



Request for Proposal (RFP) for UNFCCC negotiation training

1. RFP Background & Objectives

The Wellcome Climate and Health Policy team is seeking a supplier to provide training designed to upskill Wellcome staff on the mechanics and politics of the United Nations Framework Convention on Climate Change (UNFCCC) negotiations, and the wider ecosystem that impacts negotiated outcomes (including how parties interact, how negotiating priorities are set, and how parties work together in negotiating blocks). Wellcome's aim is to embed health evidence into the UNFCCC process and negotiated outputs in order to ensure human health is protected and prioritised in climate action. This training will help to inform our work and strategy going forward.

2. RFP Specification

Wellcome is seeking a supplier who can deliver training that will be predominantly targeted at colleagues from our Policy, Government Relations and Strategic Partnerships teams who are working on, or closely to, our climate and health challenge area. The exact make up of any training will be designed in consultation with the selected supplier.

Training content

We envisage that any training will need to include the following 3 areas and address the below questions.

1 – Fundamentals

Objective: Understanding the UNFCCC system, mechanism, processes, current negotiation tracks and key issues.

This will likely include:

- a. System and structure of the UNFCCC processes including Sessions of the Subsidiary Bodies and Conference of the Parties
- b. Rules and procedures
- c. Who are the actors within the system and what roles do they play?
- d. Focus on areas of the UNFCCC process that are relevant to health and/or would benefit from health evidence.
- e. Maybe something around: Modes/Possibilities of interaction with the process

2 – Politics

Objective: Understanding the political dynamics within the UNFCCC system and between different actors.

This will likely need to include:

- f. Dynamics within country delegations, how negotiating mandates are set , and who influences them.
- g. Power dynamics between parties and other actors within the system



- h. How countries work together in negotiating blocks and the power dynamics within and between these blocks
- i. How common positions are formed and agreed.
- j. The role and influence of Youth Negotiators and UNFCCC constituencies.

3 – Ecosystem

Objective – Understanding the wider ecosystem that impacts the UNFCCC negotiations and outcomes.

This stage will likely need to include:

- k. What are the key moments that lead up to UNFCCC negotiations?
- l. Who do negotiators listen to and why?
- m. How are other similar issues positioning themselves?
- n. What wider national and international political factors influence the negotiation process?
- o. How the COP process sits with the wider international system and other global fora and what impact they have on each other – for example, G7, G20, WHA, UNGA .

Deliverables

Different members of staff will have different training requirements depending on their role and level of engagement with the UNFCCC process. With that in mind, we envisage the supplier delivering 3 different, tailored, training courses catering to these different needs. (The exact make up of any training will be designed in collaboration with the successful supplier)

Deliverable 1 – ‘Awareness’ training

- ~1-3h of training available to all Wellcome staff who are working on or are interested in our climate and health work (up to ~40).
- A one off or short series of lectures that can be recorded and used again.
- Provide a basic awareness of the UNFCCC process and politics at play within the system.
- High-level overview with no prior knowledge required.

Deliverable 2 – ‘Understanding’ training.

- 1 full day of training (or equivalent spread over multiple days) for approx. 20 colleagues from across Policy and GRSP (Government relations and strategic partnerships).
- Should provide a deeper understanding of the system and its politics (compared to Awareness) and ways to influence those.
- Should be designed in an interesting and engaging way, with interactive games and/or simulations where relevant



Deliverable 3 – ‘Core Team’ support

- ~4-5 days of training for the core team (5-10 people) for whom this UNFCCC influencing work will constitute a key priority. This will be on top of the ‘understanding’ training mentioned above.
- Will provide a deep level of understanding with a specific focus on the political dynamics within the system and the factors that influence negotiated outcomes.
- Will need to include a wider and diverse set of perspectives to accurately represent the global nature of the UNFCCC system.
- Could involve ongoing learning and/or advisory support for the team over the course of 2024.

Additional considerations

- The successful supplier will have, or will bring in, direct knowledge and experience of the UNFCCC processes.
- The UNFCCC is a global process with different countries, blocks and geographical regions working and engaging in different ways. Any training must reflect this global picture.
- We invite applications from individuals, organisations and/or consortiums.
- Language requirements: the workshop will be run in English.
- Training can be delivered remotely or in-person.

3. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers and RFP issued on Contract Opportunities webpage	Wellcome	4 April 2024
2	Supplier Q&A deadline	Supplier	12 April 2024
3	Return of Supplier Q&A to Suppliers	Wellcome	16 April 2024
4	Submission of RFP Response deadline	Supplier	1 May 2024
5	RFP Evaluation Period	Wellcome	1 May 2024 – 3 May 2024
6	Supplier Presentations/Interviews	Supplier	6 May 2024 – 8 May 2024
7	Notification of Contract Award	Wellcome	10 May 2024
8	Contract Negotiation	Wellcome & Supplier	13 May 2024- 30 May 2024
9	Contract Start Date	Wellcome & Supplier	June 2024

4. Response Format

Suppliers are asked to submit a short RFP Response to the lead contact in accordance with the RFP timetable, which should contain the following information:

- Background and relevant experience (max. 250 words).
- Confirming whether you are a company or individual, if company please provide Full company name, address, and company registration number.



- A non-binding cost estimate as a single figure in GBP
- Any questions you have for Wellcome about the exercise and activity.
- Short answers (max 250 words per questions) to the following additional questions
 - What is your experience of the UNFCCC systems and its politics?
 - What is your experience of engaging with country negotiators and delegate to the UNFCCC?
 - What is your experience of delivering training of this nature?
 - Introduce the individual(s) who would contribute to this work, their relevant background, geographical location, roles and how you will work together (where relevant).
 - What are your commitments and approaches to equity, diversity and inclusion and how will these inform this work?
 - What makes you best placed to fulfil Wellcome’s requirements set out within this request?

Prior to the submission of your 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 posted questions, and posted on our website for reference. 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.

Based on the proposals we receive 3-5 organisations will be invited to present/interview stage in accordance with the RFP timetable.

Evaluation Criteria

Criteria	Detail	%
Methodology	<i>Coverage:</i> How well are the desired focus areas (as outlined in the specification) covered in the proposed methodology address? <i>Quality:</i> Is the proposed methodology aligned with our needs? <i>Utility:</i> Will the proposed methodology deliver the desired, credible, and useful results?	20%
Experience	<i>Skills and Experience:</i> Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work?	20%
Delivery & Outputs	<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?	20%



Budget	<i>Value for Money: Is the proposed work within your budget and good value for money?</i>	20%
EDI	<i>Do they have EDI policies and are these being put into practice in the proposal?</i>	20%
	Total:	[100]%

Contractual Terms

Due to the volume of responses expected from this RFP, Wellcome is not able to enter into negotiations with Suppliers over amendments to our standard terms and conditions. Please only submit a proposal if you know you can or have confirmed that your organisation can agree to these terms and conditions.

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).

5. 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.

6. 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.

7. 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.

8. 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/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.

9. 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, 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.

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.

10. 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.

11. Funding

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

12. 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.



13. 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.

14. Wellcome Contact Details

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

Name:	Simon Hall
Pronouns:	He/Him
Role:	Policy Advisor
Email:	S.hall@wellcome.org