**Request for Proposal (RFP)**

**Roles, Responsibilities and Remit of UN Organisations in relation to Antimicrobial Resistance**

**&**

**Antimicrobial Resistance Indicators and their relevance to the global indicator framework for SDGs and targets for the 2030 Agenda for Sustainable Development**

**Issued: Tuesday 5th December 2017**

**Commissioned on behalf of IACG sub-group five**

1. **Introduction**

The Wellcome Trust (the ‘Trust’, ‘Wellcome’) is the world’s second highest spending global charitable foundation, both politically and financially independent. Wellcome support scientists and researchers, take on big problems, fuel imaginations, and spark debate. Our funding supports over 14,000 people in more than 70 countries. In the next five years, we aim to spend up to £5 billion helping thousands of curious, passionate people all over the world explore ideas in science, population health, medical innovation, the humanities and social sciences and public engagement. For example, one of the world’s biggest challenges is how to be better prepared for the next major epidemic.

We take on this problem in many different ways – here are just a handful:

* Vaccine development, such as when we co-funded the development of a new Ebola vaccine
* Public health interventions, such as insecticide-treated bednets for malaria
* Behavioural projects, such as training health workers to reduce risk of infection while working on the frontline
* Social science, including research into the ethics of medical trials involving pregnant women, of urgent importance because of the Zika virus.
* Developing research leaders in regions most affected by infectious disease (as we’ve done through our DELTAS Africa initiative)
* Advocacy, encouraging governments and global businesses to take part in building a more secure future for global health

Further information on the Wellcome Trust can be found at [www.wellcome.ac.uk](http://www.wellcome.ac.uk) and all prospective suppliers are encouraged to visit the website to gain an insight into the organisation.

Wellcome Collection is a free visitor destination for the incurably curious. Located at 183 Euston Road, London, it explores the connections between medicine, life and art in the past, present and future. The venue offers contemporary and historic exhibitions and collections, lively public events, the world-renowned Wellcome Library, a café, restaurant, bookshop and conference facilities.

Wellcome Collection Conference Centre comprises the 154-seat Henry Wellcome Auditorium, four smaller meeting rooms and ancillary spaces, all finished to a high standard and available for hire. Further information can be found at [www.wellcomecollection.org](http://www.wellcomecollection.org).

1. **RFP Background**

During the 71st Session of the United Nations (UN) General Assembly, Member States adopted the Political Declaration of the High Level Meeting on Antimicrobial Resistance (AMR). The declaration recognised the magnitude of AMR as a global problem and called for the UN Secretary General to establish an ad hoc Interagency Coordination Group (IACG) on AMR.

The IACG was established earlier this year, and will provide a report back to the UN Secretary General during the 73rd session of the UN General Assembly [further information on the IACG, the membership, their framework for action and their work plan can be found here: <http://www.who.int/antimicrobial-resistance/interagency-coordination-group/en/>].

The IACG have created six sub-groups in order to review progress on AMR and develop their recommendations to the UN Secretary General. Sub-group five will focus on sustainable development goal (SDG) alignment, global governance post 2019 and UN roles and responsibilities.

IACG sub-group five has a number of areas where they wish to commission work, the outputs from which will be used by the IACG sub-group five to inform thinking on AMR and their recommendations back to the UN Secretary General. The Wellcome Trust has agreed to support the work of IACG sub-group five by commissioning two of these pieces of work.

The first commission is a review of the roles, responsibilities and remit of UN organisations in relation to AMR. This review should cover what agencies are doing now and identify where they might further engage in order to increase engagement on AMR.

The second commission is a review of the global indicator framework for SDGs and targets for the 2030 Agenda for Sustainable Development to identify where AMR specific and AMR sensitive indicators[[1]](#footnote-1) could be included, or where components could be added to current indicators to broaden their scope to include AMR. This will then lead into two further separate pieces of work:

1. From the AMR specific/sensitive indicators/components identified, propose one or two indicators that could be considered by the Statistical Commission for inclusion in the SDG indicator framework under relevant targets.
2. For each of the AMR specific/sensitive indicators/components identified, conduct a review of the actors within the current AMR response mechanism (AMR Actors) to identify where indicators already exist which would provide the required data, or highlight where there is a data gap.

