



**Request for Quote (RFQ) for  
Human health consultant Technical Experts to join the SEDRIC working group on  
antibiotic use**

for a study on Approaches to in-country monitoring of antibiotics in LMICs: a prioritisation  
exercise

## **1. RFQ Background & Objectives**

Monitoring the patterns of antibiotic use in humans, animals and the environment is critical to inform action on antibiotic resistance (AMR) at local, national, regional and international levels. Global systems for surveillance of antibiotic consumption (eg from import and sales data) are in existence for humans and animals but only capture partial information. Point prevalence survey methods and reporting systems have been developed to capture antibiotic use in hospitals, and some other facilities, as well as on some farms. The lack of systematic collection of data on antibiotic use outside (typically) public sector hospitals and more accessible farms has created a blind spot on the types and scale of antibiotic use in many countries where this may form the majority of antibiotic use. With limited resources, it is critical that collection of data on antibiotic use is strategically planned in order to provide the most useful information for action locally, nationally and internationally. Such strategy requires guidance on the most important places and frequency to collect data (from microbiological, ecological, agricultural and demographic expertise) together with input on how data on antibiotics can inform action in different clinical, regulatory, and cross-sectoral spaces.

Within countries, AMR coordinating committees and those tasked with the optimisation of antibiotics in human and animal health require data on antibiotic consumption, use, storage and disposal to inform baselines and intervention priorities/ strategies. The most useful and efficient composition of sources, nature and frequency of collection of such data is currently not laid out. SEDRIC has the convening ability to match technical expertise with the agendas of different actors concerned with antibiotic use patterns in low- and middle-income countries, to produce a roadmap to help with prioritisation of in-country data collection and reporting on antibiotics.

## **2. RFQ Specification**

This section sets out the specification of services for this RFQ 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.

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.

The Supplier will be involved in scientific research in areas of interest to Wellcome, with respect to the Antibiotic Use working group project, and being asked to deliver on behalf of SEDRIC the Antibiotic Use Working Group Project with the following objectives:



This working group aims to support the unification of efforts towards a roadmap of best practice guidance for antibiotic use antibiotic u for meaningful use within countries, with a one health approach.

The working group objectives are to:

- 1) Convene actors including national officials, international agencies and academia with relevant expertise and experience to share progress, challenges, tools and guidance for developing antibiotic use.
- 2) Produce, collectively, a technical paper on the gaps and ways forward for antibiotic use from a one health perspective.
- 3) Provide, through a review of shared resources, a typology of existing tools and guidance to help navigate those intending to establish antibiotic use.

The Supplier's areas of expertise include but are not limited to the following deliverables:

1. Co-leadership of the Antibiotic use working group in close collaboration with the animal health co-lead and in consultation with SEDRIC appointed project lead Clare Chandler (fortnightly minute logged meetings)
2. Map out actors active in the field of antibiotic use and surveillance globally and invite representatives to join a collaborative stakeholder group (3m milestone)
3. Compile, with input from the stakeholder group, a review of existing resources and create a typology of existing tools for antibiotic use (3m milestone)
4. Convene a focused hybrid workshop to include members of the stakeholder group to reach consensus on core aspects of a roadmap towards antibiotic use that can inform meaningful data collection in country planning (6m milestone)
5. Draft, share (6m milestone), revise and publish (9m milestone) a technical paper that can support country planning and link to existing resources as well as gaps for supporting antibiotic use action around the globe
6. Convene an online event to share the roadmap with a wider audience (10m milestone)

Wellcome may wish to engage the Supplier to provide additional technical, scientific and strategic advice to Wellcome (all on an ad-hoc basis). Specific details of each instance of such additional support will be set out and mutually agreed between the parties from time to time, which may include agreement via email.

### 1. RFQ Timetable

#	Activity	Responsibility	Date
1	RFQ issue to Suppliers	Wellcome	15/03/2024
4	Submission of RFQ Response	Supplier	22/04/2024
5	RFQ Evaluation Period	Wellcome	22/04/2024



6	Supplier Interviews	Wellcome & Supplier	29/04/ 2024 to 03/05/2024
7	Notification of Contract Award	Wellcome	05/2024
8	Contract Negotiation	Wellcome & Supplier	05/2024
9	Contract Start Date	Wellcome & Supplier	10/05/2024

### 3. Response Format

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

#### RFQ Response

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

#	Question	Max Pages
1	<b>Budget:</b> <i>The agreed consultancy fee for each working day (“Working Day”) (1 Working Day being 8 hours) of [£XXX] (plus VAT) or part thereof on a pro rata basis. The total number of working days on this project will not exceed 55, to be distributed across the 10 months of the project.</i>	1
2	<b>Experience:</b> <i>Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work? Any CVs must be anonymised</i>	1
3	<b>EDI:</b> <i>Do they have EDI policies and are these being put into practice in the proposal?</i>	1
4	<b>Accessibility:</b> <i>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.</i>	N/A

#### Contract Feedback

This section allows Suppliers to provide specific feedback to the contractual agreement which will be used should their proposal be successful. This is the suppliers’ opportunity to provide negotiation points on Wellcome’s terms and conditions.

We will not consider negotiations that are raised in your response to this proposal 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
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Suppliers submitting proposals as a registered company should review Wellcome's Standard 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 6 below).

### Information Governance

Wellcome is committed to upholding data protection principles and protecting your information. The [Wellcome-Privacy-Statement-2023.pdf](#) 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 will be asked to complete the [TPSRA2](#) assessment before presentation stage to assess how you handle data.

### **Supplier Interviews**

Following a submission of the proposal successful proposals will be invited to a virtual meeting which will last 50 minutes in total and will be a PowerPoint presentation followed by questions and answers session.

## **4. 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](#).

## **5. Prospective Suppliers Personnel - IR35 and Off Payroll Working Rules**



Before the RFQ 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.

## **6. 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 RFQ processes.

## **7. 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 \(www.gov.uk\)](https://www.gov.uk/government/guidance/disability-confident-employer-scheme). 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.

## **8. Accessibility**

Wellcome is committed to ensuring that our RFQ 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 RFQ exercise, contact the Wellcome Contact.

If, within the proposed outputs of this RFQ 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.

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.



## 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 RFQ 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. Wellcome Contact Details

The single point of contact within this RFQ exercise for all communications is as indicated below;

Name:	Alyce O'Connor
Pronouns:	She/Her
Role:	Procurement Officer
Email:	a.o'connor@wellcome.org