



Request for Proposal (RFP) for Cohort support programme for Heat Adaptation grant holders

1. RFP Background & Objectives

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](#).

Wellcome's climate and health programme seeks to significantly increase our understanding of the effects of climate change on human health and define the interventions and policies that can respond to the climate crisis in a way that protects and improves human health. Our longer-term policy and advocacy priorities seek to maximise the research and evidence synthesised in the climate and health space to encourage uptake and impact through goal-driven engagement with policymakers, national bodies, the healthcare sector, industry partners, communities and the public.

The first funding call of the Climate & Health team at Wellcome focused on "[Heat adaptation: evaluating interventions to help manage the health effects of heat](#)" (Heat Adaptation hereafter).

We have funded nine teams led by researchers from low- or middle-income countries (LMICs) to test interventions to manage heat-related health risks in real settings – not under laboratory conditions. By the end of the award, successful applicants will have delivered a high-quality study testing and evaluating a new or existing heat adaptation intervention with the potential to change policy and practice in LMICs. The award holders of this funding call have recently been announced. Further information can be found [here](#).

The grant holders attended a kick-off cohort convening in Mombasa, Kenya, in September 2023. The convening facilitated introductions to the projects; set baseline expectations and a shared understanding of core concepts such as capacity strengthening and co-production; consulted on an on-going cohort support mechanism; and developed a theory of change and an associated 'light touch' evaluation framework for the cohort. In the medium and long term, the activities of this cohort are expected to support the projects to produce evidence which can be synthesised to generate wider lessons on effective heat health interventions; contribute to strengthened capacity for and co-production of Climate & Health research, policy and practice; and contribute to improved access to and use of evidence to support adaptation



actions that build resilience while protecting health. For more details, please see the summary report in Annex 1.

Objectives

The dedicated Heat Adaptation cohort support programme will respond to the support needs of our grant holders and provide tailored ongoing cohort support throughout the six-year duration of the Heat Adaptation awards. This will include organising at least three convenings a year, one of which should be in-person, to foster a collaborative and interdisciplinary research environment.

The cohort support programme will aim to facilitate shared learning among the nine research teams and geographies, foster a conducive environment for networking and future collaborations between research teams, and assess the effectiveness of the chosen cohort support model. It will complement other grantee-support activities that Wellcome and others, such as the [The Global Heat Health Information Network - GHINN](#), will provide. We hope to learn from this experience for future targeted cohort support activities.

2. RFP Specification

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

2.1. Overview

We are looking for a Supplier to coordinate and enable the delivery of a training and support programme for Wellcome's Heat Adaptation grantees throughout the course of their award (6 years). We expect the Supplier to deliver this programme by leveraging the expertise of their organisation/network, Wellcome and the Heat Adaptation researchers. The outputs expected for this contract are detailed below.

2.2. What are we expecting?

At this stage, we ask the Suppliers to submit a description of their plans and approach to design and deliver the six-year cohort support programme.

This plan should include some initial ideas of how, in the first year, the supplier intends to:

- Understand and respond to researchers' emerging training needs and other related support requirements.
- Organise training sessions, seminars or workshops, and provide resources relevant to researchers during the first year. More specifically, we expect the Supplier to describe how they would go about defining the sessions' content and



structure, identifying the necessary resources, and proposing potential timelines for delivery. We expect these sessions to be primarily delivered as online convenings.

- Coordinate and leverage resources and expertise from the Supplier's organisation or network, Wellcome and its investments (e.g., [The Global Heat Health Information Network - GHINN](#)), the Heat Adaptation research teams and/or others to deliver the training and support required.
- Help improve researchers' ways of connecting and collaborating (e.g., through online platforms or any other digital infrastructure).
- Organise the annual in-person convening.
- Arrange regular catchups to inform us of the insights from the work as it progresses.

The duration of the projects will be 5 years, and we expect year 6 of the cohort support programme to be dedicated to finalising the synthesis of shared outcomes and learnings from the research projects and evaluating the support mechanisms deployed during the duration of the Heat Adaptation awards.

2.3. Guidelines

2.3.1. Programme support activities

Please consider the following themes and examples of areas that could be covered as a reference to describe your plans to design the programme. These themes were identified by the Heat Adaptation cohort during the in-person convening in September 2023. Note that these themes are not exhaustive and that there might be emerging topics and areas as the research projects progress.

The Supplier will work with Wellcome and its partners to identify a sub-set of topics and dimensions that will be delivered through the dedicated cohort support programme. Some aspects will be covered by other Wellcome investments and activities to support the wider community of Wellcome award holders.