**Please note, these commissions have been included under the same RFP as suppliers are welcome to submit a proposal for both pieces of work to be done in parallel, however this is not essential and individual bids are also encouraged.**

1. **RFP Objectives**

The objectives of the first commission – Roles, Responsibilities and Remit of UN Organisations in relation to AMR – are to address the following need(s);

* Look across organisations within the “UN family” and record current responsibilities/activity on AMR, listing organisational objectives that are potentially AMR specific and AMR sensitive.
* Identify areas where UN Organisations could mainstream AMR into their core activities, or could engage with AMR as a ‘stretch target’ beyond their current work.
* Identify the teams within an organisation who currently work on AMR or who could bring AMR into their work.

The objectives of the second commission – AMR Indicators and their relevance to the global indicator framework for SDGs and targets for the 2030 Agenda for Sustainable Development – are to address the following need(s);

* Scrutinise the global indicator framework for SDGs and targets for the 2030 Agenda for Sustainable Development and identify:
  + Where it would be appropriate to incorporate new AMR specific or AMR sensitive indicators;
  + Where components could be added to current indicators to broaden their scope to include AMR.
* From the AMR specific/sensitive indicators/components identified, propose a shortlist of indicators/components (around 5) that could be considered by IACG sub-group five with the ultimate intention of proposing new indicators/components to the Statistical Commission for inclusion in the SDG indicator framework.
* For each of the AMR specific/sensitive indicators/components identified, conduct a review of the AMR Actors to identify where indicators already exist which provide the required data, or highlight where there is a data gap.

1. **RFP Documents**

Below lists the documents which are provided to support suppliers with their response to this RFP exercise;

Document #1a – Specification: Roles, Responsibilities and Remit of UN Organisations in relation to AMR

This document contains the specification of requirements for the first commission.

This document is for information only and is to be used to inform suppliers response to the RFP exercise.

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Document #1b – Specification: AMR Indicators and their relevance to the global indicator framework for SDGs and targets for the 2030 Agenda for Sustainable Development

This document contains the specification of requirements for the second commission.

This document is for information only and is to be used to inform suppliers response to the RFP exercise.

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Document #2 - RFP Questions: Commission 1, Commission 2 & Combined Commission

This document requests responses from suppliers to the specific questions detailed within.

This document is for completion by suppliers.

Please note, all suppliers should respond to questions in section A. Suppliers wishing to submit proposals for individual commissions should respond to questions in sections B or C for commissions 1 and 2 respectively. Suppliers wishing to submit proposals for a combined commission (both commissions in parallel) should respond to questions in sections B, C and D.

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Document #3 - Contractual Agreement

This document represents the draft contractual agreement which is to be used with the successful supplier from this RFP exercise.

This document is for information only.

Please note, with regard to publication, suppliers will be expected to publish outputs from this work but all arrangements and timing must be agreed with Wellcome and the IACG Sub-Group chair so as to ensure all publications are supportive of the IACG process.

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Document #4 – Contract Feedback Sheet

This document allows providers to provide a response to the proposed contractual agreement (document #3) specifically calling out any clauses which they desire to amend.

This document is for completion by suppliers.

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Document #5a – Commercial Proposal: Roles, Responsibilities and Remit of UN Organisations in relation to AMR

This document requests a commercial proposal from the supplier.

A response is required from suppliers who wish to submit proposals for the **first commission as an individual project**.

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Document #5b – Commercial Proposal: AMR Indicators and their relevance to the global indicator framework for SDGs and targets for the 2030 Agenda for Sustainable Development

This document requests a commercial proposal from the supplier.

A response is required from suppliers who wish to submit proposals for the **second commission as an individual project**.

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Document #5c – Commercial Proposal: Combined commission

This document requests a commercial proposal from the supplier.

A response is required from suppliers who wish to submit a **combined proposal for both commissions in parallel**.

Please note commercial proposals for combined commissions cannot be considered for individual commissions. Suppliers who wish to be considered for the combined commission as well as either commission individually (in the case where separate suppliers for each project are found to be preferred) must submit separate commercial proposals for each (forms #5a, b and c).

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Document #6 – Supplier RFP Q&A Document

This is your opportunity to ask questions about the RFP exercise as a whole. The Wellcome contact will collate all questions submitted, anonymise and share responses (where appropriate) to all parties within the RFP process.

This document if for completion by the supplier.

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Document #7 – Third Party Checklist

This document is used to assess how you as a supplier manage and protect data.

This document if for completion by the supplier.

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Suppliers are asked to thoroughly review and reference these documents within their response accompanied by any further information provided within the RFP exercise.

1. **Response Format**

Suppliers are required to complete and submit the following documents;

Document #2 – RFP Questions

Suppliers are required to fully complete the RFP questions as set out in Document #2 and embed their response(s) document below.

