



## **Request for Quote (RFQ) for Facilitation of Cholera Research Uptake Meeting**

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

Wellcome launched a [funding call](#) to generate evidence for global and national decision-making on the effectiveness of different oral cholera vaccine (OCV) dosing schedules on preventing cholera and impact on duration of protection. The funding call specified proposals include activities to support policy engagement and research uptake.

Wellcome is convening a workshop for grantees to work with relevant decision makers on co-developing research uptake plans. This will be a 1.5 day in-person meeting in Mombasa, Kenya 3-4<sup>th</sup> October 2024. Participants will include representatives from the research teams, Global Taskforce on Cholera Control (GTFCC) Country Support Platform representatives, and national policy makers from the countries where the research is taking place.

### **2. RFQ Specification and Supplier Eligibility**

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.

Wellcome is looking to contract a **facilitator based in Kenya** for the 1.5-day workshop. Prior to the workshop, the facilitator will work with the Wellcome team to finalise the agenda and workshop tools and familiarise themselves with the facilitation guide. Approximately 1-day FTE.

Travel and accommodation costs to be included in addition to the facilitation fee.

Below is an overview of some of the key skills and experiences we are seeking. It is not essential for the individual to possess all of them.

- The facilitator will ideally have a background in knowledge translation / evidence informed decision making / research uptake.
- Excellent facilitation and communication skills.
- Experience of creating psychologically safe and inclusive environments.
- Experience of facilitation in scientific research and policy collaboration settings.



### 3. RFQ Timetable

#	Activity	Responsibility	Date
1	RFQ issued to Suppliers	Wellcome	5/6/2024
2	Submission of RFQ Response	Supplier	26/6/2024
3	RFQ Evaluation Period	Wellcome	27/6/2024 to 5/7/2024
4	Supplier Presentations/Interviews	Supplier	11/7/2024 to 12/7/2024
5	Notification of Contract Award	Wellcome	15/7/2024
6	Contract Negotiation	Wellcome & Supplier	W/C 15/7/2024
7	Meeting date is 7-8 October 2024. Up to 2-days FTE could be required to input into the agenda in the lead up.	Wellcome & Supplier	7/10/2024 to 8/10/2024

### 4. 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 [Words]
1	Outline your relevant skills, experience and expertise to deliver this specification. Please include details of both research uptake expertise, and skills and experience of facilitating such workshops.	500
2	Outline your approach to delivering the workshop to meet the objectives.  NB, Wellcome will collaborate with the facilitator and other relevant stakeholders to develop the content and agenda of the workshop. Therefore, the proposal does not need to include a detailed plan for the workshop, but instead a more general overview of the approach and potential tools you think would be most helpful.	500
3	Outline your approach to centring accessibility, equity and inclusion in facilitating a workshop, especially given the context of a diverse audience in terms of nationality, experience and expertise.	500
4	Outline the budget required to meet this specification.	250



## Evaluation Criteria

Criteria	Detail	%
Approach	<i>Coverage:</i> How well is the brief addressed? <i>Quality:</i> Is the proposed approach aligned with our needs? <i>Utility:</i> Will the proposed methodology likely to 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?	50%
Delivery Outputs &	<i>Communication:</i> Is there a good plan for communicating with the Wellcome team? <i>Delivery plan:</i> Is sufficient time allocated to prepare for the workshop? <i>Feasibility:</i> Are there any risks associated with the proposed approach and delivery, and how well are they mitigated?	10%
Budget	<i>Value for Money:</i> Is the proposed work within your budget and good value for money?	10%
EDI	<i>Do they have EDI policies and are these being put into practice in the proposal?</i>	10%
	<b>Total:</b>	<b>100%</b>

## 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. Suppliers submitting proposals as a registered company should review Wellcome's Standard terms and Conditions [document](#).

We will not consider negotiations that are raised in your response to this proposal i.e. 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

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 Presentations

Following a submission of the proposal, successful Suppliers will invited to a virtual meeting which will last up to 50 minutes in total and will be a Supplier presentation (could be a PowerPoint) outlining relevant skills and experience, and approach to this meeting, followed by a questions and answers session.

## **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](https://www.wellcome.org).

## **6. 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.



## **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 RFQ 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 \(www.gov.uk\)](#). 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 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.

## **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 RFQ 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 RFQ exercise for all communications is as indicated below;

Name: Alyce O'Connor  
Pronouns: She/her  
Role: Procurement Officer  
Email: [RFP@wellcome.org](mailto:RFP@wellcome.org)