

# Request for Quotes to conduct a global landscaping activity on the use of digital evidence synthesis tools in climate and health

## 1. Background and Scope

Central to [Wellcome's strategy on Climate and Health](#) is putting health at the heart of climate action, and a vision where catastrophic climate breakdown is averted in a way that allows human health to flourish. Timely and continually updated evidence on the impacts of climate change and potential solutions is key to accelerating policy actions that inform mitigation and adaptation strategies. A large part of this is the synthesis and evaluation of existing evidence that is necessary for providing policy relevance for local contexts.

We want to understand how digital tools that aid the curation and synthesis of evidence can be leveraged in climate and health (C&H) research, to facilitate global assessments such as those produced by the Intergovernmental Panel on Climate Change (IPCC). To do this, we need to understand what and how evidence synthesis tools, such as those used to produce 'living evidence' (continually updated evidence and incorporating new evidence as it becomes available), are being used and by whom. We also aim to identify opportunities and challenges for the integration of evidence synthesis tools into climate and health research and action.

## 2. Activities

This project will comprise two main activities:

- **A global landscaping exercise** to identify existing digital and automated evidence synthesis tools and understand the opportunities and challenges for leveraging these tools for climate and health research and action. A large part of this project will require active engagement with producers of evidence (researchers), users of evidence (including but not restricted to policymakers and NGOs), as well as data scientists and software developers who are creating and maintaining digital tools for automated evidence synthesis. This may involve conducting several interviews and/or holding discussion workshops.
- **Provide recommendations** for integrating digital and automated evidence synthesis methods in climate and health research, and elaboration of opportunities to advance this integration. These recommendations may include the identification and prioritisation of key topic areas, such as extreme heat, which offer the greatest potential to stimulate the use of evidence synthesis methods in policy assessments (e.g., IPCC reports). These recommendations will pave the way for Wellcome to make future investments in this area.

### 3. Outputs and deliverables

- A written report (fully formatted PDF, approximately 60 pages, plus annexes), accessible to a multidisciplinary readership (such as funders, policymakers, and researchers) and formatted to a professional standard that at a minimum includes:
  - A non-technical summary of findings and recommendations.
  - A description and review (in the report) of currently deployed tools for synthesising evidence, for example the use of natural language processing to automatically analyse language texts. There should be a particular focus on tools and processes used to produce ‘living evidence’. We recognise that most of these tools may not be developed for C&H research, so examples from other disciplines such as epidemiology would be recommended.
  - An assessment of the validity and robustness of these tools for synthesising evidence.
  - An analysis of how these tools are applied in C&H research and related fields, such as epidemiology. An assessment (including discussion with stakeholders) of the barriers to applying digital evidence synthesis tools to C&H research, particularly if it is identified that only a limited number of these tools have been applied.
  - Identification and discussion of any limitations of the identified tools, e.g., research bias.
  - At least three global case studies where C&H (or a related field) policy or the actions of policymakers is informed by digital evidence synthesis tools.
  - Identification of best practices in creating and using these tools, which may include reporting guidelines, research design, methodologies, maintenance of open-source software, research translation and sustainability. This may also include how organisations are using living evidence guidelines, such as WHO.
  - Identification of key opportunities and challenges for integrating evidence synthesis tools into C&H research, including the value of evidence synthesis tools for C&H research and policymaking.
  - Recommendations for ways forward to accelerate the integration of automated evidence synthesis tools into climate change assessment processes, e.g., the IPCC assessment reports, as a result engagement with IPCC actors will be essential.
  - At least one graphical representation (such as a figure) illustrating these digital tools and their application(s).
  - A complete list of the tools reviewed provided in an annex, as an Excel spreadsheet.
  - A table of the sources of evidence (e.g., literature databases) that evidence synthesis tools draw from.
  - Documentation of interviews, workshops and discussions with stakeholders that are engaged throughout the landscaping process. The stakeholders that are engaged could vary from academic researchers and policymakers to NGOs and local communities. This will vary according to

the direction taken in the landscaping activity, and the supplier should liaise with Wellcome the content of any interviews or workshops.

