



REQUEST FOR PROPOSALS

TO HOST THE EIGHTH GLOBAL SYMPOSIUM ON HEALTH SYSTEMS RESEARCH IN 2024

Announcement Date:	March 1, 2022
Deadline to Submit Final Proposal for HSR2024	May 6, 2022
Deadline to Submit Questions for Clarification	April 4, 2022
Contact for Questions and Submissions	info@healthsystemsglobal.org



BACKGROUND

[Health Systems Global](#) (HSG) is a membership society of individuals and organizations working on health policy and systems research (HPSR) issues and is registered in Switzerland with the Secretariat hosted by the Canadian Association for Global Health in Canada. 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 HPSR and create opportunities for unleashing their collective capacity for generating, sharing and applying knowledge, necessary for health systems strengthening." HSG is the owner and organizer of the [Global Symposia of Health Systems Research](#) taking place biennially.

As HSG is a global organization, with global membership, it aims 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), Dubai 2020 (Middle East) and Bogota 2022 (South America). In light of the global pandemic, HSR2020 was held as an entirely virtual event; HSR2022 is being planned as a hybrid event, with both in-person and virtual participation.

The symposium usually takes place over a five-day period, with two days of satellite sessions before the official three-day scientific programme. It is expected to bring together between 2000 - 2500 participants from around the world including 200 to 300 scholarship recipients from low- and middle-income countries who will receive financial support from HSG and the symposium sponsors.

The symposium is conducted primarily in English though plenary sessions in the program will include simultaneous interpretation into Spanish and/or French, and accommodation made for interpretation to other languages where feasible.

INVITATION TO BID

The prospective host(s) of the Eighth Global Symposium on Health Systems Research is expected to be an academic institution, an NGO, research institution or a consortium of institutions with a strong track record in the field of **health policy and systems research** and the ability to convene and actively engage regional, 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.

By organizing Global Symposia in different parts of the world and attracting participants from under-represented regions, HSG aims to strengthen HPSR capacity and its importance in health policy-making, especially in the parts of the world where the needs for capacity building is greater and the recognition of HPSR importance for policy-making needs more support. Thus, prospective bidders 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 HSG and its members could continue to engage.

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, its expected contribution to advancing **health policy and systems strengthening**, and contributing to achieving Sustainable Development Goals for health.

The following factors will be considered in selecting the local host for HSR2024:

- Expertise in HPSR and networking
- Evidence of sufficient capacity of local host to help organize and manage an international event of this scale, in close coordination with HSG board
- Commitment to principles of equity, diversity, and inclusion
- Suitability of host city including issues of access, safety, transport, logistics and related issues
- Budget - Financial and in-kind contributions from the applicants, their city or country

Bids from cities, countries and regions where a previous HSR has not been held and low/middle income countries, are highly encouraged.

REQUESTED SERVICES

HSG has the primary responsibility for organizing the global symposia, however, the local host will work closely with HSG Board to plan and deliver the event with regional programming.

LOCAL PARTNER/HOST RESPONSIBILITIES

HPSR 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 LMIC) partners to assure a high-quality symposium program as well active engagement of regional partners in the event.

This collaboration can include a contribution to the scientific programme content encouraging local participation in abstract submission and evaluation, fundraising with regional sponsors and exhibitors, communications and logistical issues (more details could be provided by the HSG Secretariat upon request).

The host needs to be able to carry out the following functions and therefore should provide the following detailed information in the proposal:

