



QUESTIONS AND ANSWERS

Request for Proposal (RFP): G7 mitigation cohort support

#	Supplier Question	Wellcome response
1	Can we confirm that the number of delegates at the annual convenings would be 10, i.e. 1 representative per research group. In addition, how many Wellcome staff would be attending?	We are asking for 3 representatives per each research project for the first annual convening on 23 rd -25 th Sep 2024. There will be around 5 Wellcome staff attending. For the second and third annual convening, as stated in the RFP, we would like to hear proposals from the Supplier on the decision for them to be in-person or online; to propose support programme and convening activities that strike a good balance between effective support, carbon emissions, time, and cost effectiveness.
2	For content developed for delivery at the annual/periodic in-person and online convenings to facilitate G7 cohort collaboration, what does your internal content approval process look like including an indication of review lead times and number/function of individuals reviewing?	Content received by a single point of contact who coordinates an internal review process, which will most likely consist of the Wellcome Mitigation Team and potentially some external colleagues where relevant. This process may take up to four weeks, but will be dependent on when the convenings take place and the time required to develop the content.
3	Do you have an existing internal digital platform for communicating with or engaging with groups of stakeholders?	No, we use Salesforce as our CRM but mostly for contacts management and record taking. Communications/engagements are mainly via emails and Teams meetings.
4	At the end of year 3, what would success look like for this cohort support programme and/or what KPIs are important for Wellcome?	Success would be the overall aim of the G7 mitigation call which is to generate evidence that will support policymakers in G7 countries to advance transformative health-centred changes in the food systems, transport, energy or housing sectors; and more specifically the aim of each of the research projects. The scheme page and list of projects we funded can be found through this news article.



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		<p>https://wellcome.org/news/generating-evidence-health-centred-climate-mitigation-policies</p> <p>The supplier is welcome to propose metrics/KPIs to measure success of the G7 call or the cohort support programme alone.</p>
5	Does your in-house events team have AV technical capabilities, or do you have a preferred AV supplier for face-to-face meetings in the event that a hybrid solution is required to enable remote attendees to dial in?	Yes the rooms at Wellcome are capable for dialing in remotely if hybrid participation is required.
6	For a second or third in person convening, how many Wellcome staff would you expect to attend this meeting?	For the second and third annual convening, we would like to hear proposals from the Supplier on the decision for them to be in-person or online with the considerations as stated in the RFP. If it's in person, we would expect around 3-5 Wellcome staff attending the convening.
7	For a second or third in-person convening can we expect that it would be possible to utilise Wellcome premises in London as a venue again and would the Wellcome events team again be able to support (required to provide accurate costs should we choose to include a second/third in-person meeting)	<p>It would be possible to utilise Wellcome premises in London subject to availability with no cost for the room alone. Catering and other requirements will incur costs.</p> <p>Support from the Wellcome Events team to provide travel arrangements and event registrations will be subject to their capacity and availability. The cost incurred for their support shall be covered by the supplier.</p>
8	In order to create an accurate budget, we would like to know how many individuals would be involved from each team as well as how many individuals from the Wellcome Trust.	<p>For the first convening, we are asking 3 representatives per each research project and there will be around 5 Wellcome staff attending. (~35 in total)</p> <p>For the second and third annual convening, we would like to hear proposals from the Supplier on how many attendees from each research project with the considerations as stated in the RFP.</p>



