



Request for Proposal (RFP) for Codesign and delivery of a grantee cohort support programme: LMIC Mitigation Cohort

1. RFP Background & Objectives

We are looking for a supplier with expertise in facilitation to co-design and deliver a programme of support for an incoming cohort of grantees, funded through the [‘Advancing climate mitigation solutions with health co-benefits in LMICs’](#) call.

The dedicated programme of support for the LMIC Mitigation cohort will respond to the needs of the grantees and provide tailored ongoing support over a five-year period. This programme of support is to be co-designed by the supplier, grantees and Wellcome.

The programme has two key aims:

- Peer learning and skills development
- Amplify the impact of research outputs

Background:

Wellcome is a politically and financially independent global charitable foundation. We improve health for everyone by funding research, leading policy and advocacy campaigns, and building global partnerships. We support discovery research into life, health and wellbeing, alongside three worldwide health challenges: mental health, infectious disease and climate and health.

Wellcome’s [Climate and Health programme](#) seeks to significantly increase our understanding of the effects of climate change on human health. We want to understand the interventions and policies that can respond to the climate crisis in a way that protects and improves human health. Our policy and advocacy priorities seek to ensure health is central to the mainstream discussion of climate change in all forums and evidence is translated into urgent climate mitigation and adaptation actions. We seek to create a thriving climate and health field with transformative research in diverse communities and promote collaborative networks to help achieve this.

Our most recent Climate and Health funding call, focused on [‘Advancing climate mitigation solutions with health co-benefits in low- and middle-income countries’](#) (LMIC Mitigation hereafter) will fund transdisciplinary research teams to generate a body of evidence on the health effects of climate change mitigation interventions in LMICs. Each project will last for a period of two to four years. The call launched on November 27th, 2024, and awards will be made in August 2025. The research teams we seek to fund will be transdisciplinary, led by a researcher employed in an LMIC-based institution and include either a lead applicant or co-applicants from each country where the research will take place. We anticipate that by the end of their awards, successful research teams will have generated evidence that helps drive positive climate and health outcomes.

2. RFP Specification

This section sets out the specification of services for this RFP exercise. Suppliers should use this section to fully understand Wellcome’s requirements and to inform their response.

Wellcome seek value for money in RFP exercises and will be guided by the supplier as to



what a reasonable budget is for this activity, whilst delivering ambitious and innovative outputs.

2.1 Aims and Objectives

We are looking to onboard a supplier to codesign and deliver a package of cohort support with us and the grantees of the LMIC Mitigation cohort across a period of five years, through grantee selection to award completion. The content of the programme will be driven by the needs of the cohort, however the main aims are:

Aim 1: Peer learning and skills development.

We are seeking to build a new field of transdisciplinary research, so creating a space for knowledge exchange is critical. The supplier will help us:

- Support shared learning between research teams and geographies
- Stimulate networking and collaborations between research teams
- Enhance the cohort's capacity to address emerging challenges during their research projects.
- Identify areas where additional training and skills development are needed (e.g. for early career research's (ECRs)), and provide the necessary support

Aim 2: Amplify the impact of research outputs

The supplier will undertake activities to support the cohort in amplifying the impact of their research. This will be undertaken at an individual grant level and as a cohort – ensuring research outputs contribute to a coherent body of evidence that is greater than the sum of its parts. These activities will be informed by grant level and programme level theories of change that the supplier will support grantees to develop at the first convening. This will likely include facilitating connections between this cohort and other relevant Wellcome grantees (e.g. the [‘Advancing climate mitigation policy solutions with health co-benefits in G7 countries’](#) cohort, which the LMIC Mitigation call complements, and the [Lancet Pathfinder Initiative](#)).