Please note, all suppliers should respond to questions in section A. Suppliers wishing to submit proposals for individual commissions should respond to questions in sections B or C for commissions 1 and 2 respectively. Suppliers wishing to submit proposals for a combined commission should respond to questions in sections B, C and D.

*Response*

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Document #4 – Contract Feedback Sheet

Suppliers are asked to review Document #3 and feedback on clauses they wish to negotiate within their embedded response below.

**Supplier Note:** This is your opportunity to provide feedback on the contract as part of your RFP response.

*Response*

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Document #5 – Commercial Proposal

Suppliers are asked to complete Document #5a and/or #5b and/or #5c and embed below.

Please note commercial proposals for combined commissions cannot be considered for individual commissions. Suppliers who wish to be considered for the combined commission as well as either commission individually (in the case where separate suppliers for each project are found to be preferred) must submit separate commercial proposals for each (forms #5a, b and c). Please ensure documentation clearly indicates whether the submission is for individual or combined commissions.

*Response*

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Document #6 - Supplier RFP Q&A Document

Suppliers are asked to complete Document #6 and submit to the Wellcome contact in line with the Timetable set out within this RFP document.

Document #7 – Third Party Checklist

Suppliers are asked to complete Document #7 and embed below, along with any further supporting documentation which is requested as part of the submission.

*Response*

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1. **Timetable**

Below indicated the timelines which this RFP exercise is planned to run against;

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| **#** | **Activity** | **Responsibility** | **Target Date** |
| 1 | RFP issue to suppliers | WT | 05/12/17 |
| 2 | Intention to Respond to RFP | Supplier | 12pm 08/12/17 |
| 3 | Submission of Document #6 to Wellcome contact | Supplier | 12pm 08/12/17 |
| 4 | Responses to questions submitted in Document #6 | WT | 12/12/17 |
| 5 | Submission of proposals including documents #2, #4, #5(a and/or b and/or c) and #7 | Supplier | 15/12/17 |
| 6 | Review of proposals | WT | w/c 18/12/17 |
| 7 | Notification of Contract Award | WT | 20/12/17 to 22/12/17 |
| 8 | Contract Negotiation | WT & Supplier | 20/12/17 to 22/12/17 |
| 9 | Contract Start Date | Supplier | As negotiated |

#1 – RFP Issue

The RFP document will be circulated to the Supplier representatives for review.

#2 – Intention to Respond to RFP

Suppliers will indicate their intention to respond to the RFP formally to the Wellcome contact.

Please note intention to respond is preferred but does not affect eligibility to submit a final proposal

#3 - Submission of Document #6 to Wellcome contact

Suppliers will submit any questions they have about the RFP exercise to the Wellcome contact.

Please submit all questions by 12pm on 08/12/17.

#4 - Responses to questions submitted in Document #6

The Wellcome contact will circulate responses to anonymised questions to all suppliers who have indicated they intend to respond to the RFP.

#5 - Submission of proposals

Suppliers will submit their full proposals to the Wellcome contact.

#6 - Review of proposals

The Wellcome Trust Evaluation Panel will review all proposals.

#7 – Notification of Contract Award

Wellcome will notify Suppliers of their outcome from the RFP process and agree next steps.

#8 – Contract Negotiation

This stage sees the contract negotiated and finalised.

Please note, if possible we would prefer to have contracts agreed by 22/12/17; however, recognising the Christmas break, we are prepared to continue negotiations in January 2018 with a view to having contracts agreed and work commencing as soon as possible.

#9 – Contract Start Date

This stage sees the contract commence.

1. **Non-Disclosure and Confidentiality**

Prospective suppliers should be aware that inappropriate publicity could have a serious effect upon Wellcome’s business. The information contained within this document or subsequently made available to prospective suppliers is deemed confidential and must not be disclosed without the prior written consent of Wellcome unless required by law.

1. **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.

1. **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.

1. **Wellcome Contact Details**

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

Sian Williams

Policy Officer, Drug Resistant Infections

Telephone: +44 (0)20 7611 8392

Mobile: +44 (0)7918 192 344

Email: s.williams@wellcome.ac.uk

1. **Wellcome Trust Evaluation Panel**

The evaluation panel for this RFP exercise is currently being compiled but will include Wellcome Trust representatives and Professor Dame Sally Davies, Chief Medical Officer for England.

1. AMR-specific measures are specifically focused on reducing AMR. AMR sensitive measures primarily pursue other objectives (e.g. improving animal health & agricultural productivity/sustainable food production, water sanitation and education). [↑](#footnote-ref-1)