



Request for Proposal (RFP) for Landscape review of data, tools and supporting infrastructure available for understanding mosquito-borne arbovirus infectious diseases

About Wellcome

Wellcome is a politically and financially independent global charitable foundation with a broad perspective and global relationships. We support science to solve the urgent health challenges facing everyone. Wellcome supports discovery research into life, health and wellbeing, and is taking on three urgent global health challenges: mental health, climate and health and infectious diseases. We support science to overcome the biggest barriers to controlling infectious disease in the most affected communities.

1. RFP Background & Objectives

Wellcome is commissioning a landscape review of data, tools and supporting infrastructure available for understanding mosquito-borne virus infectious diseases to inform the Infectious Disease strategic programme that embeds trustworthy data science.

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 will be guided by the supplier as to what is a reasonable budget for this activity as we do not want to limit ambition or innovation.

Objectives

The landscape review will identify key knowledge gaps in the available data and analytical tools to better understand the transmission dynamics and risks of mosquito-borne arboviruses. The review will help us understand the implications of cross-reactive and/or co-circulating arboviruses on host immune responses and clinical outcomes, transmission dynamics and impact on the development of effective intervention and control strategies.

The landscape review will be delivered through a phased approach with three objectives:

Objective 1 – To identify the availability of open and publicly accessible public health research datasets for mosquito-borne diseases relevant to the Infectious Disease Strategic Programme. These include dengue, Zika, Chikungunya, Yellow Fever and Rift Valley Fever in Africa, Asia and Latin America and the Caribbean. This will include information on:

- Data sharing platforms used and their visibility and availability for re-use assessed against the FAIR Principles for Scientific Data Management and Stewardship (<https://www.go-fair.org/fair-principles/>).
- Format of storage, inclusion of metadata and level of collection methodology.



- Key global and national research institutions and public and private national organisations who generate these data (e.g., WHO, PAHO).
- Data types and collection methodology captured and if these are integrated. Data types include clinical, laboratory generated (e.g., genomic, immunological, molecular), environmental, behavioural, socio-demographic, animal and vector reservoirs where applicable.
- Where applicable, similar data types relevant to animal and vector reservoirs.
- Analytical tools used (e.g., modelling, data visualisation, analysis software) and if these tools are available, reusable or require access to supporting documentation or code.

Objective 2 – To identify where there may be key data gaps for the five diseases (dengue, Zika, Chikungunya, Yellow Fever and Rift Valley Fever) and understand what the barriers are to data sharing and accessibility and tools to overcome these challenges and drive collaboration across the key geographies.

Objective 3 – To convene and facilitate a two-day hybrid workshop for up to 70 delegates to share the findings from the landscape review with key stakeholders, field experts and researchers and share opportunities for future data collection, collaboration, sharing and reflection on approaches to improve research uptake.

Key geographies include high risk low- and middle-income countries in Latin America and the Caribbean, Africa and Asia (<https://wellcome.org/grant-funding/guidance/low-and-middle-income-countries>).

Approach

The landscape review will be delivered as an iterative three-phased approach that will first address Objectives 1 and 2 for dengue and Zika as a priority linked to the open Wellcome Infectious Disease Award: Understanding dengue and Zika spread, immunity and clinical outcomes (<https://wellcome.org/grant-funding/schemes/infectious-disease-award-understanding-dengue-and-zika-spread>).

The second phase will expand Objectives 1 and 2 to Chikungunya, Yellow Fever and Rift Valley Fever. The final phase will be to convene a workshop to share findings and support implementation.

Proposed Methodology

The approach should include the below. However, we are open to other approaches that could achieve the requested objectives.

- Engaging with PIs from selected research groups representative of the target global regions through conducting in-depth interviews and/or surveys or other participatory



methods to share their experiences and learnings. We expect the supplier to have sufficient experience and knowledge of the field to engage directly with the relevant research community.

- Review of the existing and current grey and published literature.
- A selection of case studies for both successful and challenging instances of research uptake to ensure barriers and successes are comprehensively mapped.

At the end of Phase 1, Wellcome in consultation with the supplier and informed by responses to the survey, will assess the level of engagement from the research community. If there has been insufficient engagement, then Wellcome will have the right to terminate the contract at the end of Phase 1 without any further liability to the supplier.

