



Request for Proposal (RFP) for Africa Government Relations Support: Political Insights, Strategic Guidance & Relationship Building

1. RFP Background & Objectives

The Global Government Relations team leads Wellcome's government relations efforts. Our key stakeholders include governments, multilateral organisations, and policy-shaping institutions. We build and maintain relationships that support Wellcome's mission to build a healthier future for everyone. We advance this work by monitoring political, policy, and socio-economic developments that may affect Wellcome's mission, operations and how we show up in the world.

To strengthen our engagement in Africa, we seek to procure a consultant or consultancy with deep expertise and understanding of the regional and national African political economy context and drivers. The consultant will provide regular and targeted insights, trend analysis, and strategic advice to support our government relations work in Africa with a specific focus on Ethiopia, Ghana, Kenya, Malawi, Nigeria, Rwanda, and South Africa.

The consultant will help us navigate the political and policy environment; connect with and deepen relationships with stakeholders across government, multilateral organisations, policy-shaping institutions, and political thought-leaders; identify opportunities for constructive collaboration; and refine our approaches to engagement. This support will enable our team to operate with greater situational awareness and strategic clarity to strengthen Wellcome's government relations efforts.

2. RFP Specification

Scope of work

- **Political Analysis & Insights:** Deliver regular reports and briefings on political developments in identified African countries, regional organisations, and economic communities, focusing on trends that may impact Wellcome's work in health, science, research, and policy. Specific policy areas may include Mental Health, Infectious Disease, Climate and Health, Global Health Architecture, and research ecosystems.
- **Forward-looking analysis** on emerging political risks and opportunities relevant to Wellcome's priorities.
- **Advisory Support:** Offer strategic advice to Wellcome's Global Government Relations team on navigating political environments and engaging effectively with governments and regional bodies.
- **Ad hoc work** to support our team in shaping thoughtful, context-appropriate, and responsive engagement approaches and supporting in the delivery of this.
- **Network Facilitation:** Leverage a diverse and credible network of political contacts across the region and facilitate introductions and relationship-building opportunities with key government officials, policymakers, and regional thought-leaders.



- Deep expertise, networks, or country presence in the following: Ethiopia, Ghana, Kenya, Malawi, Nigeria, Rwanda, and South Africa. As well as having a strong understanding of and experience engaging with regional organisations including (but not limited to) the African Union and its specialised agencies and institutions, regional economic communities, and thought-leading institutions.

Qualifications:

- Has offices in the region with a preference for a presence in Ethiopia, Ghana, Kenya, Malawi, Nigeria, Rwanda, or South Africa.
- Demonstrated expertise in African political systems and governance, including an understanding of how decisions are made within relevant governments, regional planning bodies and institutions such as the African Union and Africa CDC.
- Proven track record of providing political analysis and support to international organisations and/or similar entities.
- Brings a strong network of political contacts with added advantage for candidates who have established networks in one or more of our listed countries.
- Ability to communicate complex political issues clearly and concisely.

Deliverables

- Monthly or quarterly political trend reports.
- Ad-hoc briefings on significant political developments, which may be on regional developments or more specifically in our listed countries.
- Strategic engagement recommendations.
- Facilitation of introductions and strategic meetings with relevant stakeholders (including Government), especially around key events, and policy-window opportunities.
- Support in the delivery of identified strategic events, especially in our listed countries.
- Ad-hoc support in delivery of trips when required.

3. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issue to Suppliers and issued on Contract Opportunities webpage	Wellcome	22/05/2026
2	Submission of Expression of Interest and Supplier Q&A	Supplier	02/06/2026
3	Return of Supplier Q&A to Suppliers	Wellcome	09/06/2026
4	Submission of RFP Response	Supplier	16/06/2026
5	RFP Evaluation Period	Wellcome	16/06/2026 to 30/06/2026
6	Supplier Presentations	Supplier	09/07/2026



7	Notification of Contract Award	Wellcome	07/2026
8	Contract Negotiation	Wellcome & Supplier	07/2026
9	Contract Start Date	Wellcome & Supplier	01/08/2026

4. Response Format

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

EOI and Q&A Option 1

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

- Confirming whether you are an organisation or individual.
- If an organisation please provide registered name, address, and registration number.
- A non-binding cost estimate as a single figure in GBP
- Any questions you have about the exercise and activity.

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.

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

Please note, if we have an overwhelming response, we may choose to use this EOI stage as a selective phase, this is at Wellcome's discretion.

RFP Response

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

The proposal should be ten pages maximum including Annex, please use a standard type font, size 11

#	Question
1	Methodology Proposed approach/methods to deliver outputs as specified above



2	Experience Please share project team details, including various roles, relevance of experience of supplier Previous case studies or similar
3	Delivery and Outputs Delivery plan to reflect scale and timescale of the work.
4	Budget Provide a detailed budget including all costs and expenses, specifying all day rates of individuals involved. Time contribution and roles of the various team members (if supplier is a team) Costs (including a comprehensive breakdown of expenses, including how many FTEs and number of days that will be required)
5	Outline your EDI policies and how you will ensure equity, diversity and inclusion considerations are embedded throughout the planning, development and delivery of the project?

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? <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?	25%
Experience	<i>Skills and Experience:</i> Does the supplier have the relevant skills, network, experience, and contextual understanding to deliver this work?	30%
Delivery & Outputs	<i>Communication:</i> Is there a good plan for communicating with the Wellcome team? <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?	25%
Budget	<i>Value for Money:</i> Is the proposed work within your budget and good value for money?	10%
EDI	Do they have EDI policies and are these being put into practice in the proposal?	10%
	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.

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

Individuals submitting proposals through their own personal services company please highlight this to the Wellcome contact immediately.

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 Interview

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 10-minute PowerPoint presentation followed by 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 are 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. 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.

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 RFP 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. 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.

13. Wellcome Contact Details

The main point of contacts within this RFP exercise for all communications is as indicated below (please include **both**)

Name: Rebecca Hunter
Pronouns: she/her
Role: Global Government Relations Adviser, Africa
Email: r.hunter@wellcome.org

Name: Jonathan Carrington
Pronouns: he/him
Role: Government Relations Adviser
Email: J.Carrington@wellcome.org