2.2 Deliverables

At this stage, we ask the suppliers to submit a description of their plans and approach to the codesign and delivery of the five-year cohort support programme. We expect the supplier to deliver this programme by leveraging the expertise of their organisation/network (or contracting in where additional need is identified). At a minimum we expect the following:

- Attendance at Wellcome's expert Advisory Committee in July 2025. Developing a write-up of key lessons learned from the Advisory Committee
- Carrying out a thorough needs assessment of the cohort
- Organising the first in-person convening in collaboration with Wellcome. You have the option to have Wellcome Events team organise event logistics (e.g. booking venue, travel, subsistence and accommodation for attendees) or to take this responsibility on yourself. Please indicate your preference in the proposal and factor in associated costs to your proposed budget. You will also be



responsible for event programming. The convening should be held within a year of the contract start date.

At minimum this first convening should include:

- Presentations from the cohort to introduce each project
- Development of theories of change, both at the project and cohort level
- Networking and relationship building time between the cohort
- Codesign sessions for the programme of support
- Codesign a programme of support within the first year of the contract. You should include
 - Co-design sessions with Wellcome (minimum once a quarter) to share ideas as they emerge and iterate on the design of the cohort support programme.
 - A year one plan, with a skeleton structure of the cohort support to be developed at 3 months and presented to Wellcome.
 - A presentation of the final cohort support programme to Wellcome, within one year of the contract start date, with detailed timeline, costs and resourcing requirements
- Delivery of cohort support, which could include
 - a. Activities to facilitate peer learning and skill development. For example, tailored support for ECRs, 'soft' research skills, specialist training sessions, (i.e. media engagement, or shaping policy with evidence); grant management support, such as reporting and financing.
 - b. Activities to amplify the impact of research outputs. For example, supporting the realisation of grant and cohort level theories of change, facilitating engagement with other relevant Wellcome grantee cohorts
- Regular review of the support to ensure it continues to meet the needs of the cohort, adapting as necessary (within the defined budget)
- A final synthesis report at the end of the projects, identifying common themes and lessons learned across the cohort

2.3 Supplier eligibility

Suppliers must demonstrate the following:

- Facilitation expertise and experience
- Codesign expertise and experience
- Experience of working internationally, across multiple geographies and time zones. We do not expect a supplier to have experience working with every geography we may select to be part of the cohort, but to showcase their ability to foster global collaborations

Due to the nature of the cohort, our strong preference is to appoint a supplier based in an LMIC.



2. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers AND RFP issued on <u>Contract Opportunities</u> webpage	Wellcome	27 January 2025
2	Submission of Expression of Interest and Supplier Q&A	Supplier	21 February 2025
3	Return of Supplier Q&A to Suppliers and invitation to submit full proposal	Wellcome	6 March 2025
4	Submission of RFP Response	Supplier	1 April 2025
5	RFP Evaluation Period	Wellcome	1 April – 17 April 2025
6	Supplier Presentations	Supplier	22 April – 1 May
7	Notification of Contract Award	Wellcome	May 2025
8	Contract Negotiation	Wellcome & Supplier	May- June 2025
9	Contract Start Date	Wellcome & Supplier	1 July 2025

3. Response Format

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

Expression of Interest and Supplier Q&A

Suppliers are asked to submit a short expression of interest by e-mail to the lead contact in accordance with the RFP timetable, which should contain the following information:

- Confirmation of whether you are a company or individual, if company please provide full company name, address, and company registration number.
- Information on all of the partners you intend to have in the full proposal
- A non-binding cost estimate as a single figure in GBP
- Any questions you have about the exercise and activity.
- A brief concept note (no more than 2-page document) attached to the email containing:
 - Outline your proposed approach to this work
 - Outline why you think you are best placed to meet the needs of the RFP, focusing specifically on your experience and skills across codesign and facilitation
 - Provide one case study where you successfully provided services like those described in this RFP (one link to an output can be included).

Prior to the submission of your full 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 submitted an expression of interest in the RFP process. 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.

We will review expressions of interest to ensure that proposals fit within the scope of the RFP. Where we are satisfied of this, we will invite organisations to submit a full proposal to the RFP in accordance with the RFP timetable. The expression of interest stage will be used shortlist potential suppliers should we receive a large number of applications. Please note that you should only submit a full proposal to the RFP if you have been invited to do so.

