Request for Proposals

to host the
Sixth Global Symposium on Health Systems Research in 2020 and
Seventh Global Symposium on Health Systems Research in 2022

<table>
<thead>
<tr>
<th>Announcement date:</th>
<th>June 26th, 2017</th>
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<tbody>
<tr>
<td>Deadline to submit final proposal for HSR2020</td>
<td>September 20th, 2017 14:00 GMT</td>
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<tr>
<td>Deadline to submit expression of interest for HSR2022</td>
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<tr>
<td>Please send questions/clarifications to:</td>
<td><a href="mailto:Hsg_secretariat@curatio.com">Hsg_secretariat@curatio.com</a></td>
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<td>Submission instructions:</td>
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<td>Submission formats:</td>
<td>Only electronic submissions in PDF, MsWord and Excel format to: <a href="mailto:Hsg_secretariat@curatio.com">Hsg_secretariat@curatio.com</a> will be accepted</td>
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<tr>
<td>Emails subject line:</td>
<td>Proposal to host HSR2020 Symposium: [Country] [City] [Lead Institution Name].</td>
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The Health Systems Global (HSG) is a Global membership society of individuals and organizations working on health policy and systems research issues and is registered in Switzerland with the Secretariat hosted by Curatio International Foundation in Tbilisi, Georgia. HSG’s mission is to “connect and engage researchers, policymakers, health care managers, educators, civil society, the media, and donors from around the world to advance the field of health policy and systems research and create opportunities for unleashing their collective capacity for generating, sharing and applying knowledge, necessary for health systems strengthening.”

The organization is the owner and organizer of the Global Symposia of Health Systems Research taking place biennially. Past symposiums were organized in Montreux 2010, in Beijing 2012, Cape Town 2014 and Vancouver 2016 and next one will take place in Liverpool in 2018.

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1 Expressions of interest should cover sections “A” through “E” of the Annex 1 – “Proposal Content”
With this announcement, Health Systems Global is requesting:

1. **Full proposals** from interested parties to host the Sixth Global Symposium on Health Systems Research, to be held during October – November 2020.

   OR

2. **Expressions of interest** from interested parties to host the Seventh Global Symposium on Health Systems Research to be held during October – November 2022.

The symposium takes place over a three-day period, with two days of satellite sessions before and/or after the official three-day programme (not including venue build day). It is expected to bring together around 2000 - 2500 participants from around the world including 200 to 300 scholarship recipients from low- and middle-income countries that will receive financial support from the Health Systems Global and symposium sponsors. The symposium will be conducted primarily in English language, though some sessions in the program will be delivered in Spanish and French with simultaneous translation.

**Eligibility**

The prospective host(s) of the Sixth or Seventh Global Symposium on Health Systems Research is expected to be an academic institution, an NGO or research institution or a consortium of institutions with a strong track record in the field of **health policy and systems research** and ability to convene and actively engage national/sub-national (preferably regional) health policy makers, academia, students, civil society and media in the event. Applications from consortia are strongly encouraged to broaden national/regional ownership of the event and, where necessary, to enhance the capacity of the prime applicant. The host(s) submitting full proposal or expression of interest will be expected to secure documented support from the national Ministry of Health and/or the National Government reflecting the importance of the event for the country/region and its expected contribution to advancing **health policy and systems strengthening** and contributing to achieving Sustainable Development Goals for health.

As Health Systems Global is a global organization, with global membership, it tries to the extent possible, to move symposia locations to different World Health Organization (WHO) regions every two years. Previous global symposia have been held in Montreux 2010, Switzerland (Europe), Beijing 2012, China (Western Pacific), Cape Town 2014, South Africa (Africa), Vancouver 2016, Canada (Americas), Liverpool 2018, UK (Europe). Thus, applications for the Sixth Global symposia from Latin America, Middle East, South and East Asia, and Francophone Africa are strongly encouraged, though high quality submissions from other regions will be as well considered. Furthermore, HSG intends to support capacity development in hosting the symposia in Low-Middle Income Countries, therefore the criteria evaluating the capacity of the applicant(s) from Low-Middle Income Countries will be favoured.

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during the bid evaluation, but all other criteria beyond the capacity of host institutions will be equally weighted for low and high income applicants.

If a bid for the Sixth Global Symposia is made by an organisation/consortia in a Low-Middle Income Country that is promising but not up to the expected standard, HSG may reach out to the bidder to encourage them to bid for the event in 2022, offering support throughout 2018-2020 period to strengthen their bid and better prepare for hosting a high quality event.