Examples of areas that could be covered*

Themes	Areas that could be covered
Cohort Cross Learning & Exchange	<ul style="list-style-type: none">• Support to define mechanisms to promote good practices based on shared experiences.• Support to set up a knowledge hub in the form of an online platform/portal where the cohort can exchange insights, research dissemination opportunities and learnings.• Support to develop additional (or meta) outputs based on collective experiences and outcomes (where projects have overlaps).



Themes	Areas that could be covered
Knowledge Translation	<ul style="list-style-type: none"> • Specialist training to support communication and knowledge translation, including training on climate and/or health-specific communication and effective research communication targeted at policymakers, expert groups, media and communities. • Tools and methods to engage with or support joint dissemination (e.g., cohort seminars on specialist topics, special reports and editorials), including the development of innovative communication materials (considering ways of tailoring them when translating to other languages).
Research Methods & Research Review (RMR)	<ul style="list-style-type: none"> • Training on research methods, including but not limited to: <ul style="list-style-type: none"> ○ Citizen science ○ Economic evaluation of heat health interventions ○ Impact and process evaluation • Guidance to develop common data collection tools and align outcomes. • Training in 'soft' and/or generalised research skills, including ethics, protocol development, and managing conflicts of interest.
Linkage, Networking & Advocacy Training	<ul style="list-style-type: none"> • Support identifying and possibly accessing international research programmes. • Support to create mechanisms for effective cross-cohort sharing of complementary funding opportunities. • Strengthen networks and foster relationships between the Heat Adaptation researchers and teams through regular convenings.
Community & Public Engagement (CPE)	<ul style="list-style-type: none"> • Training on effective community engagement, including stakeholder identification and participation, community liaison, communication and co-creation facilitation. • Support to identify best practices to build community awareness and capacity for heat adaptation and for sharing information with relevant stakeholders.
Grant Management	<ul style="list-style-type: none"> • Support to understand and use Wellcome grant management systems, such as reporting and financing.

2.3.2. Programme delivery

Once selected, the Supplier will be expected to provide a detailed plan of the contents and the methods for each support activity, including a description of the following:

- **Session Objectives:** Clearly defined goals and objectives of the sessions (whether they are just convening or capacity-building sessions).
- **Target audience:** Different sessions can be targeted to researchers with a particular background, expertise or role in the research project. Based on that, the supplier should identify the proposed target audience for each session.
- **Format:** The format of the sessions (i.e., workshops, seminars, webinars, hands-on sessions).
- **Agenda:** The topics, length of each session and a proposal to create a schedule that accommodates participants' availability.
- **Contributors:** Experienced contributors with expertise in the subject matter.



- **Materials and Resources:** The types of resources or materials needed, and how they will be made easily accessible to the participants.
- **Accessibility:** The plans to ensure that the sessions are accessible to all participants, including those with disabilities.
- **Diversity and Inclusion:** How the selection of speakers and contents of the sessions meet diversity and inclusion criteria. For more information about Wellcome's EDI Strategy, click [here](#).

2.3.3. Mentorship and peer-to-peer support

Mentorship and peer-to-peer support are important features of cohort support programmes and essential elements for capacity development. If these are identified as being useful across the wider cohort, the Supplier will be expected to develop an approach to stimulating peer-to-peer support and mentorships by using the knowledge and expertise of the grantees (for example, pairing team members with similar roles between the teams or matching early-career researchers with senior researchers from other teams).

2.3.4. Monitoring, Evaluation and Learning Strategy

In case of being selected, the Supplier will be expected to provide a light-touch Monitoring, Evaluation and Learning (MEL) Strategy that is aligned to the cohort Theory of Change which is in development. This MEL process will cover the following elements:

- **Evaluation and assessment:** A description of the methods and strategy that will be used to monitor and assess the outcomes achieved through the projects and cohort as a whole.
- **Feedback mechanisms:** A description of the feedback system that will be set up to gather input from participants about the cohort support package. We envisage this might take the form of assessing annual progress reports which award holders provide to Wellcome coupled with a dedicated session at the in-person annual convening.
- **Security and privacy:** An explanation of how data security and privacy concerns, especially sensitive information, will be handled.

Important: The supplier is expected to allocate funds for an annual in-person meeting which convenes 3-4 people per project (there are nine projects).