Due to the time-critical nature of the findings to be shared for specific diseases, the project will be conducted in an iterative phased approach as detailed below:

- **Phase 1** – To address Objectives 1 and 2 for dengue and Zika excluding vector and animal reservoir data types.
- **Phase 2** – Expanded to address Objectives 1 and 2 to Chikungunya, Yellow Fever and Rift Valley Fever including all data types.
- **Phase 3** – To develop and facilitate a two-day hybrid workshop in an LMIC country in Africa in July 2025 for up to 70 delegates to share findings from the review and provide a forum to facilitate networking. Workshop location will be agreed with Wellcome and the suppliers ability to run the workshop in the chosen location. Delegates will be identified through discussion with Wellcome.

We expect the suppliers to engage regularly with and update the Wellcome team on progress and deliverables.

Deliverables

Output 1 (month #4) – An interim report and summary slide deck

A literature review of the landscape analysis for Phase 1. The intended audience will be Wellcome only. The interim report should:

- Detail key findings and recommendations.
- Identify key stakeholders.
- Identify main barriers and challenges across the geographies.

At this stage, feedback between Wellcome and the supplier may inform changes to how Phase 2 will be conducted.

Output 2 (month #6) – A final report and slide deck



A complete comprehensive literature and landscape analysis for Phase 1 and 2. The intended audience will be researchers, other funders, national decision-makers and public health organisations. The report should:

- Provide a detailed analysis of the findings.
- Identify relevant key stakeholders and areas where targeted funding would develop the field.
- Identify main barriers and challenges across the geographies.
- Include an executive summary, key findings and recommendations.
- Be clear and concise.
- Be fully accessible according to Wellcome guidance (<https://brand.wellcome.org/d/pnL18cW1oLsC/wellcome-brand-book#/reports-c98/report-accessibility-p365>).
- Produced and edited to a professional standard including high-resolution graphics.
- Be open access and publishable under a copyright by licence.
- Contain pseudonymised raw survey and/or interview data.
- Contain a link to the raw data underpinning the report that is fully annotated and in a reusable format.

Draft versions of the report and slide deck will be shared with Wellcome to review and make recommendations.

Output 3 (month #10) - Workshop

Convene and facilitate a two-day hybrid workshop in an LMIC country in Africa in July 2025. The workshop agenda will be informed by the key findings from the report and through engagement with Wellcome. The intended audience will be key stakeholders identified in the landscape review, field experts and researchers.

Output 4 (month #12) – Final workshop proceedings summary slide deck

Summary slide deck of the workshop outcomes. The intended audience will be Wellcome, workshop attendees, researchers, other funders, national decision-makers and public health organisations.

This is an outcome specification, and suppliers should request the budget needed to deliver the required outputs over a period of 12 months. Payments will be linked to milestones, which will be agreed with the supplier.

3. RFP Timetable

#	Activity	Responsibility	Date
1	RFP issued to Suppliers	Wellcome	29 th April 2024
2	Submission of Expression of Interest and Supplier Q&A	Supplier	24 th May 2024



3	Return of Supplier Q&A to Suppliers and invitation to submit full proposal	Wellcome	31 st May 2024
4	Submission of RFP Response	Supplier	21 st June 2024
5	RFP Evaluation Period	Wellcome	24 th June 2024 to 3 rd July 2024
6	Notification of interviews	Wellcome	8 th July 2024
7	Supplier Presentations	Wellcome and Supplier	w/c 22 nd July 2024
8	Notification of Contract Award	Wellcome	2 nd August 2024
9	Contract Negotiation	Wellcome & Supplier	August/September 2024
10	Contract Start Date	Wellcome & Supplier	Mid-September 2024

4. Response Format

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

Wellcome will be guided by the supplier as to what is a reasonable budget for this activity as we do not want your proposal to be limited in scope or ambition.

