



Request for Proposal (RFP) for consultation on communities of practice for transdisciplinary research and action in climate change and health in Africa

This is a request for proposals from potential suppliers to complete the specific piece of work outlined below on behalf of Wellcome.

1. RFP Background

Wellcome is a politically and financially independent global charitable foundation. It supports science to solve the urgent health challenges facing everyone. Wellcome supports discovery research into life, health and wellbeing, and is taking on three worldwide health challenges: mental health, climate and health, and infectious diseases.

Wellcome's Climate & Health strategy aims to put health at the heart of climate action. It has a strong focus on improving health outcomes for people in Low-and Middle-Income Countries (LMICs), who are most affected by climate change globally. We will deliver our strategy by supporting transdisciplinary research which brings together researchers from different disciplines e.g. climate, health, and social sciences, together with policy and implementation partners, to undertake research and take action to address policy and implementation challenges in Climate & Health.

However, the Climate & Health field – which comprises both researchers, as well as policy and implementation partners who are working on Climate & Health in an integrated way – is still in its infancy. The field is particularly small in low- and middle- income countries, which currently attract a fraction of the research funding available for climate change. This RFP aims to inform how we help to build the Climate & Health field in Africa through Communities of Practice.

This proposal was originally advertised in July- September 2022 to build global Communities of Practice where we selected suppliers to work in Asia and Latin America. We have rescoped the work in Africa as the proposals received did not meet the objectives outlined in the original RFP. Wellcome are looking for suppliers to be based in Africa, the continent where the consultation is taking place, and should be led by or include people from across the region. Activities across other regions within Asia and Latin America are ongoing. Suppliers who responded to the previous RFP are eligible to apply again.

Communities of Practice (COP) are groups of stakeholders from different disciplines or sectors who are interested in a common goal. They have been identified as an important tool for strengthening capacity for transdisciplinary research on climate change.¹ When we talk about capacity strengthening, we are referring to the UKCDR definition: 'enhancing the ability and resources of individuals, institutions and/or systems to undertake, communicate and/or use high quality research efficiently, effectively and sustainably.'²

At present, we are not aware of COPs that specifically focus on transdisciplinary research and action in the integrated fields of Climate & Health, though there are some that are focused on either health or climate change and related topics. Investing in regional Communities of Practice in Africa would help us to build the Climate & Health field by:

- Making connections across these transdisciplinary areas and identifying new opportunities to help drive integrated action

¹ <https://idl-bnc-idrc.dspacedirect.org/bitstream/handle/10625/58680/IDL%20-%2058680.pdf?sequence=2>

² <https://www.ukcdr.org.uk/what-we-do/our-work/research-capacity-strengthening/#:~:text=Research%20Capacity%20Strengthening%20What%20is%20research%20capacity%20strengthening,use%20high%20quality%20research%20efficiently%2C%20effectively%20and%20sustainably.%E2%80%99>

- Increasing knowledge & awareness of and capacity for transdisciplinary research and action in Climate & Health
- Providing a channel for disseminating our funding calls and other opportunities
- Supporting transdisciplinary teams of researchers, policy and implementation partners to apply for Climate & Health funding; and provide cohort support for new and existing grantees
- Broadening the network of stakeholders and partners (researchers, policymakers, NGOs, activists, private sector) interested in and involved in Climate & Health research and action
- Providing a source of ideas and learning for advancing transdisciplinary research and action in Climate & Health.

2. RFP Specification

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

We are looking for a Supplier to provide an objective consultation to inform potential future work; we are not looking for the development or implementation of a COP. We aim to undertake a consultation among the broad Climate & Health communities in the African region on how we can invest in COPs to strengthen capacity for transdisciplinary research and action in Climate & Health.

a. Objectives of proposed work:

- i. Understand how relevant stakeholders across research, policy, implementation, affected communities and supporting organisations in Africa can be better supported to shape, undertake, and use transdisciplinary research, and advance action in climate and health (i.e., barriers and opportunities).
- ii. Identify whether a Community of Practice is the most appropriate method for building connections and strengthening capacity for transdisciplinary research and action in Climate and Health and what a COP should focus on in Africa, for example:
 - Networking, sharing, learning across disciplines and sectors
 - Cohort support, research support, peer support, mentoring
 - Identify research, action and training gaps and priorities
 - Test and develop ideas
 - Training & development
- iii. Consult stakeholders on what mechanisms and activities work, and don't work, to deliver a successful COP e.g. (this is not an exhaustive list and experimentation is welcome)
 - Seed funding for consortia or proposal development
 - Masterclasses on different disciplines, research approaches, hot topics
 - Writing proposals, papers
 - Co-production, research uptake & knowledge brokering
 - Equitable partnerships
 - Monitoring, evaluation and learning
 - Research management, institutional and community capacity strengthening
- iv. Consult the communities on existing networks that might be relevant, and the ideal approach to strengthening, supporting and/or developing a Community of Practice for Climate & Health in Africa e.g.