3. Composition of the delivery team



- The Suppliers must belong to, or be well-connected to, academic institutions and research networks and be able to draw from specialised expertise to design and deliver the support required by the Heat Adaptation grantees.
- The Suppliers must have a track record of working with researchers and/or research institutions from low and middle-income countries and a good understanding of the challenges of conducting research in these settings.
- We expect suppliers to be inclusive and diverse in the team and contributors they draw on for the cohort support programme. This may include expertise from different research disciplines and policy and implementation partners and broad geographical representation that includes low and middle-income countries.
- Suppliers should demonstrate experience in delivering complex and highly collaborative initiatives focused on training and capacity building in research teams.
- Suppliers should be willing to work with Wellcome and other individuals, teams, or groups of stakeholders on the overall delivery of the project.
- It will be desirable for teams to have experience of supporting equitable partnerships and capacity strengthening at individual, institutional or societal level.

4. Deliverables and timeline

#	Outputs and details	Deadline
1	<i>Programme Design:</i> A detailed proposal of the approach that the Supplier will follow to deliver the support programme for Year 1 , including a work plan. Please refer to Section 2, “RFP Specification”, for details.	One month after the contract start date.
2	<i>Annual work plans:</i> An annual work plan for cohort support (co-created with the cohort) and delivered each year (Years 2 to 6).	Every year up to Year 6 following the in-person convening meetings. The exact date should be agreed upon with the Supplier.
3	<i>Online convenings:</i> At least three online convenings for the cohort per year. These spaces can be used for training and capacity-building sessions or to strengthen the links between the cohort researchers and policy stakeholders.	To be agreed with the Supplier and the grantees.
4	<i>In-person convenings:</i> An annual in-person gathering for the cohort that includes a MEL/progress update session for Years 1 to 6 . The Supplier is also expected to provide a report detailing the outcomes of the convening.	Around September each year. The exact date should be agreed upon with the Supplier and grantees.



5	<i>Final year wrap-up and assessment work plan: We expect the Year 6 plan to assess and synthesise the outcomes and learnings from the programme.</i>	To be agreed with the Supplier.
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5. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issued on Contract Opportunities webpage	Wellcome	27 th October 2023
2	Submission of Expression of Interest and Supplier Q&A should be sent to RFP@wellcome.org under the subject "Heat Adaptation Cohort Support Package – [Organisation name]"	Supplier	10 th November 2023
3	Return of Supplier Q&A to Suppliers	Wellcome	14 th November 2023
4	Submission of Proposal to RFP@wellcome.org	Supplier	29 th December 2023
5	RFP Evaluation Period. Shortlisted Suppliers are invited to present.	Wellcome	4 th January 2023 – 15 th January 2024
6	Presentations for successful suppliers	Supplier	16 th January 2024 – 23 th January 2024
7	Notification of Contract Award	Wellcome	24 th January 2024
8	Contract Negotiation	Wellcome & Supplier	January – February 2024
9	Contract Start Date	Wellcome & Supplier	1 st March 2024

6. Budget

The Supplier will guide Wellcome on a reasonable budget for this activity package, as we do not want to limit ambition or innovation. Suppliers should submit a breakdown of costs per activity delivered and justification for what this work will cost to be delivered successfully in accordance with the guidelines specified above.

7. Response Format

The following headers support the timetable by providing further details 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.



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

- Whether you are an 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 the 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, and any questions you have about the exercise and activity.

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

Supplier Q&A

Prior to the submission of a full proposal to the RFP, the 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 your questions at this stage. Once Wellcome has responded to all the questions, additional questions sent after the deadline will not be answered to ensure this process is fair and equitable.

Submitting an EOI/Q&A is not a binding commitment to submit a full proposal should your organisational priorities change. You will not then be penalised for future opportunities.

Please note that if we have an overwhelming response, we may choose to use this EOI stage as a selective phase; this is at Wellcome's discretion.

RFP Proposal

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

RFP Questions

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

#	Question	Max Words
1	Provide a proposal outlining how you would approach the work and the proposed methodology. Please also outline how you will approach data	750 words



#	Question	Max Words
	protection, monitoring evaluation and learning and setting up communication and feedback mechanisms.	
2	Provide a proposed delivery plan outlining the project deliverables and timelines. Tables or figures are encouraged.	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 approach for the project and within your organisation.	250 words
5	Describe your approach to working closely with Wellcome's Climate & Health team and the Heat Adaptation grantees.	250 words
6	Provide a detailed budget, including a breakdown justifying the proposed costs to meet Wellcome's requirements.	N/A
7	Describe what makes you best placed to fulfil the requirements outlined in this RFP. This could include networks, previous experience, etc. Please include a list of relevant stakeholders and networks with whom you work or have worked in the past.	300 words
8	Outline any significant risks and challenges you foresee with meeting Wellcome's requirements. Please include your mitigation strategies for these risks and challenges.	300 words
9	Provide at least two examples of a project where you successfully provided services similar to those described in this RFP (links to the work, if available, are welcome).	500 words

Evaluation Criteria

During the RFP evaluation period the evaluation panel will independently evaluate your proposal against the criteria outlined below. All scores will be collated, discussed and a decision will be agreed on who progresses to the next stage of the procurement exercise.

