



## **Request for Proposal (RFP) for Brazil G20 Consultant**

### **1. RFP Background & Objectives**

Wellcome is a global charitable foundation. We want everyone to benefit from science's potential to improve health and save lives. We're spending £16 billion by 2032 on projects across a range of academic disciplines – including physical and social sciences, and the humanities – to ensure researchers have what they need to be ambitious, creative, and make new discoveries.

We use the evidence from research we fund to persuade policy makers – as well as commercial, charitable, and non-governmental organisations around the world – to keep human health at the heart of key decisions. Through campaigns and partnerships, Wellcome brings together people and resources from across society to get the most out of research. It's how we make sure great ideas improve health, as quickly as possible, for everyone.

Wellcome works across global policy fora to advance progress on our four strategic priorities: climate and health, infectious disease, mental health and discovery research. Wellcome is looking to specifically increase its effectiveness of its interaction at multilateral forums – across all four strategic priority areas. One area of interest is to influence the G20 outcome for 2024 across Wellcome's strategic priority areas.

The G20 is a multilateral platform connecting the world's major developed and emerging economies. For 2024, Brazil has the G20 Presidency and given the Brazilian Government will also host the COP30 conference the following year, the climate and health agenda is of particular interest to Wellcome's work with the region at this time. Wellcome currently has a small number of relationships with the Brazilian government and regional stakeholders, but is looking for a consultant with experience influencing in Brazil and in the Latin American region, who can bring their own knowledge and perspective to the role.

The Government Relations and Strategic Partnerships team lead Wellcome's diplomatic efforts, advocating for change in our world, and building the knowledge and partnerships that help us reach our goals. We focus on climate, mental health and infectious disease, and work closely with Policy and Corporate Affairs teams to deliver coordinated global political and cultural outreach. Our key stakeholders include Governments and public bodies, multilateral organisations, the private sector and philanthropies.

This consultant will report directly to the Global Government Relations team, but will have multiple touchpoints across Wellcome.

### **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.

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.



This year-long consultancy position will play a central role in the implementation of Wellcome's strategic engagement of multilateral negotiation process for G20 Brazil as a part of the team. This consultant will also co-develop the G20 strategy with the Wellcome Government Relations team.

The deliverables for this work are:

- Strategy: co-develop Wellcome's political strategy for Brazil's G20 presidency. For example, identify possible individuals, departments and organisations to engage, make suggestions on what Wellcome's approach should be. Identify opportunities and risks for the engagement plan – including how this can build to future multilateral engagement moments, including but not limited to COP30 and other important global health issues of political relevance.
- Relationships: establish trusted relationship with Brazilian host secretariat, community of member states, and invited states and organizations to support Wellcome's strategic priorities. Ensure Wellcome is seen as a key partner for G20 key stakeholders. From time to time they may represent Wellcome, and act as a focal point for G20 engagement in Brazil for Wellcome.
- Negotiation process: contextualise Wellcome's strategic priorities within ongoing G20 negotiations.
- Briefing: provide advice and reporting including a weekly briefing with Government Relations team, and regular written updates on relevant Brazilian government, G20 and sector activities. Curate and lead internal coordination mechanisms to effectively engage senior management and relevant teams, shaping Wellcome's positions and directions.
- In-country support: provide general advice and support to London-based colleagues, building their knowledge, cultural and political understanding.
- Monitor and stay on top of political news, current global events, and Brazil's reaction and response, feeding this back to Wellcome colleagues.

This is a timebound position to deliver Wellcome's work on Brazil's G20 Presidency (January 2024-December 2024). We are particularly keen to hear from applicants based in Brazil.

Some of the skills and experience we hope applicants will:

- Strong experience of working with the Brazilian government, Brazilian civil society organisations or at multilateral development institutions.
- Understanding of global health, including Wellcome's strategic priorities – discovery research, climate and health, mental health and infectious disease.
- Understanding of Brazilian political themes, including those relating to climate change, indigenous rights and biodiversity.
- Knowledge of political decision-making processes at the G20 and of the landscape in Brazil and in Latin America region, as well as policies and practices across global health.
- Proven expertise in identifying and articulating strategic issues, trade-offs, and priorities to provide sound advice and help drive projects to success.



