



## **Request for Proposal (RFP) for Government and Public Relations Support for Wellcome Trust in India**

### **1. RFP Summary**

Wellcome is seeking to build and deepen our relationships with key government stakeholders and strategic partners in India, to deliver on our mission to improve human health for all and enable good science to thrive globally. As a major player in the global health community and country where Wellcome has a strong legacy of funding and scientific relationships, India is a country we are keen to engage further. To this end, we would like to commission agency support to help us build and enhance our relationships with the Government of India and relevant stakeholders and explore further opportunities for collaboration.

### **2. Wellcome Background and Objectives**

Wellcome is a global health charitable foundation, politically and financially independent, with a £29.1bn investment portfolio. We want everyone to benefit from science's potential to improve health and save lives and have committed £16 billion over the next decade to continue supporting discovery research and address three urgent global health challenges: infectious disease, climate and health, and mental health. To do so, Wellcome works with a wide range of partners around the world, including governments, philanthropies, multilateral agencies, non-governmental organisations, charities, cultural institutions, and commercial organisations, to enable the conditions for science to flourish, and inform and influence health policy.

As well as funding discovery research to tackle health challenges, Wellcome works with national governments and engages within multilateral fora such as the G7/G20, UN General Assembly (UNGA), and the UNFCCC Conference of the Parties (COP) to help solve difficult policy challenges. For instance, we have been deeply involved in international COVID-19 pandemic preparedness and response, through co-founding initiatives such as the World Health Organisation's ACT-Accelerator and being a founding donor of the Pandemic Fund launched under Indonesia's G20 Presidency. To address other disease threats such as antimicrobial resistance (AMR), Wellcome funded initiatives like CARB-X, a public-private partnership to accelerate antimicrobial research, and continues to support the Global Antibiotic Research and Development Partnership and Global AMR R&D Hub.

In 2023, India will play a key international role as G20 President in leading global health policy. Wellcome is seeking ways to work with India on shared priorities in its G20 health track. In addition, Wellcome has a long history of funding science in India to support the best biomedical, clinical and public health research. Since 2008 and in partnership with the Government of India's Department of Biotechnology (DBT), we have co-funded the DBT-Wellcome Trust India Alliance to help strengthen India's research ecosystem to drive scientific discovery and innovation. The [India Alliance](#) is an independent and dynamic public charity that has been transformative in building research capacity on the sub-continent through fellowship schemes, grants for collaborative research projects, clinical research training programmes, research centres and the India Research Management Initiative.



Looking ahead, we believe there are many more opportunities to collaborate with India as we take forward our strategy for the next decade and beyond, especially as we take a more intentional approach to building strategic partnerships with a view to maximising the impact of our funding.

### **3. RFP Specifications and Description of Services**

This section sets out the specification of services required for this RFP. Suppliers are advised to have a good understanding of these requirements to inform their submitted proposals.

The purpose of this work is to support Wellcome's Government Relations and Strategic Partnerships (GRSP) team in our engagement work in India. Having commissioned previous work on a landscaping analysis of trends and opportunities in India for Wellcome, we are hoping to take our engagement further by expanding our contacts and reach with India-based stakeholders, with an initial focus on central government and civil society, but also outreach to state-level bodies where necessary.

In that regard, we seek support from a supplier who will be able to help make links to key decision-makers and organisations in India relating to Wellcome's [strategic priorities](#) in discovery research, infectious disease, climate and health, and mental health. The supplier should ideally possess deep knowledge of the government and policymaking process in India as it relates to the health ecosystem, research-to-policy uptake, and policy environment for our priority research areas, as well as good networks with the relevant stakeholders. In addition, a deep understanding of the philanthropic landscape and related regulatory frameworks in India, and knowledge of communities most affected by the three health challenges will be important.

As a global health charity, Wellcome is keen to understand how national politics and policymaking in India interact with the wider international context. Additionally, we are keen to develop a more nuanced understanding of the ecosystem of non-governmental organisations in India that relate to Wellcome's strategic goals (e.g. philanthropies, multilaterals, NGOs/CSOs, private sector, research funders and networks, etc), both in terms of Indian organisations, and global organisations with a country office in India. It would be desirable if the supplier can demonstrate experience working on international health issues and/or a good understanding of India's international engagement in this field.

The supplier will be expected to support Wellcome on the following:

- Building key relationships with the Government of India (including senior officials, politicians and parliamentarians) and state governments where necessary
- Providing introductions and advisory support on key partner organisations in India aligned with Wellcome's strategic interests, including philanthropies, NGOs and civil society organisations, private sector, and relevant partners working in the global health and R&D space
- Providing research, advice and guidance on Wellcome's government relations and partnerships strategy in India, including identifying opportunities for collaboration with the Government of India and relevant partners in global health and R&D, while highlighting potential risks



- Providing public relations support to help communicate and deliver Wellcome's strategic priorities in India, including positioning Wellcome's work, maintaining Wellcome's reputation, and widening Wellcome's profile among government and non-government stakeholders
- Providing regular updates and monitoring of relevant political and legal developments in India as it relates to Wellcome's strategy and interests in discovery research, infectious diseases, climate, and mental health, as well as India's national and international health priorities

#### 4. RFP Deliverables

We envisage deliverables of this service to take the form of the following:

- Initial report setting out a stakeholder map and engagement strategy for India, including recommendations on key stakeholders to engage that are relevant to Wellcome's strategic priorities in discovery research, infectious diseases, climate & health, and mental health
- Support with executing stakeholder engagement and outreach
- Regular meetings (frequency to be mutually agreed) to provide advice and consultancy support on Wellcome's government relations and broader engagement strategy, as well as sharing of outcomes of work internally within Wellcome where appropriate
- Regular updates and reports on political developments in India and India's national and international engagements, particularly under its G20 Presidency, in the context of global health and scientific research
- Updates on significant developments in our existing and potential key partner organisations' global health work in India
- *Ad hoc* research and briefing support ahead of key meetings, visits and events relating to India, including engagements with Indian stakeholders

We envisage this programme of work to last 6 months (please see timelines below), with the potential for extension of services.