Expression of Interest and Supplier Q&A

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 / aren't intending on submitting a full proposal
- Ask any questions you have relating to this RFP
- Confirming whether you are submitting a proposal as a registered company or an individual
- If an organisation please provide registered name, address, and registration number
- A non-binding cost estimate as a single figure in GBP
- Please indicate whether:
 - You or your organisation have existing global networks and if so what geographies;
 - You or your organisation, as part of this project, have the infrastructure and networks to identify regional researchers outside of your geography to undertake this work;
 - You or your organisation work in a specific geography (e.g. across Africa only), and if so, how you would work in collaboration with other suppliers to deliver this project.
 - You have experience developing and facilitating workshops with a diverse audience of stakeholders.



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.

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. Please note that you should only submit a full proposal to the RFP if you have been invited to do so.

5. RFP Response

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

Suppliers are asked to respond to the following questions as part of their RFP Response:

#	Question	Max Words
1	Provide a brief overview of your organisation and expertise. Provide a short proposal outlining how you would approach the work and the proposed methodology.	750
2	Provide a proposed delivery plan outlining the project deliverables and timelines. If you would work with other suppliers, please detail how you would coordinate the project.	250
3	Outline the proposed project team with a brief description of their relevant experience.	750
4	Describe your communication management plan for working closely with the Infectious Diseases and Data for Science and Health teams at Wellcome.	500
5	Provide a cost proposal which details and justifies the proposed costs to meet our requirements.	250
6	What makes you best placed to fulfil Wellcome's requirements set out within this request?	250
7	Outline any major risks and challenges you foresee with meeting Wellcome's requirements, including engaging with researchers (who have multiple time commitments) across a large geographical area, and staying within budget. Please include your mitigation strategies for these risk and challenges.	500



8	Provide 2-case studies of where you have successfully provided services similar to those described in this RFP	500
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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.

Clause #	Issue	Proposed Solution/Comment

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 8 below).

Information Governance

Wellcome is committed to upholding data protection principles and protecting your information. The [Wellcome privacy webpage](#) 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 are asked to complete the [TPSRA2](#) assessment before the RFP submission deadline for Wellcome to assess how you handle data.

6. Evaluation Criteria

During the RFP evaluation period the evaluation panel will independently evaluate your proposal against the criteria outlined below. All scores will be collated, discussed and a decision will be agreed on who progresses to the next stage of the procurement exercise.



Criteria	Detail	%
Methodology	<p><i>Coverage:</i> How well are the desired focus areas (as outlined in the specification) covered in the proposed methodology address?</p> <p><i>Quality:</i> Is the proposed methodology aligned with our needs?</p> <p><i>Utility:</i> Will the proposed methodology deliver the desired, credible, and useful results?</p>	30%
Experience	<p><i>Skills and Experience:</i> Does the supplier have the relevant skills, experience, and contextual understanding to deliver this work?</p>	25%
Delivery & Outputs	<p><i>Communication:</i> Is there a good plan for communicating with the Wellcome team?</p> <p><i>Delivery plan:</i> Is the proposed delivery plan appropriate and achievable?</p> <p><i>Feasibility:</i> How feasible is the delivery plan? Are there significant risks associated with the proposed timelines, and how well are they mitigated?</p>	20%
Budget	<p><i>Value for Money:</i> Is the proposed work within your budget and good value for money?</p>	10%
EDI	<p><i>Equity, Diversity & Inclusion:</i> Do they have EDI policies and are these being put into practice in the proposal?</p>	15%
Accessibility	<p>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.</p>	N/A
	Total:	100%

7. About Wellcome

Wellcome is a global charitable foundation established in 1936. Through our work we support science to solve the urgent health issues facing everyone. We fund [curiosity-driven research](#), and we're taking on three of the biggest health challenges facing humanity – [climate change](#), [infectious disease](#) and [mental health](#). We also work with policy makers, run advocacy campaigns, and form partnerships with other organisations to ensure everyone, everywhere benefits from advances in health science. Find out more about Wellcome and our work at: wellcome.org.

8. 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.

9. Equity, Diversity and Inclusion

Embracing equity, [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 equity, 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.

10. 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.

11. Accessibility

Wellcome is committed to ensuring that our RFP exercises are accessible to everyone. If you have a disability or a long term 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.

12. 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.

13. Funding

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

14. 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.

15. 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.

16. Wellcome Contact Details

The point of contact for this RFP exercise is indicated below:

Name:	Alyce O'Connor
Pronouns:	She/Her
Role:	Procurement Officer
Email:	rfp@wellcome.org