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9	We anticipate involving a number of experts from our network who are actively engaged in relevant research and training activities, in G7 countries in particular. Would we need to identify and confirm their roles in the proposal stage, or can we leave that indicative until we have the complete needs assessment of the cohort?	You can suggest the experts (and their expertise) you have identified at the proposal stage based on the information in the RFP and cohort survey summary for our consideration, then confirm their roles after the needs assessment if that aligns.
10	As part of the RFP, we are asked to 'Provide two references of where you have successfully provided services similar to those described in this RFP'. Do you mean that we describe these services or provide contact details of people who can provide references for the services undertaken?	We mean describing experience where you have provided similar services.
11	In Appendix B, there is a section on 'Developing guidance/standard metric for evaluating the climate and health'. Is it expected that part of the cohort support will be to facilitate this between interested grantees?	The metrics work will be led by the Pathfinder Initiative. There are other activities or support that Wellcome could provide using internal resources such as media support which the Wellcome team would coordinate between them and the supplier. The supplier could be asked to leave slots open during convenings to allow those teams to engage with the grantees.
12	Annual symposium - Will other members of research teams be supported to attend the annual symposiums? Should suppliers' plan/budget for their involvement?	For the first convening, we are asking 3 representatives per each research project to attend. Wellcome is covering their travel and accommodation cost. For the second and third convenings, the supplier is expected to cover the grantees' travel cost if they decide any of those to be in person.
13	Cohort grantees If any, what platform or mechanism is in place to coordinate the G7 Mitigation cohorts research efforts and activities?	We use Salesforce as our CRM but mostly for contacts management and record taking. Communications/engagements are mainly via emails and Teams meetings.



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	<p>Does Wellcome have any existing internal or external digital platform that can be leveraged for this purpose?</p>	<p>A 6 monthly 1-1 check in between the G7 Mitigation grantees and Wellcome is in place for progress update and troubleshoot. Grantees can also make contact at any time they need us. There is, however, no purpose-built digital platform so to speak.</p>
<p>14</p>	<p>Logistics of training and professional development in the cohort Does Wellcome have an existing platform for knowledge management that can be accessed by Wellcome, the grantees', and the supplier?</p> <p>What platforms, if any does the Wellcome internal team use (e.g., Microsoft Office, Google) for knowledge management, internal communication, etc.)</p> <p>Does Wellcome intend to record all sessions to be re-used over time?</p>	<p>Wellcome currently does not manage a platform for knowledge management.</p> <p>We use Salesforce as our CRM but mostly for contacts management and record taking. Communications/engagements are mainly via emails and Teams meetings.</p> <p>The sessions are intended to be recorded (if appropriate and agreed by all grantees) to be reused in the future.</p>
<p>15</p>	<p>Approach Are there specific delivery (in-person versus virtual) formats that Wellcome requires?</p> <p>Who is included in the core team and what is their role in Wellcome's climate and health work?</p> <p>Beyond the G7, does Wellcome have any priority countries, geographies or populations that we should consider when developing the lesson/ training plans?</p> <p>Is there any opportunity to offer participants pre-reads ahead of the trainings, or would you prefer to only use participants time during the trainings?</p>	<p>As stated in the RFP, for the first convening we have decided it to be in person. For the second and third annual convening, we would like to hear proposals from the Supplier on the decision for them to be in-person or online with the considerations as stated in the RFP.</p> <p>The core team that the supplier will be working with is the Mitigation Team within Climate & Health under the Research Programmes arm of Wellcome. You may refer to this for the structure of the Climate and Health team. https://wellcome.org/who-we-are/teams/climate-and-health-team</p> <p>This call is focused at G7 countries. The lesson/training plans should be tailored to support the research projects in achieving their objectives, aiming at their target audience in their respective geographies.</p>



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		Yes, there are opportunities to provide pre-reads if that is appropriate and an effective use of grantees' time.
16	Evaluation Does Wellcome have a M&E tool of preference?	No but the supplier is welcome to propose metrics/KPIs to measure success of the G7 call or the cohort support programme alone.
17	Cohort Composition How many total participants from the 10 grantee organisations are expected to participate in the various programme activities? What are the typical roles of team members in each grantee team? What is the expected timezone spread across all participants (all team members of all grantees)? How many Wellcome participants should we anticipate for any Y2 and Y3 in-person convenings that we may recommend (for travel budget planning)?	For the first convening, we are asking each research project to send 3 representatives. For the second and third convening and any other activities, we would like to hear proposals from the supplier considering the grantees' needs, effective use of time and resources etc. Each research project team's composition varies, we can share the detailed research proposals once the supplier is on board. The requirement for the research team can be found on the scheme page. https://wellcome.org/grant-funding/schemes/advancing-climate-mitigation-policy-solutions-health-co-benefits-g7-countries Timezone spread across US, UK and Japan. Please refer to Appendix A of the RFP for the locations of the grantees. Maximum 3-5 Wellcome staff will be attending the Y2 and Y3 convenings, should they be in person.
18	Context and objectives Do you have an initial perspective of what success for this programme looks like? What gives you hope about this programme?	Success would be the overall aim of the G7 mitigation call which is to generate evidence that will support policymakers in G7 countries to advance transformative health-centred changes in the food systems, transport, energy or housing sectors; and more specifically the aim of each of the research projects.



