

Supplier Q&A: Request for Proposal (RFP) for UNFCCC negotiation training

Clarification questions

Clarification on timelines and order of work

- Our hope is that the bulk of the training can be delivered between the signing of the contract (June 2024) and COP29 (November 2024).
- Within this timeframe we will work with the chosen supplier to finalise deliverables and dates of delivery. We will work collaboratively with the chosen supplier to both tailor any proposal to our needs and set a realistic timeframe for delivery that works for both Wellcome and the supplier.
- The UNFCCC, and the ecosystem within which it operates, is fast moving and ever changing. As a result, some on-going training may be needed beyond November 2024. Further opportunities, should they arise, will be subject to negotiation and agreement from both parties. For this proposal, please budget for the 3 deliverables set out in the RFP text only.

Clarification on budget

- Wellcome doesn't provide a budget or price range for suppliers. This is because we want to be guided by suppliers as to the cost of the work they are proposing. We do not want Wellcome's guide budget to influence or limit any proposal.
- Proposals will be assessed on value for money and as such we would expect to see supporting evidence to show how the budget has been calculated (e.g. number of days, number of people, etc.)

Clarification on Wellcome's goal and objectives

- This training will provide important background knowledge and understanding that will inform Wellcome's work, strategy, and priority setting going forward.

Clarification on how/where health should show up in this work

- Wellcome as an organization is focused on health and health related issues. However, we do not want a lack of specific knowledge around health to deter suppliers from submitting a proposal. Our main goal for this training is to better understand the broader UNFCCC process, structures and politics. Individuals and organizations who have no knowledge of health would be very well placed to do this.

Clarification on interview process

- Interviews will normally take place over Microsoft Teams and last for approx. 50mins, with an opportunity to ask Wellcome questions.

Specific questions

RFP states the trainings can be delivered virtually or in-person. If it's in-person, is it possible to indicate the locations?

- Wellcome can host any in-person training at our offices on Euston Road, London. We can provide a variety of different sized rooms and configurations depending on need. Room hire (and supporting services like AV) will be covered by Wellcome and come at no additional cost to the supplier.

Regarding the training content, "3 – Ecosystem", point "m" in the RfP: "How are other similar issues positioning themselves?" – does his question concern other global issues similar to climate change that are dealt with by other fora or by other (treaty) regimes, or issues other than health within the specific area of climate change?

- This refers is to other issues within the specific area of climate. For example, food, oceans, energy.

What is the existing level of knowledge and experience of the three cohorts of trainees?

- Existing levels of knowledge will vary but all training should start from the presumption of no prior knowledge. The biggest difference across the three training cohorts (Awareness, Understanding, core group) will be the level of knowledge/detail needed from the training, as opposed to the level of knowledge they will be starting with.

Is the training expected to be general, or should there be training tailored more specifically to the Azerbaijani COP?

- The training should not be tailed to a specific COP but more generally on the UNFCCC/COP processes.

Are there any special needs of any of the trainees that need to be taken into consideration in designing the training?

- The final group of trainees has not been finalised yet. Wellcome will update the chosen supplier on any specific needs closer to the time.

In 2024 all three Rio Conventions are meeting for a COP (CBD, UNFCCC, UNCCD). Would Wellcome be open to expand the range to a broader scope looking into embedding health evidence into the CBD, UNFCCC, UNCCD processes and negotiated outputs in order to ensure human health is protected and prioritised in Multilateral Environmental Agreements, policies and actions holistically?

- Wellcome's goal is to focus predominately on the UNFCCC and therefore this should be the main focus of the training.

Would you like the Activity training to be a one-off block over a week or spread out over a 3–6-month period?

- We will work with the supplier to develop a timeframe that works for both parties. At this stage we envisage the training being spread out instead of delivered in one block.

Where will the lecture recording be hosted? Would this training be annual beyond this RFP? Or does Wellcome intend to record all sessions to be re-used over time?

- Deliverable 1 is designed to be recorded and reused as necessary by Wellcome. Other training sessions may be recorded for those who cannot attend on the day but are not designed to be reused. Deliverable 2 and 3 will also likely involve workshops and interactive sessions that are not easily recorded.

Are there any specific platforms that Wellcome uses to collaborate – Teams/ Yammer/ Slack/ Miro, etc

- Wellcome uses Microsoft Teams and Miro as standard.

Are you looking for interactive workshops and training?

- Yes, we envisage deliverables 2 and 3 to include interactive sessions to enhance learning and to make the training interesting and engaging.

Are there opportunities for us to include external speakers from our own, as well as Wellcome Trust's, network?

- Yes, we would encourage suppliers to bring in external voices and perspectives to ensure any training is representing the global nature of the UNFCCC.

For the general 'awareness' training, are the participants aware of the importance of prioritising health within climate action frameworks?

- Yes, you can presume that all Wellcome colleagues will have a background understanding of the health impacts of climate change. This training should focus specifically on the UNFCCC structures and politics.

General contracting – can we join with a small group of partners in response to this RFP?

- Yes. Our preferred method of contracting is one company/ supplier with other parties listed as sub-contractors as an addition to the standard terms and conditions. Sub -contractors are requested to submit Company/ Institution details; the full legal name, company registration number (or tax reference in the case of individuals, exact details depend on the country they are

based), and full business address. Use of individuals is perfectly fine but Wellcome still completes its due diligence checks on all suppliers not just the primary contractor.