By organizing Global Symposia in different parts of the world and attracting participants from under-represented regions, Health Systems Global aims at building and enhancing health policy and systems research capacity and its importance in the health policy making, especially in the parts of the world where the needs for capacity building is greater and the recognition of the HPSR importance for policy making needs more support. Thus, prospective bidders in their submission are expected to clearly describe what might be the contribution of the event, if organized in the proposed country/region, and how it could help/trigger post-symposium activities aimed at catalysing regional health policy and systems work in which Health Systems Global and its members could continue to engage.

Requested Services

Health Systems Global has the primary responsibility for the global symposia. The local host will work with the Health Systems Global to plan, organise and deliver the event. This includes both scientific programme content, fundraising, communications and logistical issues (more details could be provided by the secretariat upon request). The host needs to be able to carry out the following functions and therefore should provide following detailed information in the proposal:

1. Working with Health Systems Global Board and the Secretariat to plan and deliver the Symposium. The host should act as the local secretariat for the symposium and will play a co-chair roles on the symposium’s Executive and other Committees (please visit the site for full description of committees for previous symposia). This entails playing a leading role in the Programme Working Group, including managing the scientific committee and selecting, in consultation with the Executive Committee, the keynote speakers and planning and organizing for plenaries and for the whole three-day scientific program of the event. Further, host will engage with local, national and regional governments, research and non-governmental bodies, civils society to increase awareness about the event and regional participation in it. This support will be expected to be an “in-kind” contribution. Host will be expected throughout the symposium preparation (for almost 24 months) to work closely with the contracted Professional Conference Organizing (PCO) company (to be contracted locally or internationally) on all logistical and other matters necessary for the event planning, preparation and delivery. Thus, the bid should provide detailed description of host organization(s), its/their capacity to organize the event of such magnitude and the role distribution if various partners are included.

2. Fundraising. Applicants should indicate the extent to which they will make in-kind or monetary contributions towards covering some of the costs of hosting the symposium. In the proposal, they are expected to elaborate local/regional fundraising potential and their vision for interacting with national and regional funders/donors to raise funds for the symposia. Proposed strategy would be valued favourably if it could help secure 100-150,000 USD in support of symposium from a local or regional funders/governments over 24 months of the symposium preparation. Orchestrating Global fundraising (from Global Donors) for the event in close collaboration with the host(s) will be Health Systems Global’s responsibility.

www.healthsystemsglobal.org | www.facebook.com/healthsystemsglobal | Twitter: @H_S_Global
3. **Visa support.** The host (independently or through contracted travel agency/PCO) will be responsible to fully manage visa support for international participants with government authorities. Considering Global character of the meeting, usually participants from more than 100 countries attend the event, assuring smooth and painless visa procedures through close collaboration with national border and immigration authorities is one of the important factors when selecting next symposium location. Applicants will be expected to clearly describe in the bid: a) current governing visa regulations for various country citizens (or groups of countries) in including list of visa processing fees for various countries; b) arrangements that hosts will have with the national border/immigration authorities to facilitate the visa issues; c) visa procedures and availability of visa processing centres around the world and how easy or hard it is to obtain the visa for more than 100 nationals attending the event; d) any restrictions national immigration/visa rules may impose on certain groups of people (e.g. with certain diseases) and (e) any other relevant information the host may see necessary when describing visa matters to assure that visa issues would not pose significant barriers for the symposium participants.

4. **Hotel and travel arrangements** the host (independently or through contracted travel agency/PCO) will be responsible to secure hotel bookings and travel support for funded participants and scholarship recipients (about 200-350 individuals). The proposal should include discounted blocks of hotel rooms (not only for 200-350 funded participants) at a range of hotels, from low-cost to high-cost clearly reflected on the city map and showing proximity/distance from the symposium venue. Thus, list of hotels with provisional daily/rates should be provided for all range of hotels as well as the proposal should elaborate planned arrangements for international travel booking. For each price point for a hotel in the proposal should provide cost details per participant in the following table format and in $US currency clearly indicating the exchange rate used to convert national currency into $US:

<table>
<thead>
<tr>
<th>Items</th>
<th>Price A (min)</th>
<th>Price B</th>
<th>Price C</th>
<th>Price D (Max)</th>
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<td>Total Cost per participant for 6 days ($US) including hotel accommodation, food and transportation allowance</td>
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5. **Venue for symposium.** It will be the host’s responsibility to suggest and secure a conference venue for the dates of the symposium that accommodates 1,500-2,500 people. The venue should be easily accessible by public transportation (including for people with disabilities) and should have adequate number and a variety of rooms for plenaries, parallel sessions, satellite sessions, poster exhibits, meetings and marketplace. Throughout the symposium days (including two pre/post symposium days) the venue should be able to cater coffee breaks and lunch for symposium participants. Pricing of coffee breaks and lunches should be provided in the bid in a table format provided below. The proposal should describe in detail all itemized services included in the venue costs, where applicable. Also, the proposal should provide detailed lists of: (a) exclusive services to be procured from the venue and (b) non-exclusive services which HSG and its local partners will be able to procure through competitive bidding.