- A diverse, global roster of key stakeholders that inform, use and produce tools for evidence synthesis in climate and health research (researchers, non-governmental organisations, health authorities, policymakers, data scientists etc.). This roster will be used by Wellcome in the future to engage with key actors and identify priority areas for further investments. Please also outline (in the report) how culture, equity, diversity and inclusion principles were considered during this process. The roster should be presented in an Excel spreadsheet.
- Collaborative development of the final scope of the project with Wellcome representatives, regular biweekly meetings, and presentation of key findings to Wellcome.

#### 4. Timings

We envisage this work starting early March and will be guided by the supplier to provide information as to the length of time this activity will take.

#	Activity	Responsibility	Date*
1	Submission of RFP Response	Supplier	9 <sup>th</sup> January 2023
2	RFP Evaluation Period	WT	Early Jan 2023
3	Presentations (selected suppliers may be asked to present to Wellcome)	Supplier & WT	W/c 23 <sup>rd</sup> January 2023
3	Notification of Contract Award	WT	Early February 2023
4	Contract Start Date	WT & Supplier	March 2023

\*estimated timelines

#### 5. Budget

We do not want your proposal to be limited in scope and ambition. Wellcome ask that the supplier provide their best detailed costed price for this activity.

#### 6. Response Format

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

#### RFQ Proposal

A proposal for undertaking the work should be **no more than five A4 pages** (with margins no smaller than 2cm and font no smaller than 10pt). Suppliers are required to submit proposals which respond to the following sections:

#	Question
1	Outline your approach and provide details of the methodology and recruitment approach through which you will conduct the work. This outline should be inclusive of your research strategy and reflect on how you will work with Wellcome to produce deliverables to a high standard.
2	Outline any amendments or additions to the work proposed in the RFQ, including any (reasonable) proposed adjustments to timelines. 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.
3	Include key milestones and deliverables aligning with the proposed timeline presented above.
4	Outline why you are best placed to deliver the work laid out in the RFQ, which may include technical knowledge in relation to climate change attribution, climate and health, relevant networks, previous experience, and other relevant information for the delivery of this proposed piece of work.
5	Outline what the anticipated deliverables, including interim deliverables, will be and in what format you'll present these findings.
6	Provide a cost proposal with a detailed breakdown of costs excluding VAT which details and justifies the proposed costs to meet our requirements. Seemingly costly aspects of your proposal will require further explanation.
7	Highlight any risks you may foresee with meeting our requirements and explain your approach to mitigating them.
8	Summarize any GDPR risks and how you will mitigate against them.
9	Briefly outline your approach to diversity, equity, and inclusion in your proposed methodology and within your organisation.

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

<b>Methodology</b> 30 %	<ul style="list-style-type: none"> <li>• <b>Coverage:</b> How well are the desired focus areas (as outlined in the specification) covered in the proposed methodology address?</li> <li>• <b>Quality:</b> Is the proposed methodology aligned with our needs?</li> <li>• <b>Utility:</b> Will the proposed methodology deliver the desired, credible, and useful results?</li> </ul>
<b>Experience</b> 30 %	<ul style="list-style-type: none"> <li>• <b>Skills and Experience:</b> Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work?</li> </ul>
<b>Delivery &amp; Outputs</b> 25 %	<ul style="list-style-type: none"> <li>• <b>Communication:</b> Is there a good plan for communicating with the Wellcome team?</li> <li>• <b>Delivery plan:</b> Is the proposed delivery plan appropriate and achievable?</li> <li>• <b>Feasibility:</b> How feasible is the delivery plan? Are there significant risks associated with the proposed timelines, and how well are they mitigated?</li> </ul>
<b>Budget</b> 15 %	<ul style="list-style-type: none"> <li>• <b>Value for Money:</b> Is the proposed work within budget and good value for money?</li> </ul>

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

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 6 below).

## **7. Costs Incurred by Prospective Suppliers**

It should be noted that this document relates to a Request for Quotes 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 Quote.

## **8. Diversity and Inclusion**

Diversity and 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 procurement processes.

## **9. 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 \(www.gov.uk\)](#). 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.

We would be grateful for your response to this enquiry by **9<sup>th</sup> January 2023**. Please send your proposal and any questions to **Lindsey Atkins-Tamblin** at [RFP@wellcome.org](mailto:RFP@wellcome.org)