



## Request for Proposal (RFP) for Kenya Political Landscape and Analysis

### 1. RFP Background & Objectives

The Global Government Relations Team is looking to commission a landscape analysis to understand the political, societal and economic dynamics that influence political decision-making and research funding in Kenya and across the Eastern Africa region. We are particularly interested in climate and health, infectious disease, discovery research, and mental health.

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.

#### 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 Governments and public bodies, multilateral organisations, cultural organisations, the private sector, and 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 Kenya, funding the KEMRI Wellcome Trust Research Programme ([KWTRP](#)) based in Kilifi. Wellcome also supports African researchers through programmes and initiatives like the [Science for Africa Foundation](#) and the Coalition for Research and Innovation ([CARI](#)) and Developing Excellence in Leadership, Training and Science in Africa ([DELTAS Africa](#)) program.

We are now looking to extend our relationship with Kenya to explore relationships with policy makers and deepening partnerships that will improve health outcomes.

We are still developing our [policy priorities](#), but below is a broad idea of what we would like to achieve in each area. This piece of work would provide a landscape analysis for these policy areas and a set of recommendations for how we build our engagement.

#### 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.

### **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.

### **Mental Health:**

The challenge: We want to transform the ability to intervene as early as possible in mental health problems that affect the most people – and include the most disabling conditions.

What Wellcome are doing: Developing understanding of how the brain, body and environment interact in depression, anxiety and psychosis enabling earlier interventions. We are also funding research to find new and improved ways of intervening with more personalised and timely interventions.

## **2. RFP Specification**

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

Wellcome has limited experience of working with Kenya at a political level. We therefore encourage potential suppliers to shape this project based on their local knowledge and experience. Objectives of the work include:

- a. **Understand the role that Kenya plays in regional and international political fora.** Including the African Union, Eastern African Region and United Nations (in relation to Wellcome's three priority areas)
- b. **Deliver a political, economic and societal analysis of Kenya as it relates to health, science and research policy etc, with focus on Wellcome's priority areas. Questions this could include:**
  - i. What is the structure of the Kenyan Government? Who are the key decision makers and who do they listen to?
  - ii. How is the political and economic environment shaping domestic conversations?
  - iii. What global political and economic trends are impacting the government's decision making?



- iv. What is the Kenyan government doing (domestically and globally) across the three areas Wellcome is interested in?
- v. Which CSOs, multilateral organisations and research groups are working on our priority areas within Kenya?
- vi. Which non-political groups and organisations are most influential in Kenyan politics? This could include: regional groupings, civil society organisations, multilateral organisations, cultural organisations, private sector and philanthropies.
- vii. What are the historic and cultural practises that we need to understand before we can engage with the Government?
- viii. What could be potential barriers to engaging with the Kenyan government on each of our priority areas, and what could be done to mitigate this?

c. **Next step and recommendations:** *(The implementation of these recommendations would be resourced separately to this project)*

- i. Recommendations for how Wellcome can build a collaborative relationship with the Kenyan Government. Identifying at least 2 key individuals and priorities for each of Wellcome's priority areas. Considering how Wellcome can build more equitable partnerships when engaging in Kenya
- ii. Identify key global/ national events/opportunities that Wellcome should engage with in the upcoming year
- iii. Recommendation for general tactics when building relationships with Kenyan government

### Expected outputs:

Suppliers are welcome to suggest alternative outputs based on their experience from delivering similar projects. Our proposed expected outputs include:

- A report (15 pages maximum) for internal use by the Wellcome Government relations team. Ensuring this is concise and clear.
- Key findings presentation and workshop to Wellcome colleagues. This can be delivered virtually if required.
- 2 page introductory briefing to Kenyan Politics to be used ahead of wellcome visits and engagement

### 3. RFP Timetable

#	Activity	Responsibility	Dates
1	RFP issue to Suppliers	WT	3 <sup>rd</sup> March
2	Submission of Supplier EOI and Q&A to Wellcome Contact	Supplier	16 <sup>th</sup> March
3	Return of Supplier Q&A to Suppliers	WT	20 <sup>th</sup> March
4	Submission of RFP Response	Supplier	24 <sup>th</sup> March
5	RFP Evaluation Period	WT	23 <sup>rd</sup> –3 <sup>rd</sup> April
6	Interview with shortlisted suppliers	WT	30 and 31 <sup>st</sup> March
7	Notification of Contract Award	WT	2 <sup>nd</sup> April



8	Contract Negotiation	WT & Supplier	April
9	Contract Start Date	WT & Supplier	April

#### 4. 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 Rebecca Hunter 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.

##### 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. 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 sections;

1. Brief summary of your understanding of the project goals and purpose
2. Methodology for undertaking the project with specific reference to the approach taken for each phase of work
3. Output: How do you plan to translate the landscape analysis into recommendations for Wellcome?
4. Description of anticipated risks and challenges that could arise during the working process, and how you will mitigate or overcome them to deliver the project,
5. A description of the project team's experience and relevant expertise and how you will bring in expertise from Kenya (particularly if you are not a local organisation)
6. A proposed timeline for the work, including dates for key milestones and deliverables.
7. A budget broken down by activity.
8. A description of how the team will embed equity, diversity and inclusion (EDI) within their approach to the project.

A proposal for undertaking the work should be no more than 6 pages (excluding annexes).

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



<b>Methodology</b>	How well are the desired focus areas (as outlined in the specification) covered in the proposed methodology address? Is the proposed methodology aligned with our needs? Will the proposed methodology deliver the desired, credible, and useful results?
<b>Knowledge and Experience</b>	Does the supplier have the relevant skills, local experience and expertise, and contextual understanding to deliver this work?
<b>Delivery, Outputs and Engagement</b>	How the supplier will involve key stakeholders in its work and ensure its deliverables cover Wellcome's desired outcomes Is the proposed delivery plan appropriate and achievable? How feasible is the delivery plan? Are there significant risks associated with the proposed timelines, and how well are they mitigated?
<b>Cost</b>	Is the proposed work within budget and good value for money?
<b>Equity, Diversity, and Inclusion</b>	Does the proposed methodology and work embed equity, diversity, and inclusion?

## Interview

The interview will provide an opportunity for Wellcome to ask any clarification questions on the proposal. Suppliers will be asked questions which will provide an opportunity to expand demonstrate their understanding of the project, alignment with Wellcome's priorities and strategy, and country specific experience. The supplier will not be asked to present their proposal or prepare anything specifically for the interview.

### 5. Information Governance

Suppliers are asked to complete the [TPSRA2](#) assessment if they are shortlisted for interview, this is for Wellcome to assess how you handle data.

### 6. Budget

Any costs related to delivering against the proposal objectives should be included and clearly specified within the budget. The budget allocated for this work is £40,000 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.

### 7. 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).

## **8. 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.

## **9. 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.

## **10. 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.

## **11. Funding**

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

## **12. 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.

## **13. 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.

#### **14. 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.

#### **15. 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.

#### **16. 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.

#### **17. Wellcome Contact Details**

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

Name: Rebecca Hunter  
Role: Senior Officer, Global Government Relations  
Email: R.hunter@wellcome.org