<table>
<thead>
<tr>
<th>Items</th>
<th>Price per person $US</th>
<th>Price for 1000 individuals $US inclusive all costs that may apply</th>
<th>Price for 1,500 individuals $US inclusive all costs that may apply</th>
<th>Price for 2000 individuals $US inclusive all costs that may apply</th>
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<td>2 Coffee breaks a day without snacks</td>
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<td>2 Coffee breaks a day with snacks</td>
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<tr>
<td>Buffet lunch</td>
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<td>Boxed lunch</td>
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6. **Venue for skills-building sessions:** to facilitate capacity development among symposium participants Health Systems Global organizes skills-building sessions (usually taking place during two pre/post symposium days) which attract between 250-500 participants in about 10-20 sessions. These sessions are fully funded by Health Systems Global therefore, frequently these sessions are organized close to the symposium venue, but usually in educational institutions/universities (if they are close to the venue) where spaces and other amenities are provided at no (or very minimal) cost. Where possible, hosts should identify the venue for such skill-building sessions and the proposal should include availability and complete description of such spaces along with expected costs for the space rental and need to bring other inputs such as audio-visual equipment, etc.

7. **Communications.** The host will be expected to ensure adequate coordination and communication between the Health Systems Global Secretariat and the symposium working groups (local organizers) in the country/region. The host should be able to manage national/regional press relations in advance of the symposium and on-site during and after the event. Further, the host will be responsible to help organize the webcasting of all plenary sessions. Thus, complete description of the internet capabilities in the venue is required.

8. **Logistics and administrative support.** The host will be expected to provide logistical and administrative support including organising meetings of the relevant symposium working groups (e.g. Programme Working Group, Local Organizing Committee, Logistics Committee, etc.). The host may also propose hiring of a professional conference organiser (PCO). If a PCO is employed and included in the bid, the host should serve as the liaison between the HSG Secretariat and PCO for all logistical and administrative matters. **Proposing PCO in the bid does not guarantee that Health Systems Global will sign the contract with the proposed PCO,** unless the prices for PCO services indicated in the bid are competitive and acceptable to Health Systems Global.
Global candidate, include www.healthsystemsglobal.org | www.facebook.com/healthsystemsglobal | Twitter: @H_S_Global

9. **Financial management.** While Health Systems Global (HSG) assumes the risks and benefits of the symposium organization, local hosts are expected to provide support in building budgets for the event using local costs/prices; helping with negotiations to optimize the costs and increase efficiency; identify local regulations (such as VAT, income tax, etc.) that may impact on the symposium budget and costs; upon HSG’s request disburse per-diems for the scholarship recipients during the symposia; timely identify and provide necessary information about banking or other regulations/restictions that may affect symposium funding/financing imposing challenges in international fund transfer to/from host country and/or imposing any taxes on the scholarships/per-diems disbursed to international scholarship recipients. Therefore, Health Systems Global expects: a) the budget for the event to be estimated per supplied template in Annex II in US$ and provided along with the proposal (in a hard as well as electronic/excel format) and b) in the budget and financial arrangements section of the proposal to fully describe any (a) local tax regulations affecting symposium organization; (b) banking/financing regulations such international event maybe subjected to by national regulations including any restrictions imposed on international funds transfers, currency conversion restrictions, etc. Failure to fully and comprehensively elaborate details of the national tax, banking, financing and currency exchange regulations effective at the time of bid submission, may serve as a ground for applicant disqualification.

10. **Volunteer management.** The host will be responsible for engaging the local volunteers/students in the event. The bid should provide options for volunteer recruitment as well as proposed management arrangements.

11. **Long-term post-symposium role.** The host should prepare a plan on how local symposium organisers can continue their relationship with Health Systems Global after the event, focusing on their role as supporting networking in health policy and systems research. Such a role should catalyse and convene regional health systems stakeholders and should suggest events at which Health Systems Global and its members could continue to engage on a regional level. In addition to addressing the above issues, the proposal should include a description of the symposium city and the city support, if available. It should identify unique contributions the host may make to the Global Symposium and summarise the experiences of key members of the local organising (host) committee with regards to health systems expertise and conference/symposium organising. Please include their CVs.

**Selection criteria:**

The criteria listed below will inform the Board of Health Systems Global in the selection of the candidate, and must therefore be clearly elaborated in various sections of the bid.