- Fund an existing COP or organisation, which is doing some of what we want to expand its scope to cover Climate & Health more broadly (e.g., fund an existing climate COP to integrate health (or vice versa).
- Fund keystone institutions in Africa to develop and host regional COPs in Climate & Health

b. Questions we expect the RFP to address:

1. What is the current context of Climate & Health research, policy and practice in Africa? Do relevant research or action agendas on Climate & Health exist at a regional or national level? Are there dedicated institutions who are focused on tackling Climate & Health in the research, policy or practice space? Is there sufficient evidence to inform action or are there critical gaps?
2. What would be the best way to bring together researchers from different disciplines and sectors, together with policy and implementation partners and civil society organisations from different sectors to better collaborate on tackling the Climate & Health challenge?
3. Is a network or COP for Climate & Health research and action needed at the pan-regional, sub-regional or national level? What kind of activities could such a network or COP undertake? What mechanisms work and don't work in meeting the aims and objectives of a COP?
4. What actions would enhance such a network or COP or what would hamper its effectiveness? Are there any existing or potential opportunities that could be utilised?
5. Are there any existing networks or COPs that are already doing something similar? What are their strengths and weaknesses?
6. Who are the anchor organisations that are respected for their expertise in capacity strengthening, climate and health research and climate and health action in the region?

c. Stakeholders:

This project could be carried out in a range of ways. This preferentially would include informant interviews with key stakeholders. Stakeholders can include:

Scientists and research institutions from different disciplines and specialisms, for example: climate (e.g., meteorology, adaptation, resilience, mitigation), health (e.g., public health, nutrition, infectious diseases, vector-borne diseases), data science, economics, social sciences, evaluation science, policy studies, research management, agriculture and food systems, water and sanitation, energy, architecture, urban studies, development.

Policy and implementation partners, for example: national or local policymakers, representatives from affected communities and supporting organisations, representatives from the public, practitioners, health professionals, industry/private sector, public engagement experts, networks/consortia, NGOs, think tanks, activists, media, consultants, climate resilience projects. These partners should reflect different sectors such as those outlined in the research disciplines above.

The approach might include focus groups to bring people from across Africa to explore what issues are the same and different. However, we are open to other approaches that would achieve a similarly robust result.

The sample of stakeholders should include a balance of all genders, and geographical diversity across Africa. It should incorporate a variety of stakeholders, including those with different power balances.

d. Composition of delivery team/ Eligibility:

- Suppliers must be based in Africa and should be led by or include people from across the region.
- Suppliers must be transdisciplinary: expertise from different research disciplines and policy and implementation partners from different sectors will be key to delivering the objectives of this RFP.
- Suppliers must have inclusive and diverse teams, with broad geographical representation across the region including individuals that can speak the languages required to undertake a consultation which reflects the diversity of Africa. Where necessary, suppliers may include costs for translation to facilitate consulting in locally appropriate languages while providing deliverables in English.
- Suppliers should demonstrate experience of delivering complex and highly collaborative initiatives.
- Suppliers should be willing to work with other individuals, teams or groups of stakeholders at Wellcome’s request to improve the overall delivery of the project.

3. Deliverables and timeline:

#	Output and details	Deadline
1	Inception report: Including your proposed approach to stakeholder mapping and who you plan to interview in Africa, how you will do your research, questionnaire guides, how you plan to collect, manage and analyse data, roles and responsibilities, communications plan, contingencies.	18 th August 2023
2	Desktop Review: Map out climate and health stakeholders, including research and action institutions. Identify the climate and health research and action priorities in Africa as set out in publications, action plans, strategies.	30 th September 2023
3	Draft report (maximum 20 pages, plus relevant annexes including the methodology and an exec summary – max 3 pages) Include stakeholder mapping as an annexe	4 th December 2023
4	a) Final report to Wellcome b) External summary of key findings and recommendations for funder audience c) Power-point presentation of findings	15 th January 2024

4. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issued to suppliers	WT	11 th April 2023
2	Expression of Interest and Submission of Supplier Q&A should be sent to RFP@wellcome.org	Supplier	24 th April 2023
3	Return of Wellcome responses to Q&A	WT	w/c 1 st May 2023
4	Submission of full Proposal to RFP@wellcome.org	Supplier	19 th May 2023
5	RFP Evaluation Period Shortlisted Suppliers invited to present	WT	21 st May – 9 th June 2023
6	Presentations for successful suppliers	WT & Supplier	12 th - 16 th June 2023
7	RFP final decision	WT	w/c 19 th June 2023
8	Notification of Contract Award	WT	w/c 19 th June 2023
9	Contract Negotiation	WT & Supplier	June – July 2023
10	Contract Start Date	WT & Supplier	Early August 2023

5. Budget

There is no budget limit set for this work. Wellcome will be guided by the Supplier as to what is a reasonable budget for this activity as we do not want limit ambition or innovation. Suppliers should submit a breakdown of costs and justification for what this work will cost to be delivered successfully in Africa in accordance with the RFP Questions.

