

Competitive Process:
Pathogen Genomic Data Sharing: Technical Solutions
Convening

Wellcome would like to enquire whether you would be interested in submitting a proposal/quote for the following **Pathogen Genomic Data Sharing Technical Solutions Convening** which Wellcome is seeking an external company to conduct. Full details are as follows:

1. Scope of the work

- The supplier will be responsible for facilitating approximately two online convenings, to discuss potential solutions to pathogen genomic data sharing challenges. The facilitation team should include a tech expert to assist with technical issues as the meeting will be held virtually across multiple time zones.
- The supplier will help prepare the agenda and other materials for the meeting and decide on the total number of participants and convenings; we anticipate approximately 40-60 participants in total. The supplier will work closely with Wellcome to schedule the dates and times for the convenings, in addition to sending the invites.
- During the convening, the supplier will take detailed notes on the discussions to inform expected outputs.
- The convening will be scheduled for the summer, ideally in June.
- It will be a global convening with participants of varying seniority levels attending.
- The convening will include breakout rooms and interactive discussions.
- Wellcome will participate in the meeting and contribute to the discussions from a research lens but will not lead the discussions.
- The supplier does not need to have a background in pathogen genomics however we would expect the supplier to work with the team at Wellcome to gain a working level understanding of the topic and terminology to enable effective facilitation.

2. Expected output

- A readout and report based on the key discussions and recommendations of the convening, PDF format.

3. Preferred timelines

- The supplier will start work before the end of April, and support with the planning and preparation of the convening in May and facilitate the convening in June 24.
- Please provide an idea of your availability to conduct the work, if possible before the end of **April**.
- We are ready for this work to commence as soon as possible based on supplier availability

4. Detail requested in the quote

- Please provide a detailed breakdown of costs, including how many FTEs and number of days that will be required.

Please view Wellcome's standard T&Cs [document](#) which we would contract this work under.

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.

All our content should be WCAG 2.2. AAA compliant. Any documents being provided to Wellcome must pass accessibility requirements. If you are unable to produce accessible documents, budget must be set aside to employ a suitable agency to do this work.

We would be grateful if you could submit the following [TPSRA2](#) assessment and your response to rfp@wellcome.org FAO Alyce O'Connor by the **5th of April**.

Kind regards,