- Health policy and systems research expertise of institutions involved in the bid (provide the CVs and describe the health systems-related track records of the lead persons in the country submitting the bid) will be given priority attention among other criteria. To strengthen the expertise bidders can work with leading regional (or other Southern-Northern) partners to assure high quality symposium program as well active engagement of regional partners in the event.
Experience with managing international events involving 1,500 participants or more, including scientific and logistical issues related to symposium planning and organization is mandatory (provide evidence of any prior experience with full elaboration of event details);

- Ability to support symposium fundraising through national or regional donors/sponsors, to secure at minimum 100-150,000 USD in support of symposium organization is also critical;
- Financial viability of the event (a draft budget must be provided covering itemized expected income and itemized costs including costs of conference venue rental and PCO services (if considered) will be evaluated using standards budget format attached to this announcement in Annex 1 (include standard budget template);
- Proposed conference venue with information about its capacity including number and size of plenary halls/auditoriums, number of breakout rooms, and exhibition halls.
- Availability of the venue with suggested dates between October - November 2020 must be confirmed in writing from the venue and should be valid for at least 180 days from the date of bid submission;
- Availability of hotels at different price ranges and affordability of hotel and per diem costs;
- Ease of acquiring visas for symposium attendees, considering visa requirements for highly restricted countries, if applicable.
- Ease of access from other countries (air connections).
- Local, regional and national expressions of support clearly indicating exact amount of financial or other in-kind support, if available;
- Tax, banking, financing and currency exchange regulations of the country

Details about the previous Global Symposia can be found at: http://healthsystemsglobal.org/globalsymposia/

Submission Instructions

1. Please submit your letter of expressions of interests³ to host HSR2022 by August 15th, 2017 14:00 GMT
2. Please submit your questions/clarifications on the bid by July 23rd, 2017 14:00 GMT
3. The secretariat will issue responses to queries/questions on or before August 10th, 2017
4. Please submit your final proposals in electronic format as PDF, MsWord and Excel files by September 20th, 2017 14:00 GMT
5. Please use Annex 1 and Annex 2 for your submission and the ones that are applicable.
6. Please make sure your Email subject line clearly states: Proposal to host HSR2020 [or HSR2022] Symposium: [Country] [City] [Lead Institution Name].

³ Expressions of interest should cover sections “A” through “E” of the Annex 1 – “Proposal Content”
Annex 1 – Proposal Content

A. Applicant institution(s) and their capacity
   The Local Organizing Committee
   The Conference Organizer(s)
   Conference Organizing Experience
   Host City

B. Vision for
   How symposium can benefit our region/country?
   What could be organized prior and after symposia
      To increase recognition of HPSR field
      To enhance HPSR capacity
   Local regional fundraising
   Gala dinner
   Social Program
   Roles and responsibilities of consortium partners

C. Proposed symposium venue
   Venue location
   Venue Capacities and layouts
   List of itemized service included in the venue costs
      List of exclusive services to be procured from the venue
      List of non-exclusive services which HSG and its local partners will be able to procure through competitive bidding
   List and pricing of itemized services not included in the costs/budget

D. Proposed Venue for skills-building sessions

E. Plans for Outreach and Communications

F. Visa Support
   a) Governing visa regulations for various country citizens (or groups of countries) in including list of visa processing fees for various countries;
   b) arrangements that hosts will have with the national border/immigration authorities to facilitate the visa issues;
   c) visa procedures and availability of visa processing centres around the world and how easy or hard it is to obtain the visa for more than 100 nationals attending the event;
   d) any restrictions national immigration/visa rules may impose on certain groups of people (e.g. with certain diseases) and
   e) any other relevant information the host may see necessary when describing visa matters to assure that visa issues would not pose significant barriers for the symposium participants.
G. Hotel and travel arrangements

Travelling by Air
Airport transfer services
Travelling by Rail
Local Travel
Hotels and room allocations
Hotel booking management arrangements

Please fill out the table below and provide details on how hotel accommodation and international travel will be managed.

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H. Volunteer management

I. Proposed Budget and Respective Regulations

a) the budget for the event to be estimated per supplied template in Annex XX in US$ and provided along with the proposal (in a hard as well as electronic/excel format) and

b) in the budget and financial arrangements section of the proposal to fully describe any

I. local tax regulations affecting symposium organization;
II. banking/financing regulations such international event maybe subjected to by national regulations including any restrictions imposed on international funds transfers, currency conversion restrictions, etc.
J. Letters of support

K. CVs of Key Individuals
Annex 2 – Excel File for Budget Submission

Please contact HSG secretariat to request the template file and any other documents.