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: RFP@Wellcome.org in accordance with the RFP timetable.

This should include a few lines confirming your intent to apply. In your response, please include:

- Whether you are Individual or a company (Full company name and number and Registered company address)
- Indication of the intention to submit a proposal as a standalone organisation or as part of a consortium or partnership. If the latter is the case, please indicate names of your potential partners and your rationale for including them.
- Provide a non-binding cost estimate as a single figure (in GBP), excluding VAT.

Full proposals can be submitted even if a supplier has missed the Expression of Interest stage.

Supplier Q&A

Suppliers are provided the opportunity to submit any questions they have about the exercise. All questions will be collated, anonymised, answered and returned to all suppliers who have submitted an expression of interest in the RFP process. The questions will be available on our website whilst the RFP is live. All questions are to be submitted to RFP@wellcome.org in accordance with the RFP timetable. 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;

RFP Questions

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

#	Question	Max
1	Provide a short proposal outlining how you would approach the work and the proposed methodology (include details of the proposed sample size/number of focus groups or similar; how you will ensure that a broad range of researchers, policy, and implementation partners participate). Please also outline how you will approach data protection when handling the survey data and how the data will be managed and destroyed	750 words
2	Provide a proposed delivery plan outlining the project deliverables and timelines	250 words
3	Outline the proposed project team with a brief description of their relevant experience (please do not include CVs)	250 words
4	Outline your approach to equality, diversity and inclusion, both in relation to your proposed methodology for the project, and within your organisation	250 words
5	Describe your approach to working closely with the Climate & Health team at Wellcome	250 words
6	Provide a detailed budget including breakdown justifying the proposed costs to meet Wellcome's requirements	N/A
7	What makes you best placed to fulfil the requirements outlined in this RFP? This could include networks, previous experience etc	250 words
8	Outline any major risks and challenges you foresee with meeting Wellcome's requirements. Please include your mitigation strategies for these risk and challenges	250 words
9	Provide two case studies of where you have successfully provided services similar to those described in this RFP	500 words

Proposals will be assessed against the following criteria:

Methodology (40%)	<i>Quality:</i> Is the proposed methodology aligned with our objectives? <i>Utility:</i> Will the proposed methodology deliver the desired, credible, and useful results?
Team and experience (25%)	<i>Skills and Experience:</i> Does the supplier have the relevant skills, experience, diverse team and contextual understanding to deliver this work?
Delivery and outputs (25%)	<i>Delivery plan:</i> Is the proposed delivery plan appropriate and achievable? <i>Feasibility:</i> How feasible is the delivery plan? Are there significant risks associated with the proposed timelines, and how well are they mitigated?
Budget (10%)	<i>Value for Money:</i> Does the proposal reflect value for money to deliver Wellcome's desired outputs?

Contract Feedback

Suppliers should also 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 Wellcome's terms and conditions [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 8 below).

Wellcome's Data Protection Compliance

Under GDPR/Data Protection law, Wellcome must keep a record of all personal information it is processing (i.e. collecting, using, and sharing). This record will be made available to the Information Commissioner's Office upon request.

This is Wellcome's record of data processing activities which meets GDPR article 30 requirements.

Suppliers will be asked to complete the [TPSRA2](#) assessment before presentation stage to assess the handling of data.

Evaluation

Wellcome will notify all suppliers who have been unsuccessful (Wellcome will not normally be able to provide feedback). Shortlisted suppliers will be invited to attend a presentation.

Presentation

Following submission of your proposal selected shortlisted supplier(s) will be invited to present via a virtual teams meeting. This meeting will last 60 minutes in total 25 minutes for presentation and the remaining for Q&A

7. 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.

8. 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.

9. 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.

10. Funding

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

11. 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.

12. 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.

13. 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.

14. 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 RFP@wellcome.org

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.

15. Diversity & Inclusion

Embracing [diversity and inclusion](#) (D&I) 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. We want to cultivate an inclusive and diverse culture, and 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.

16. Wellcome Contact Details

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

Name: Hardip Dhaliwal
Role: Procurement Officer
Email: RFP@wellcome.org