



## **Request for Proposal (RFP) for Consultant for South Africa Political Consultation and Government Relations Assistance**

### **1. Wellcome Background & Objectives**

The Global Government Relations team at Wellcome is looking to find a consultant to help develop our political advocacy and government relations in South Africa.

Wellcome is one of the world's leading charitable foundations, politically and financially independent, with an investment portfolio of £29.1bn. Wellcome's 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, research funders, non-governmental organisations, charities and commercial organisations, influencing and informing policy to help create the conditions for science to thrive globally and improve human health.

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.

### **2. Objectives**

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 global Governments and public bodies, multilateral organisations, cultural organisations, industry and the private sector, and other philanthropies.

The Government Relations team goals are:

1. Build diverse and productive relationships to shape policy in our key markets and beyond
2. Contribute to a collaborative, evidence-driven global political environment to ensure political action is effective
3. Develop and share our political insights to help inform Wellcome's priorities

Wellcome has a long-standing research relationship with South Africa, providing core-funding to The Africa Health Research Institute (AHRI) in KwaZulu Natal, supporting CIDRI Africa in Cape Town, and providing grants to individuals and consortia, both directly and through our partner organisation, The Science for Africa Foundation, whose pan-African DELTAS programme includes several South African institutions.



Wellcome also commissioned a South Africa landscape and analysis report by Genesis Analytics last year which informed the building blocks of our strategic thinking. This will be shared during the contracting process.

We are now looking to extend our relationship with South Africa beyond funding research programmes and are seeking to explore relationships with policy makers and deepen partnerships that will improve health outcomes. We are interested in working with South Africa due to the country's world-class health and science research, unique health challenges, and wide political influence across the continent.

For the first year of engagement, we are aiming to strengthen relationships within the South African government, and to focus primarily on infectious disease and climate and health. We are still developing our policy priorities, but below is a broad idea of what we would like to achieve in each area.

### **Infectious Diseases**

The challenge: Governments need Research and Development in order to intervene earlier with better interventions to protect society against infectious diseases and reduce emerging threats.

What Wellcome are doing: Areas we believe we can support and work with the government on include transforming the R&D Ecosystem for infectious disease and improving global surveillance. We are also supporting the establishment and implementation of the 100 Day Mission (the CEPI-led mission to respond to future diseases with a new vaccine in just 100 days) and the Financial Intermediary Fund for Pandemic Preparedness and Response.

What we hope to achieve through collaboration with South Africa: TB is one of the leading causes of death in South Africa, and TB/HIV and DR-TB are also huge problems, therefore we would be interested to support the development of advocacy around the R&D ecosystem for these health issues. On a broader note, Wellcome have a new focus on global health architecture and ensuring equitable and sustainable funding mechanisms. As South Africa refocuses on recovery from the COVID-19 pandemic and moves away from vertical programming, there may be an opportunity for Wellcome to align closely with priorities addressing the current global health architecture.

### **Climate Change and Health:**

The challenge: We still don't have a good enough suite of evidence on how wide ranging the impact of climate change is on health, but we know that it is already having a severe impact.

What Wellcome are doing: We are increasing our understanding of the effects of climate change on human health and defining the interventions and policies that can respond to the climate crisis in a way that protect and improves human health.

What we hope to achieve through collaboration with South Africa: As the impact of climate change on health becomes more of a priority, we hope to assist in embedded current



understandings into national policy. We would also look to amplify South Africa's role in bringing this health issue to regional for a such as the G20 and the AU.

### **3. Scope of the work**

While the general direction and strategy of work will be led by our team at Wellcome, we are looking for additional support in the following ways:

- Strategy development: reviewing the strategy drafted by the team at Wellcome and adding national and regional expertise.
- Equitable relationships: Understanding how best to establish and maintain equitable and mutually beneficial relationships with the South Africa government, and how to address barriers (such as Wellcome being a UK-based organisation) to achieving this.
- Political Intelligence: monitoring and gathering of political insights including but not limited to the areas of global health (pandemic response, climate and health, mental health, science, international development assistance).
- Assistance finding contacts within the South African government, as well as key stakeholders including think-tanks, thought-leaders, or similar civil society organisations.
- Strategic analysis of regional opportunities: monitoring and alerting Wellcome of opportunities to engage with South Africa in regional fora such as the G20 and AU.
- Assistance with organising and arranging meetings, events, and Wellcome travel, such as scoping visits, one-on-ones, roundtable or luncheon style meetings, dialogues or fireside chats with audiences.
- Alert Wellcome of potential events, or relevant opportunities to engage including events, consultations, and conferences.
- Operate as a trusted, confidential resource when needed (e.g., answer questions about legislation, people, and issues of interest in due time).