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	<p>You mention in the RfP that one of the objectives will be to “understand and respond to researchers’ emerging training needs and other related support requirements”. Could you share any incoming assumptions you have about the needs you have identified to date?</p> <p>Have there been any past learning events, convenings, or similar activities involving this cohort or a subset of the cohort that have been particularly successful or particularly challenging? If so, can you share any examples or stories?</p> <p>Can you share any examples of the “support needs might be met by other Wellcome investments and activities to support the wider community of Wellcome grantees” - even if illustrative / not confirmed?</p> <p>Do the grantees have any of their own budget allocated for training, capacity building, and/or travel activities that could be complementary to the programme?</p> <p>What do you see as the biggest risks for this programme?</p>	<p>The initial needs of the cohort have been identified through the cohort survey, which you could find the summary in the Appendix B of the RFP. The full responses of each grantee will be shared once the supplier is on board.</p> <p>No, the September convening will be the first event involving the whole cohort as most projects have only started early this year.</p> <p>The metrics work for example, would be led by the Pathfinder Initiative. There are other activities or support that Wellcome could provide using internal resources such as media support.</p> <p>Yes, grantees have allocated budget for training and continuing professional development. However, the amount varies from one project to another, and the grantees would have designed their training activities tailored to their project, we would not want to ask them to use their training budget to attend/participate in any of the cohort support activities. This shall be treated as extra support and training for the whole cohort in facilitating their research outputs and enhancing their research outcomes.</p> <p>The biggest risk we currently see would be the tight timeline between the supplier coming on board and delivering the first convening.</p>
19	<p>Activities</p> <p>Are you expecting design, development / configuration, and operation of some form of online network (e.g., on LinkedIn, MESH, WhatsApp, a custom platform) as part of this programme?</p>	<p>We did not specify the need for an online network but we would welcome that if that fits with the objectives of this programme.</p> <p>We asked for the needs assessment to be conducted during the first convening is because there will be opportunities to discuss the responses with the whole cohort and agree a set of needs and</p>



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	<p>What is motivating your request for needs assessment to occur during the first convening, as opposed to starting in advance of the first convening - to better inform both the convening itself in addition to future programme activities?</p> <p>Do you have any examples from the cohort survey or other similar programme experiences of the types of enhanced research impact you hope a programme like this could enable? For example, is it more about amplification (marketing, thought leadership, comms, etc.), methodological improvements (more inclusive community engagement, better storytelling), new types of collaboration (cross-regional, pitching concepts), etc.?</p> <p>To what extent is the final year synthesis output expected to synthesise outcomes and learnings for each of the individual grantee projects, as opposed to synthesising outputs and learnings across those projects (based on synthesis grantees have already conducted themselves)?</p> <p>Do you anticipate any ongoing marketing and communications activities around the program itself - e.g., public or internal blog posts, convening videos, media placements, etc.?</p> <p>Can you provide any indication of suggested level of effort and/or budget ranges you would want to allocate to this cohort support programme?</p>	<p>training priorities in person. The outcome could inform future cohort support activities throughout the programme. We welcome the needs assessment to be conducted in advance of the first convening which allows time for the supplier to process the responses. Then at the first convening, the supplier could present the findings and undertake a process to reach consensus with the 10 grantees.</p> <p>As most of Climate and Health funding calls at Wellcome were launched in the last two years, we have not got any examples or experience of how a similar cohort support activities could enhance the research impact.</p> <p>The focus of the final year synthesis output would be the latter – synthesising outputs and learnings across those projects, with some individual outcomes and learnings where appropriate.</p> <p>Wellcome’s internal communications team will continuously look for opportunities to amplify the impact of this funding call. We have published an article on the role of generating evidence on mitigation and health co-benefits and recorded video interviews with some of the grantees for social media posts.</p> <p>Wellcome will be guided by the supplier on the budget as we do not want to limit ambition or innovation. Proposals are in part assessed on value for money and as such we would expect a more detailed budget breakdown and justification (for example on time and resources) if the budget proposed is over £600,000 over the three years.</p>



