



REQUEST FOR PROPOSALS (RFP) FOR THE PROVISION OF PROFESSIONAL CONSULTING SERVICES FOR STRATEGIC PLANNING SERVICES FOR HEALTH SYSTEMS GLOBAL (HSG)

INVITATION

Health Systems Global (HSG) seeks a consultant (firm or individual) who will assist our Board of Directors and our staff in creating a strategic framework that puts our organization at the forefront of health systems policy and research and aligns with the changing landscape of global health.

We invite consultants experienced in strategic thinking and planning to submit their proposals in accordance with this Request for Proposals (RFP) to support the development of our 2021-2026 Strategic Plan over a 5-month period ending November 30, 2021.

All applicants must operate with principles of cultural awareness and respect for diversity.

ORGANIZATIONAL PROFILE

Health Systems Global (HSG) is a diverse, global membership organization of researchers, decision-makers, and implementers who are dedicated to promoting health policy and systems research (HPSR) and knowledge generation. HSG is guided by our [vision, mission, and strategy](#).

HSG has more than [1,600 members](#) in over 110 countries. Members are encouraged to join and contribute to our membership networks, including [Thematic Working Groups \(TWGs\)](#) and [Regional Networks](#)

To bring together members and the full range of players involved in HPSR, HSG organizes a [Global Symposium on Health Systems Research](#) every two years.

The [First Global Symposium on Health Systems Research \(HSR2010\)](#) was held in Montreux, Switzerland, in November 2010. This symposium highlighted the lack of any organization for, or network, of health systems researchers, decision-makers, and implementers. As a result, a consensus was reached on the need to create an international society for health systems research, knowledge, innovation, and action.

HSG was legally founded on 26 October 2012 with an interim Secretariat in Copenhagen, Denmark, and was launched at the [Second Global Symposium on Health Systems Research \(HSR2012\)](#), which took place in Beijing, China in November 2012. From 2015 – 2020, the HSG Secretariat was hosted by the [Curatio International Foundation](#) in Georgia. The society was formally registered in Switzerland in November 2015. In 2021, the HSG Secretariat moved to the [Canadian Society for International Health](#), based in Ottawa, Canada.

SCOPE OF WORK

Introduction

The HSG Board of Directors established a Strategic Planning Working Group (SPWG) tasked with the development of the 2021 – 2026 Strategic Plan for HSG. The SPWG determined that the vision and mission of HSG do not need to be updated and efforts would be focused on refreshing and re-energizing the strategic objectives and developing a five-year Strategic Plan to ensure that HSG fulfills its mandate over the next 5 years.

The Strategic Plan would reflect the current social/economic and political context for global health and anticipates the challenges HSG will face in the future. The plan should clearly articulate how HSG can best position itself to continue its strong role in the areas of health systems policy and research and global health. The plan should also outline near to medium-term objectives and priorities and should include measurement indicators for monitoring and evaluation purposes.



The HSG Strategic Plan 2021-2026 would be a concise document that includes a summary of critical issues and clearly articulated strategic directions and activities, and performance metrics for HSG.

Please view HSG 2016-2020 Strategic plan [here](#).

To qualify, the following should be demonstrated in the consultant proposal:

- Experience in strategic planning and facilitation with non-profit and membership organizations, including knowledge and experience related to board governance
- Highly developed project management skills
- Familiarity with HSG and experience and knowledge related to global health, health systems policy and research, public health, or related field would be an asset
- Experience in working in Low- and Middle-Income Countries or international organizations would be an asset

Expected Activities & Deliverables

The consultant is expected to manage the entire program, facilitate the process, and provide expert advice throughout the project and toward the delivery of the activities and deliverables listed below.