#### **Key deliverables will include:**

1. Strategy evaluation
  - a. A fully researched strategy for Wellcome engagement with South Africa.
2. Stakeholder mapping exercise, including introducing us to key stakeholders and setting up meetings
  - a. A database of relevant contacts, and introductions to the most relevant teams/people.
3. Identifying key events and moments coinciding with Wellcome priority areas
  - a. Engaging with South Africa on at least 2 of these events/moments in the first year.
4. Assisting in organising a scoping visit to establish and build upon relationships
5. Fortnightly online check-ins, where national political intelligence and regional strategic analysis will be conveyed.



Wellcome expects that our chosen consultant will be able to fulfil objectives and tasks in alignment with our interests in a timely manner, providing clear updates to Wellcome.

For political consultation, where Wellcome may email the consultant with questions, we will require a 48-hour response rate. For larger tasks or political updates, we expect considerate discretion to be applied (i.e. critical or otherwise urgent news should be shared as quickly as possible) and updates on events, meetings, or projects should be given as often as possible without suffering the quality of work.

For political intelligence and advice, we also expect that it would be comprehensive in nature accounting for geopolitical influences, other global events, and pressures in mind. While our work is South Africa focussed, the consultant must understand their work within a wider global context (e.g., G20 priorities, global political tensions and pressures). We hope to not only know the headline, but what impacts it would have in our areas of interest.

#### 4. RFP Budget

Any costs related to delivering against the scope of work and proposal deliverables should be included and clearly specified within the budget. The budget allocated for this work is **£50,000 GBP (including VAT)**. Costs will be scored during the tender process on whether they are realistic and appropriate relative to the proposed work and expertise.

#### 5. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers	WT	30.01.2023
5	Submission of RFP Response	Supplier	20.02.2023
6	RFP Evaluation Period	WT	20.02.2023 to 22.02.2023
7	Notification of shortlisting outcome and invite to interview	WT	22.02.2023
8	Interviews	WT & Supplier	27.02.2023 to 01.03.2023
9	Notification of Contract Award	WT	02.03.2023
10	Contract Negotiation	WT & Supplier	Early March 2023
11	Contract Start Date	WT & Supplier	March 2023

#### 6. 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. Please also include registered company details in your expression, and any potential conflicts of interest.



### 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

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

### RFP Questions

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

#	Question	Max Words
1	Provide a short outline demonstrating your methodology in achieving the scope of the work.	750
2	Propose a delivery plan outlining project deliverables and timelines.	250
3	Outline the proposed project team with a brief description of their relevant experience.	250
4	Outline your approach to equity, diversity, and inclusion (EDI) in relation to your proposal for the project.	300
5	Provide a detailed budget including breakdown justifying the proposed costs to meet Wellcome's requirements. 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.	N/A
6	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 stakeholders and processes within the global health ecosystem. Please feel free to use any relevant case studies.	500
7	Outline any major risks and challenges you foresee with meeting Wellcome's requirements. Please include your mitigation strategies for these risk and challenges.	250

### 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).

### Information Governance

If invited to interview, suppliers will be asked to complete a TPSRA assessment beforehand to assess how you handle data

### **7. Assessment Criteria**

Proposals will be assessed on the following criteria:

<b>Methodology</b>	<p><i>Coverage:</i> How well are the desired focus areas (as outlined in the scope of work) 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> <p><i>EDI:</i> Has appropriate attention been given to equity, diversity, and inclusion considerations in the proposed methodology?</p>
<b>Experience</b>	<p><i>Skills and Experience:</i> Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work?</p>
<b>Delivery &amp; Outputs</b>	<p><i>Communication:</i> Is there a good plan for communicating with the Wellcome team and externally?</p> <p><i>Delivery plan:</i> Is the proposed delivery plan appropriate and achievable?</p> <p><i>Feasibility:</i> How feasible is the delivery plan? Are there significant risks associated with the proposed timelines, and how well are they mitigated?</p>
<b>Budget</b>	<p><i>Value for Money:</i> Is the proposed work within budget and good value for money?</p>

### **8. About Wellcome**

Wellcome improves health for everyone by funding research, leading policy and advocacy campaigns, and building global partnerships. Collaborative research that involves a diverse range of people from different fields of interest is key to progress in health science – and to achieving our aim of fostering a healthier, happier, world. We're taking on the biggest health



challenges facing humanity – climate and health, infectious disease, and mental health – to find urgent solutions and accelerate preventions. Find out more about Wellcome and our work at: [wellcome.org](https://www.wellcome.org).

## **9. 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.

## **10. 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.

## **11. 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.

## **12. Funding**

For the avoidance of doubt, the output of this RFP exercise will be funded as a **Contract** and not as a Grant.

## **13. 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.

## **14. 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.

## **15. 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.

## **16. 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.

## **17. 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.

## **18. Wellcome Contact Details**

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

Name: [Lucy Kidder]  
Role: [Government Relations Senior Officer]  
Telephone no.: [+447713632963]  
Email: [l.kidder@wellcome.ac.uk]



