

Invitation to Tender

1. INTRODUCTION

- 1.1 The Medical Research Foundation invites tenders to develop and deliver an **equitable research partnerships training programme** to award holders of its Impact of Climate Change on Health scheme.
- 1.2 The Medical Research Foundation is the Medical Research Council's charitable foundation. It receives funds from the giving public to support medical research in the UK and overseas that is aimed at improving human health. Further background regarding the Foundation can be accessed at www.medicalresearchfoundation.org.uk
- 1.3 The Foundation has launched a new scheme, the [Impact of Climate Change on Health Research Grants](#), which will offer collaborative research grants to mid-career researchers from sub-Saharan Africa (SSA) and the United Kingdom (UK) working on the impact of climate change on health. The aim of the scheme is to build equitable and sustainable collaborations between SSA and UK researchers tackling the climate change challenge. Grants will be up to £300k and will run for 3 years. There will be two rounds of the scheme and awards will be made in March 2023 (Round 1) and March 2024 (Round 2). In total there will be around 26 award holders (13 from SSA and 13 from the UK), split across the two rounds.

2. OUR REQUIREMENTS

- 2.1 The Foundation requires the development and delivery of a bespoke equitable research partnerships training programme for the SSA and UK award holders to equip them with the necessary skills to develop and maintain fruitful equitable research partnerships.
- 2.2 It is anticipated that the training programme will be delivered twice, once per round of awards and prior to the start of the research projects.
- 2.3 The objectives of the training are to:
 - Enable award holders to start or refocus partnerships in an equitable and sustainable manner.
 - Increase understanding of inequity by mutual identification and discussion of challenges and solutions.
 - Facilitate understanding of expectations from the outset of the research partnership.
 - Provide tools that will enable award holders to overcome inequity.
 - Provide a framework to create the foundations for a solid partnership with clearly identified ways of identifying challenges, raising those, and working effectively together.
- 2.4 Challenges to be explored through the training programme should include, but not be limited to:
 - Differences in research ecosystems and supporting structures eg research ethics approvals
 - Regional discrepancies, for example language barriers, gender and ethnic inequalities, etc.
 - Balance of idea generation and creative input from the outset, as well as mechanisms for equitable governance, ownership and agenda setting.
 - Intellectual property brought by each partner and its exploitation.
 - Data management
 - Publication authorship and acknowledgement of researchers and institutes involved.
 - Monitoring and evaluating the partnership throughout the course of the project
- 2.5 Key deliverables of the contract will be:
 - The development of the full agenda and content of the equitable research partnerships training programme.
 - Full delivery and management of the programme.
 - The identification of a suitable location in sub-Saharan Africa for the programme to take place, taking

into consideration the timing, travel arrangements and visas.

- Provision of programme facilitators and speakers.
- Making arrangements for travel and accommodation of participants, facilitators, speakers, Medical Research Foundation staff.
- Production of training materials and presentations that will be used during and after the training programme, as well as a handbook with useful information to be given to the participants.

2.6 Key delivery dates:

- Delivery of final training programme agenda deadline: 23 January 2023
- Foundation sign-off of final agenda: 6 February 2023
- Identification of venue and confirmation of dates for Round 1 award holders: 1 March 2023.
- Delivery of training programme for Round 1 award holders: June 2023
- Evaluation report for Round 1 award holders training: 1 September 2023
- Identification of venue and confirmation of dates for Round 2 award holders: 1 March 2024.
- Delivery of training programme for Round 2 award holders: June 2024

3. STRUCTURE OF PROPOSAL

3.1 Tenders should provide:

- An overview of the content of an equitable research partnership training programme.
- Detailed workplan taking into account key delivery dates and appropriate contract management meetings.
- Names and summary information on the individuals that will develop the programme, facilitate the sessions and provide the training.
- A summary of relevant experience to undertake this project, including evidence of the provider's suitability (e.g. testimonials) and referees that can be contacted to discuss their experiences of a similar service
- Evidence of internal equitability and training provided to your staff
- Total cost and breakdown of costs including a statement on VAT.

4. TENDER TIMETABLE

4.1 The following is the procurement timetable:

DATE	ACTION
13 October 2022	Invitation to tender
21 October 2022	Deadline for receipt of questions
26 October 2022	Response to all questions (although we will envisage to respond to you as soon as possible on receipt of your questions)
31 October 2022	Submission of tender
w/c 7 November 2022	Tenderer presentations and interviews
5 December 2022	Award of contract

5. SUBMITTING A PROPOSAL

5.1 The deadline for receipt of submission is **12 noon on 31 October 2022**. Electronic submissions only.

- 5.2 The tenderer must also complete the Supplier Questionnaire issued with this notice and instructions.
- 5.3 Tenderers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of tenders. The Medical Research Foundation is not liable for any costs incurred by the tenderer as a result of the tendering procedure. Any work undertaken by the tenderer prior to the award of contract is a matter solely for the tenderer's own commercial judgement.
- 5.4 Late tenders may be rejected.
- 5.5 By submitting a tender, the tenderer agrees that the tender remains valid for acceptance for a period of 90 days from the tender closing date.

6. ACCEPTANCE OF TENDER AND NOTIFICATION OF AWARD

- 6.1 The Foundation shall not be under any obligation to accept the lowest price tender or any tender and reserves the right to accept such portion or portions as it may decide. The Foundation also reserves the right to award more than one contract to fulfil the requirement.
- 6.2 Nothing in the documentation provided by the Foundation to the tenderer during this procurement or any communication between the tenderer and the Foundation or the Foundation's representatives, employees, agents or advisors shall be taken as constituting an offer to contract or a contract. No tender will be deemed to have been formally accepted until the successful tenderer has received a formal written contract from the Foundation.

7. EVALUATION

- 7.1 The Foundation will award the contract on the basis of the tender that provides best value-for-money.
- 7.2 A Tender Evaluation Panel will evaluate the submitted proposals, and shortlisted tenders will be in the invited to a presentation and interview. The Panel will wish to speak directly to those individuals that will be responsible for the development and delivery of the programme.
- 7.3 In assessing tender submissions, the Foundation will consider the provider's equitability, the representation of staff and contractors engaged in the delivery of the training, and the training provided to their own staff.

8. PERFORMANCE MEASURES

- 8.1 Performance measures will be agreed before the contract commences and will include the delivery of a programme as agreed, high participation rates and participant satisfaction.
- 8.2 The contract will be awarded in two phases. Phase 1 will provide funding for the development and delivery of the programme to Cohort 1; the contract for Phase 2 will be dependent upon the successful completion of Phase 1.

9. GENERAL

- 9.1 All documents contained in this Invitation to Tender (ITT) are confidential and must be used solely for the purposes of this ITT. The documents can only be passed on to third parties on a strictly 'need to know' basis for the purposes of the tenderer preparing and submitting a tender.
- 9.2 The tenderer shall use at least the same degree of care to avoid unauthorised dissemination or publication of this ITT as it employs with respect to its own information which it does not wish to have disseminated or published.
- 9.3 The Medical Research Foundation will not be bound to accept any tender and reserves the right not to conclude a Contract for some or all of the services for which tenders are invited.
- 9.4 The Foundation reserves the right to amend, add to or withdraw all or any part of this ITT at any time during this procurement exercise.

10. FURTHER INFORMATION

- 10.1 Any queries regarding this tender should be sent by email to Dr Kelly Makarona, Director of Research at Kelly.Makarona@medicalresearchfoundation.org.uk.