

# Request for Quotations (RFQ)

## Facilitating Action Learning Sets on equity, diversity and inclusion

### 1 Background

[Wellcome](#) is a politically and financially independent global charitable foundation. We improve health for everyone by funding research, leading policy and advocacy campaigns, and building global partnerships. Under our new strategy we will be supporting discovery research into life, health and wellbeing, alongside taking on three worldwide health challenges: mental health, infectious disease and climate and health.

In 2020, Wellcome [published](#) our diversity, equity and inclusion strategy with the 3 main goals of becoming an inclusive employer, an inclusive funder, and ensuring Wellcome-funded research is inclusive in design and practice. In 2021, Wellcome [published](#) our anti-racism principles and toolkit and, although [we still have progress to make](#), we are committed to becoming an anti-racist organisation.

The Government Relations and Strategic Partnerships (GRSP) and Policy teams at Wellcome have a key outward facing role in helping to deliver Wellcome's strategy. We help to shape 'what Wellcome thinks' on a wide range of issues and determine who we engage with, when and what form that engagement takes. The teams are committed to embedding equity, diversity, and inclusion (EDI) within their work. At the moment, the Policy and GRSP teams are not representative of the populations we seek to impact and engage as part of Wellcome's strategy and we do not currently have the relationships we need with stakeholders for meaningful engagement, particularly stakeholders in low- and middle-income countries.

Our teams lack of diversity and room for improvement on our approach to inclusion and equity leads to problems, such as:

- A lack of diverse perspectives can lead to barriers to new relationships, reduced impact of our work and perpetuate historic inequities and colonial era power dynamics in global health.
- Our team culture, processes and ways of working are formed and reinforced from perspectives which can create barriers to inclusion for some who feel they 'don't fit'
- Our approach to issues and engagement with others could be ill informed and lack cultural awareness

Failure to address these team-specific problems will undermine our ability to support Wellcome's mission. The teams have identified gaps in our shared understanding of EDI in the context of our work, and a lack of space to share and learn from each other's experiences. To address these gaps, we want to create dedicated time and space to openly share our successes and challenges in incorporating EDI within our projects and personal objectives.

## 2 Objectives

We are looking to run a pilot programme of monthly Action Learning Sets in small groups, facilitated online with potential for in-person sessions, focused on EDI learning from peer experiences. We are looking for a supplier to co-design, facilitate and evaluate this pilot.

We are looking for a supplier with experience in facilitating action learning sets and of working on EDI within organisations in a range of sectors, for example, research, academia, funding, philanthropy, government and community engagement.

The objectives are as follows:

Objective 1: Action Learning Sets will build confidence, awareness and shared understanding among GRSP and Policy members to speak about EDI issues in the context of their work.

Objective 2: Create a learning “loop” culture on EDI in GRSP and Policy, where lessons are shared and captured, and case studies documented, to encourage members to implement EDI principles and practices within their work.

Our expected outcomes of EDI Group Discussions are:

- Members feel the small groups create an open, safe, and inclusive environment to share EDI issues related to their work and learn from each other’s’ experience.
- A self-reported improvement in how members understand EDI issues related to their work (including [Wellcome’s health challenge areas and discovery research](#)) and their confidence in talking about EDI.
- The successes and challenges of embedding EDI are shared via case studies and self-reporting.
- Evidence that members have been able to reach their individual and collective objectives which they have set during the sessions.

## 3 Scope of requirements

Deliverables	Description	Preferred timeline
Deliverable 1 – Workplan	Develop a workplan for this pilot programme, including:  -the format of the action learning sets - how groups should be allocated to ensure psychological safety  -group session timetable and agendas	End of March 2023

	<p>-internal communications plan for Policy and GRSP</p> <p>-a monitoring and evaluation plan for this pilot.</p> <p>We envisage this will be co-developed with colleagues from Wellcome</p>	
Deliverable 2 – EDI Group Discussions	<p>Facilitating 4-5 monthly Action Learning Set discussions with Policy and GRSP colleagues.</p> <p>Note, the number of team members across GRSP and Policy is approximately 50. The number of groups and group size are to be agreed with supplier, based on the enrolment rate.</p>	April- July 2023
Deliverable 3 – Lessons learnt report	A final report which captures lessons and case studies of progress in implementing EDI from the small group discussions, evaluates the pilot and make recommendations for how to improve this model in future	August 2023
Deliverable 4 – Wellcome Workshop	Run a final presentation/workshop with GRSP and Policy to present and discuss findings	September 2023

#### Detail requested in the quote

- A maximum 2-page proposal outlining how you would approach this piece of work
  - Include a breakdown of costs, including daily rates and the estimated number of days required to complete the deliverables
- Attach up-to-date CVs (ensuring personal information is removed) outlining relevant specific expertise, facilitation, programme design or evaluations undertaken

**Deadline:** 10 March 2023

Please send any questions or final proposals to **Leo Owen, l.owen@wellcome.org**

Please also see [Wellcome's standard T&Cs](#) which we would contract this work under.

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

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 email is deemed confidential and must not be disclosed without the prior written consent of Wellcome unless required by law.

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.

Access, 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.

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 RFQ exercise, contact the Wellcome Contact. If, within the proposed outputs of this RFQ 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.

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.

The single point of contact within this RFQ exercise for all communications is as indicated below:

**Name: Leo Owen – L.Owen@wellcome.org**

**Policy Team**