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20	<p>Stakeholder Integration</p> <p>Could Wellcome provide further details on the current level of integration and collaboration between the G7 Mitigation research teams and policy actors? How can our role be optimized to strengthen and expand these existing networks?</p>	<p>As stated in the G7 mitigation call scheme page, all 10 projects we funded are transdisciplinary research project with a policy or implementation partner involved and a policy opportunity identified.</p> <p>The role of the supplier is to support the grantees in delivering their research project individually but also to explore ways to amplify the research impact as a portfolio of evidence of similar nature.</p>
21	<p>Impact Evaluation</p> <p>What are the specific outcomes and success metrics Wellcome Trust anticipates from the cohort support program, especially concerning policy influence and measurable health co-benefits?</p>	<p>The supplier is welcome to propose metrics/KPIs to measure success of the G7 call or the cohort support programme alone.</p>
22	<p>Digital Collaboration Tools</p> <p>Does Wellcome Trust have any preferred digital tools or platforms for conducting virtual workshops and interactive meet-ups, or should we recommend and implement our own robust solutions?</p>	<p>Wellcome do not have any preferences, the supplier is free to propose and recommend their solutions.</p>
23	<p>Convening Logistics</p> <p>Can you provide more specifics on the logistical support and facilities that the Wellcome Trust's Global Events Team will offer for the in-person convening? What elements are we expected to manage directly?</p>	<p>The Wellcome Events Team will be handling the travel arrangements of the 10 grantees, room set-up and any catering requirements during the three days.</p> <p>The supplier is expected to manage and deliver the content of the workshop.</p>
24	<p>Accessibility Standards</p> <p>To ensure all materials and sessions are accessible, could Wellcome Trust share examples or guidelines of previously used accessibility standards or practices?</p>	<p>As stated in the RFP, all our content should be WCAG 2.2. AAA compliant. Any documents being provided to Wellcome must pass accessibility requirements.</p>
25	<p>Intellectual Property Management</p> <p>How does Wellcome Trust propose to handle the intellectual property rights arising from the collaborative research and</p>	<p>As this is a contract, Wellcome will hold the rights of the intellectual properties generated through this cohort support programme.</p>



#	Supplier Question	Wellcome response
	interactions among the cohort members throughout the program?	
26	Risk Identification and Mitigation Is Wellcome Trust anticipating specific risks or challenges in executing this program? How can we best address these in our planning?	The main risk we anticipate is the tight timeline between the supplier coming on board and delivering the first convening.
27	Diversity and Inclusion Objectives Could you outline the specific diversity and inclusion targets that Wellcome Trust expects us to meet within the program delivery?	As stated in the RFP, 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. Please refer to our anti-racist principles, guidance and toolkit for more details.
28	Reporting and Feedback What are Wellcome Trust's expectations regarding the frequency and format of progress updates and feedback throughout the program?	We would expect regular check-in meetings for progress updates and feedback. The frequency and timing shall be discussed and agreed based on the supplier's proposed programme.
29	Long-term Engagement: Following the conclusion of the initial three-year program, does Wellcome Trust envision an extended or subsequent phase of support for the cohort? How should this possibility influence our strategic planning?	As the grants for the G7 grantees are all three years, this cohort support programme shall conclude when those projects are completed.
30	Budget Management: Given the dynamic scope of this three-year project, how flexible is the budget concerning potential adjustments or unforeseen changes in project deliverables?	A detailed breakdown of the budget will allow this to be clearly managed during negotiation stage. Any variations to the contract once signed (e.g. scope, budget) will be dealt with and agreed on a case by case basis and with consultation with the project team at Wellcome.