#	Activity	Responsibility	Date
1	Onboarding of Supplier	Wellcome Trust (WT) & Supplier	Early April 2023
2	Initial Consultations, Research and Strategy Development	WT & Supplier	April – May 2023
3	Stakeholder Mapping and Engagement Report	WT & Supplier	By end-May 2023
4	Stakeholder Engagement and Outreach	WT & Supplier	June – October 2023
5	<i>Regular Meetings, Political Monitoring and Reports on Developments in India</i>	WT & Supplier	<i>To be agreed</i>



## 5. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers	WT	7 Feb 2023
2	Submission of expression of interest to RFP	Supplier	14 Feb 2023
3	Submission of Supplier Q&A to Wellcome Contact	Supplier	14 Feb 2023
4	Return of Supplier Q&A to Suppliers	WT	16 Feb 2023
5	Submission of RFP Response	Supplier	10 Mar 2023
6	RFP Evaluation Period (including interviews)	WT & Supplier	13-24 Mar 2023
9	Notification of Contract Award	WT	End-Mar 2023
10	Contract Negotiation	WT & Supplier	Early Apr 2023
11	Contract Start Date	WT & Supplier	By mid-Apr 2023

## 6. Response Format

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

### Expression of Interest

Suppliers planning a proposal for the RFP are required to submit a short expression of interest by email to the Wellcome Contact (see point 18 below) in accordance with the RFP timetable.

### 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 email in accordance with the RFP timetable.

### RFP Proposal

Suppliers are required to submit proposals responding to the following sections:

- a. Methodology and Approach
- b. Delivery Plan
- c. Description of Relevant Experience and Networks
- d. Description of Approach to Equity, Diversity, and Inclusion (EDI)
- e. Budget and Cost Breakdown
- f. Potential Risks and Challenges, and mitigation strategies for these

Suppliers are encouraged to keep their responses focused and succinct (max. 15 pages on Word Doc, or 20 slides on Powerpoint).



## 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 18 below).

## Information Governance

Suppliers are asked to complete the [TPSRA2](#) assessment before the RFP submission deadline for Wellcome to assess how you handle data.

## **7. Assessment Criteria & Evaluation of Proposals**

RFP proposals will be assessed according to the following criteria:

Criteria	Evaluation Questions
<b>1. Cost</b> <i>A fixed price that represents good value for money.</i>	<ul style="list-style-type: none"><li>• Does the supplier offer consultancy support that represents good value for money?</li></ul>
<b>2. Methodology</b> <i>A description of the methodological approach, how the project will be managed, and how the method of engagement would produce results relevant to Wellcome's strategic objectives in discovery research and three health priorities (infectious diseases, climate and health, and mental health).</i>	<ul style="list-style-type: none"><li>• How does the supplier intend to approach relationship-building and stakeholder engagement for Wellcome with government and non-government stakeholders in India?</li><li>• What methods will the supplier employ to forge these relationships?</li><li>• What forms of support will the supplier provide to help Wellcome gain a better understanding of entities in India working in global health, research, and philanthropy?</li></ul>
<b>3. Equitable Engagement and Delivery</b>	<ul style="list-style-type: none"><li>• Does the supplier understand Wellcome's desired outcomes through its stakeholder engagement in</li></ul>



<p><i>Involvement of stakeholders in an inclusive and equitable way, and ensuring deliverables cover Wellcome's desired outcomes on health and potential impact on communities most affected</i></p>	<p>India, and will its approach deliver on these outcomes effectively and equitably?</p> <ul style="list-style-type: none"> <li>• How does the supplier intend to realise Wellcome's strategic objectives in discovery research and health priorities to ensure it is delivering impact for affected communities in India?</li> <li>• Has the supplier considered engaging an inclusive range of stakeholders in its work to advance health equity?</li> </ul>
<p><b>4. Quality and Experience</b> <i>Relevant skills, experience, and reputation in this field, including a demonstrable track record in undertaking projects / initiatives of a similar nature, and demonstrable expertise and existing networks with key stakeholders in India (both in terms of Government of India and other relevant partner organisations in global health and R&amp;D).</i></p>	<ul style="list-style-type: none"> <li>• Does the supplier demonstrate experience with stakeholder engagement and relationship-building in India, both with the Indian government and other key partner organisations?</li> <li>• Does the supplier demonstrate a good network and contact base in India with the relevant stakeholders to further Wellcome's presence and mission in discovery research and health?</li> </ul>
<p><b>5. Timeframe</b> <i>How the supplier demonstrates capacity to complete the project within the set timelines.</i></p>	<ul style="list-style-type: none"> <li>• Will the supplier be able to perform, deliver, and implement the requested services within the contracted period of support?</li> </ul>

When submitting proposals, suppliers are advised keep in mind these criteria for assessment, and where possible, structure their responses in line with the guiding questions (though not necessarily exclusively).

## 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 \(www.gov.uk\)](http://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.

## **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:	Leon Lau
Role:	Global Government Relations Lead
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Email:	<a href="mailto:l.lau@wellcome.org">l.lau@wellcome.org</a>