- Compelling experience in providing strategic and political analysis and driving fast-moving and complex initiatives and projects.
- Ability to work collaboratively.
- Experience identifying and articulating issues, trade-offs and priorities to provide sound recommendations.
- Strong command of English and Portuguese.

Example success measures after a year could be:

- The G20 Communique text reflects Wellcome's strategic priorities.
- Wellcome has built strong political contacts in Brazil that it can leverage to influence decision makers.
- Wellcome is better known amongst Brazilian political stakeholders.

### 3. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers and to Contract Opportunities webpage	Wellcome	13/11/2023
2	Submission of Supplier Q&A	Supplier	20/11/2023
3	Return of Supplier Q&A to Suppliers	Wellcome	22/11/2023
4	Submission of RFP Response (in line with requirements set out in section 5)	Supplier	07/12/2023
5	RFP Evaluation Period	Wellcome	08/12/2023 to 13/12/2023
6	Supplier Presentations	Supplier	18/12/2023
7	Notification of Contract Award	Wellcome	22/12/2023
8	Contract Negotiation	Wellcome & Supplier	January
9	Contract Start Date	Wellcome & Supplier	End of January

### 4. Response Format

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

#### Expression of Interest and Supplier Q&A

Suppliers are asked to submit a short expression of interest by e-mail to the Wellcome contact in accordance with the RFP timetable, which should contain the following information:

- Confirming whether you are / aren't intending on submitting a full proposal
- Ask any questions you have relating to this RFP
- Confirming whether you are submitting a proposal as a registered company or an individual



- If an organisation please provide registered name, address, and registration number

Submitting an EOI is not a binding commitment to submit a full proposal should your organisational priorities change, you will not then be penalised for future opportunities.

Prior to the submission of your full proposal to the RFP, 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.

## **5. RFP Response**

Suppliers submitting a full proposal should cover the following areas in their response:

- Describe how you propose to meet our requirements, to include a breakdown of Deliverables, timeframes and key performance indicators which you propose to be measured against.
- The proposal should demonstrate a clear understanding of the RFP objectives and the intended outcome and how the proposed approach will deliver these.
- Outline your experience and skills in the area and how you will work with experts (both Wellcome appointed and others) to cover the gaps in your knowledge. What makes you best placed to fulfil Wellcome's requirements set out within this request?
- How would you ensure equity, diversity and inclusion considerations are embedded throughout the planning, development and delivery of the project?
- Describe your proposed resourcing model including the nominated point of contact for us.
- Provide confirmation that if you were appointed by Wellcome this would not create a conflict of interest.
- Provide your cost proposal for each phase based upon the requirements set out within this procurement exercise setting out;
  - Cost breakdown (excluding VAT or any local taxes including all costs (specifying all day rates of individuals involved, the allocation of days between members of the team, and the cost of activities.)
  - Supporting justification of the financials

Please ensure applications are no longer than 4 pages.

### Information Governance

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

## 6. 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	%
Approach	Is the proposed approach aligned with our needs?	10%
Experience	Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work?	20%
Delivery & Outputs	Is there a good plan for communicating with the Wellcome team? 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?	50%
Budget	Is the proposed work good value for money?	10%
EDI	Does the supplier have EDI policies and are these being put into practice in the proposal?	10%
<b>Total:</b>		<b>100%</b>

## 7. About Wellcome

Wellcome is a global charitable foundation established in 1936. Through our work we support science to solve the urgent health issues facing everyone. We fund [curiosity-driven research](#), and we're taking on three of the biggest health challenges facing humanity – [climate change](#), [infectious disease](#) and [mental health](#). We also work with policy makers, run advocacy campaigns, and form partnerships with other organisations to ensure everyone, everywhere benefits from advances in health science. Find out more about Wellcome and our work at: [wellcome.org](http://wellcome.org).

## 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 equity, [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 equity, 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 long term 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.

## **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 for the purpose of restricting 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 point of contact for this RFP exercise is indicated below:

Name:	Amelia Dearman
Pronouns:	she/her
Role:	Senior Adviser Government Relations
Email:	a.dearman@wellcome.org