Submitting an EOI is not a binding commitment to submit a full proposal should your organisational priorities change, you will not then be penalised for future opportunities

RFP Response (Full Proposal)

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

#	Question	Max 10 Pages
1.	Provide a short proposal outlining how you would approach the work including the proposed methodology to meet the RFP requirements with details including: <ul style="list-style-type: none"> - Your approach to co-design with the Climate & Health team at Wellcome and the LMIC Mitigation grantees - Monitoring and evaluation approaches - Please include a communication plan with the Wellcome Team. 	3 pages
2.	Provide a proposed workplan outlining in detail for the first year, and at a high level for the following years: <ul style="list-style-type: none"> - An outline of what the anticipated deliverables, including interim deliverables, will be and in what format you'll present these findings - Timelines. - Tables or figures are welcome. 	2 pages
3.	Outline what makes you best placed to fulfil the requirements of this RFP Please include the following in your response: <ul style="list-style-type: none"> - An outline of the proposed project team with a brief description of their relevant experience (please do not include CVs - Your previous experience in delivering this type of activity 	2 pages



#	Question	Max 10 Pages
	- How you will work with experts (both Wellcome appointed and others) to cover the gaps in your knowledge	
4.	How would you ensure equity, diversity and inclusion considerations are embedded throughout the design, delivery and evaluation of the project?	1 page
5.	Provide a detailed budget including breakdown justifying the proposed costs to meet Wellcome's requirements	NA- Table
6.	Outline any major risks and challenges you foresee with meeting Wellcome's requirements. Please include your mitigation strategies for these risk and challenges	1 page
7.	Provide one additional case study (different to the one provided at EOI stage) where you successfully provided services like those described in this RFP (one link to an output can be included).	1 page

Evaluation Criteria

Criteria	Detail	%
Methodology	<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?	30%
Experience	<i>Skills and Experience:</i> Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work, or outline where they intend to bring in additional expertise? <i>Case study:</i> does the case study demonstrate the skills and experience required of the supplier to successfully deliver on their proposed work?	25%
Delivery & Outputs	<i>Communication:</i> Is there a good plan for communicating with the Wellcome team? <i>Feasibility:</i> Is the proposed delivery plan appropriate and achievable? Are there significant risks associated with the proposed timelines, and how well are they mitigated?	25%
Budget	<i>Value for Money:</i> Is the proposed work good value for money?	10%
EDI	<i>Do they outline relevant equity, diversity and inclusion considerations and describe how they'll be embedded throughout the work</i>	10%
Accessibility	<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



Criteria	Detail	%
		Total: 100%

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, 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

Suppliers submitting proposals should review Wellcome's Standard Terms and Conditions [document](#).

Individuals submitting proposals as sole traders (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 5 below).

Data Protection

Wellcome is committed to upholding data protection principles and protecting your information. The [Wellcome privacy statement](#) 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 UK 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 UK [GDPR article 30](#) requirements.

Supplier Presentations

Following a submission of the proposal The Wellcome team will review and invite our top candidates to a virtual interview. The interview will last 50 minutes in total. Candidates will be asked to present on their proposed approach, responding to a number of pre-set questions. The presentation will then be followed by a question 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](https://www.wellcome.org).

5. 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.

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 RFP processes.

7. 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.

8. 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.

9. Funding

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

10. 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.

11. Environmental sustainability

Wellcome is playing its part tackling the climate crisis through its mission-driven Climate & Health strategic programme.

In addition, our [Sustainability programme](#) aims to address the environmental impacts and carbon emissions of our activities and operations.

Our suppliers have a key part to play delivering on our sustainability ambitions.

We expect all our suppliers to take active steps to:

- Address their environmental impacts, for instance as part of a certified Environmental Management System.
- Reduce the carbon emissions of their products and services, for instance by adopting Science-Based targets and plans to deliver them.
- Embed environmental considerations in the sourcing and delivery of goods and services to Wellcome, across all stages of their life cycle.

12. Wellcome Contact Details

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

Name: Hardip Dhaliwal
Pronouns: She/Her
Role: Procurement Manager
Email: RFP@wellcome.org