strategies for these risk and challenges.	250 words max.

**Proposals will be assessed against the following criteria:**

<b>Methodology (40%)</b>	<p><i>Coverage:</i> How well are the desired focus areas (as outlined in the specification) covered in the proposed methodology?</p> <p><i>Quality:</i> Is the proposed methodology aligned with our needs?</p> <p><i>Utility:</i> Will the proposed methodology deliver the desired, credible, and useful results?</p>
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<sup>1</sup> Wellcome is committed to safeguarding and promoting the welfare of people with lived experience within all of our work. As part of the contract negotiation stage, we will be asking the successful supplier to provide evidence that they are similarly able to uphold this commitment and have appropriate safeguarding measures in place.



	<i>EDI</i> : Has appropriate attention been given to equity, diversity, and inclusion considerations in the proposed methodology?
<b>Experience (25%)</b>	<i>Skills and Experience</i> : Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work? <i>Team composition</i> : Is the team representative of the global work they will be undertaking, do they have significant experience working in different contexts and with relevant stakeholders (e.g., people with lived experience of mental health problems and/or communities most affected by climate change)? <i>EDI</i> : Has appropriate attention been given to equity, diversity, and inclusion considerations in the team composition and experience?
<b>Delivery &amp; Outputs (25%)</b>	<i>Communication</i> : Is there a good plan for communicating with the Wellcome team and externally? <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?
<b>Budget (10%)</b>	<i>Value for Money</i> : Is the proposed work within budget and good value for money?

**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 Wellcome’s Terms and Conditions which can be found [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 8 below).

**Wellcome 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.





## **Supplier Presentations**

Following a submission of the proposal, a subset of proposals will be invited to a virtual meeting which will last 45 minutes in total and will consist in a PowerPoint presentation followed by a questions and answers session by Wellcome staff.

### **6. About Wellcome**

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

### **7. 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.

### **8. Prospective Suppliers Personnel - IR35 and Off Payroll Working Rules**

Before the RFP response deadline, Prospective Suppliers must make the Wellcome Contact [see section 16] 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.

### **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. 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/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.

## **14. 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.

## **15. 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.

## **16. 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](mailto:RFP@wellcome.org)