We expect the consultant to be responsible for:

1. Process management and meeting facilitation:
 - Delivery of a clear, easily operationalized, measurable, strategic planning roadmap/workplan.
 - Assisting discussion and decision making and ensuring that conversations are progressive and innovative, and oriented towards creating a shared future.
 - Interviews and/or focus groups of a cross-section of current and former members.
2. Needs assessment / environmental scan
 - Review of existing plans and documents pertinent to the comprehensive strategic plan.
 - Identify trends and patterns that are applicable, including technical and funding landscapes
 - Consult with stakeholders/members to seek input.
 - Analyze strengths, weaknesses, opportunities, and threats.
3. Drafting of Strategic Plan for review by SPWG and members
 - Consultation with the board, members, and key stakeholders on the draft plan
4. Development of the final Strategic Plan document
5. Overall project management
 - Regular meetings and status reports to keep the project on schedule and keep SPWG updated on the process.
 - Planning, coordinating, and documenting all meetings, including member/stakeholder consultation sessions and meetings with the Board of Directors.
 - Development of tools and instruments for gathering input to the planning process (e.g., surveys, questionnaires, polls, etc.)

There are four process milestones aligned with key deliverables:

1. An initial strategic planning roadmap/workplan (due August 10, 2021)
2. An environmental scan and needs assessment
3. A draft strategic plan
4. Main output: the final strategic plan and presentation to the HSG Board (November 30, 2021)

The process/performance of the consultant will be monitored by the HSG Secretariat. The Secretariat will serve as a conduit between the consultant and the SPWG, and facilitate outreach to the HSG membership.

The selected consultant is expected to operate professionally and deliver high-quality tasks and products on time and within budget.

PROPOSAL REQUIREMENTS

1. Consultant/Organization Profile:
 - Name, title, and contact information
 - Description of relevant background
 - Description of services offered
2. Qualifications and Experience
 - Outline how the consultant/organization meets the required qualifications and experience
 - Identify team members to be involved with the project and their role/experience.
3. The methods/philosophy that will be used to facilitate the strategic planning process;
 - Description of approach to planning, facilitating, and developing a strategic plan
 - How the planning results will be captured and reported;
4. References & Sample Work
 - Provide two client references
 - Provide two sample strategic plans for which consultant/organization provided service
5. Budget
 - Detail total cost with an itemized breakdown of fees and deliverables, including all taxes and expenses
 - Budget range: \$20,000 - \$40,000
6. Page limit – 8 pages not including appendices for references and sample work.

REVIEW OF PROPOSALS

All proposals will be reviewed by the HSG Secretariat, the SPWG, the Governance Committee of the Board, and HSG Board:

- The Secretariat will undertake the initial screening of proposals and check the completeness of the proposal, i.e. the presence of all requested information
- The SPWG will evaluate and score the proposals on the following:
 - a. The proposed approach to the scope of work
 - b. The level of experience of the individual(s) identified to fulfill the project
 - c. The individual's/organization's experience with similar projects
 - d. The total proposed cost
- HSG Board will review and assess the three (3) top-scored proposals resulting in the selection of the consultant.

Selection will be made on basis of the best overall value for the product and “fit” with HSG



CONFLICT OF INTEREST & CONTRACTUAL DISCLAIMER

Applicants agree that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and HSG. Any perceived or potential conflict of interest must be disclosed in the proposal.

Nothing in this RFP mandates that HSG is obliged to award a contract under this RFP. HSG reserves the right to not accept any or all proposals without stating reasons.

Furthermore, should HSG in its sole discretion decide not to award a contract under this RFP, HSG may create a new RFP on the same subject as this RFP.

HSG will issue a contract/letter of agreement with the selected applicant, within which the manner and schedule of payment will be addressed.

PROPOSAL SUBMISSION

Timeline for Selection of Consultant

1. Call for proposals to be announced: May 21, 2021
2. Clarifying questions to be submitted to HSG: by June 14, 2021
3. Live Q&A session with the HSG secretariat: June 17, 2021
4. Response to questions to be posted on HSG website: June 21, 2021
5. Proposal Submission Deadline: midnight EST, June 30, 2021
6. Decision on the successful candidate: July 19, 2021
7. Contract awarded: July 26, 2021

Please submit both clarifying questions and proposals to hsg@csih.org by deadlines indicated above. For more information, contact HSG at hsg@csih.org.