Criteria	Detail	%
Methodology	<p><i>Coverage:</i> How well are the desired focus areas (as outlined in the specification) 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>	30%
Experience	<p><i>Skills and Experience:</i> Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work?</p>	20%
Delivery & Outputs	<p><i>Communication:</i> Is there a good plan for communicating with the Wellcome team?</p> <p><i>Coordination:</i> How well is the supplier planning to leverage internal and external expertise to deliver this work?</p> <p><i>Delivery plan:</i> Is the proposed delivery plan appropriate and achievable?</p>	30%



	<i>Feasibility: How feasible is the delivery plan? Are there significant risks associated with the proposed timelines, and how well are they mitigated?</i>	
Budget	<i>Value for Money: Is the proposed work within your budget and good value for money?</i>	10%
EDI	<i>How well are EDI and accessibility considerations incorporated in the proposal?</i>	10%
Total:		100%

Contract Feedback

This section allows Suppliers to provide specific feedback to the contractual agreement, which will be used if their proposal is successful. This is the suppliers' opportunity to provide negotiation points on Wellcome's terms and conditions. We will not consider negotiations that are only raised after the contract has been awarded so as not to delay the contracting process. Please ensure you engage with a relevant legal contact if applicable. 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 registered companies should review Wellcome's Standard Terms and Conditions [document](#).

Individuals submitting proposals as sole traders (not registered) should review this [document](#).

Individuals submitting proposals through their personal services company, please immediately highlight this to the Wellcome contact (see point 8 below).

Wellcome's Data Protection Compliance

Wellcome is committed to upholding data protection principles and protecting your information. The [Wellcome privacy webpage](#) explains how, and on what legal basis, we collect, store, and use personal information about you. This includes any information you provide in relation to this proposal.

Under GDPR/Data Protection law, Wellcome must record 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 the 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 the submission proposals, 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

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. Equity 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. 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.

10. 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.



11. 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 you require specific adjustments or your team which incur additional cost within the proposed outputs of this RFP exercise, 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.

12. 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 to restrict competition, as to any matter relating to such prices, with any other potential supplier or with any competitor.

13. Funding

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

14. 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.

15. 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.



16. Wellcome Contact Details

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

Name:	Hardip Dhaliwal
Pronouns:	She/ Her
Role:	Procurement Officer
Email:	RFP@wellcome.org



Annex 1

HEAT ADAPTATION COHORT CONVENING REPORT

Mombasa, Kenya.

12 and 13 September 2023

Executive Summary

The Wellcome Climate & Health strategy seeks to better understand the effects of climate change on human health, and to define interventions and policies that can respond to the climate crisis in a way that protects and improves human health. The first funding call of the climate and health team at Wellcome focused on [Heat adaptation: evaluating interventions to help manage the health effects of heat](#). Wellcome has funded nine projects led by researchers from low- or middle-income countries (LMICs) to test interventions to manage heat-related health risks in real settings. **This report describes the first convening of this cohort of project leaders and teams.** Each project was invited to send three people to the convening. Overall, there were 37 participants from 16 countries.

The agenda for the convening included sessions on: participant expectations; an introduction to the Global Health Heat Information Network; project descriptions and scientific approaches; equity, diversity and inclusion, including co-production and equitable partnerships; research capacity strengthening; developing a programme theory of change; and identifying ongoing support needs. These sessions primarily sought to create a shared understanding of the programme's objectives and expectations. A summary of each session is included in this report.

Eight broad categories of ongoing support were identified and reported herein. **Cohort cross learning & exchange** was the most frequently prioritised support need, followed by **linkage, networking and advocacy**; the latter especially for facilitating access to satellite and high-resolution climate data and for establishing or recommending data sharing platforms and for eventual scale-up advocacy and support. **Grant management** support, with an emphasis on financial reporting, was the next most frequently prioritised support need. **Research methods and research review**, with a stated focus on impact evaluation, behavioural and novel interventions, wearables and common indicators was also prioritised by multiple groups as was **knowledge translation** support.

The programme theory of change will be further developed over the next two months and circulated to project teams in December 2023 in a 'Part Two' of this report.



Participants expressed general satisfaction with the convening and the utility of the delivered content, with many expressing enthusiasm to inculcate new learning and ideas within their projects and (ideally) receive support to do so. The cross-cohort interaction was highly valued, and there was a clear expression of interest in continued cross-learning and networking platforms and events across the lifespan of the programme.