1. **Working with the Health Systems Global Board and Secretariat to plan and deliver the Symposium.** The host should act as the local secretariat for the symposium and will play a leading role on various symposium committees. This entails playing leading roles in **organizing**



committees like the Programme Working Group, Scientific Committee and Executive Committee. The host will work closely with the board of HSG and relevant committees to help in the selection of keynote speakers and planning and organizing for plenaries across the three-day scientific program of the event. Further, hosts will engage with local, national and regional governments, research, non-governmental bodies, and civil society to increase awareness about the event and regional participation in it. This support will be expected to be an “in-kind” contribution. The hosts will also have to assemble a Local Organizing Committee which will take ownership of any special events that could feature the host region and/or manage additional portions of the program (such as a photo exhibit for example). Hosts will be expected throughout the symposium preparation to work closely with HSG on all logistical and other matters necessary for the event planning, preparation and delivery. Thus, the bid should provide a 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. **Equity, Diversity, and Inclusion.** The host must demonstrate their capacity and commitment to implementing principles of equity, diversity and inclusion (EDI). This could be through their programming, committee composition, selection processes in their programming, etc.
3. **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.
4. **Communications.** The host will be expected to ensure adequate coordination and communication between the HSG 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.
5. **Logistics and administrative support.** The host will be expected to provide logistical and administrative support to the symposium committees, the Local Organizing Committee. The host may also propose hiring of a staff member to complete this role and this should be included in the budget. HSG will be hiring a Professional Conference Organizer (PCO) to manage the Symposium itself (e.g., logistics, registration, volunteers, venue, AV, etc).
6. **Financial management.** While 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; identifying local regulations (such as VAT, income tax, etc.) that may impact on the symposium budget and costs; identifying and providing necessary information about banking or other regulations/restrictions in a timely manner 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-diem disbursed to international scholarship recipients.
7. **Volunteer management.** The host will be responsible for engaging the local



volunteers/students in the event with administrative support from HSG. The bid should provide options for volunteer recruitment as well as proposed management arrangements.

8. **Long-term post-symposium role.** The host should prepare a plan on how local symposium organisers can continue their relationship with HSG after the event, focusing on their role as supporting networking in HPSR. Such a role should catalyse and convene regional health systems stakeholders and should suggest events at which HSG and its members could continue to engage on a regional level.

SUITABILITY OF HOST CITY

The following factors will be taken into consideration in determining the suitability of the host city:

1. **Travel.** Accessibility of the city to global participants, particularly from low- and middle income countries (how easy is it to reach by common airline carriers).
2. **Visas.** How onerous is the visa application process for travelers? any restrictions national immigration/visa rules may impose on certain groups of people (e.g. with certain diseases) and 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.
3. **Banking and taxation.** Banking/financing regulations such an international event may be subjected to national regulations including any restrictions imposed on international funds transfers, currency conversion restrictions, etc. local tax regulations affecting symposium organization.
4. **Safety and security considerations.** Are there public health practices and health infrastructure; are there risks of political/civil unrest?
5. **Connectivity/wifi/internet stability.** This is especially important if we are doing a hybrid event, but regardless we must ensure that online work and connectivity can be assured for the conference planners and delegates.
6. **Venue for symposium.** It will be the host's responsibility to suggest 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 an adequate number and a variety of rooms for plenaries, parallel sessions, satellite sessions, poster exhibits, meetings and marketplace.
7. **Hotels/housing.** It will be the host's responsibility to ensure there is a range of housing options at different price levels available to delegates.
8. **Commitment to diversity, equity and inclusion.** The HSR must be a "safe space" for all global



participants. E.g., Are women safe walking alone, LGBTQ+ friendly, receptive to different ethnicities, accessibility re: disability.

9. **Cost of living considerations.** Can a participant with limited financial resources be able to afford anything (how expensive is the city)?
10. **Local attractions.** Experiences and activities outside of the HSR itself

Since not every city can ensure that it meets all criteria it will be the bidder's responsibility to advise on how any of the outstanding issues would be addressed.

BUDGET/FINANCING

1. **Budget.** Local partner costs for organizing the event, including any administrative or travel support.
2. **Fundraising.** The proposed strategy would be valued favourably if it could help secure 100-150,000 USD in support of the symposium from a local or regional funder/government over 24 months of the symposium preparation, in coordination with the Secretariat. Orchestrating global fundraising (from global donors) for the event in close collaboration with the host(s) will be HSG's responsibility.
3. **In-kind contributions** and how they will be managed. What will the local partners' contribution be? Include volunteer efforts, contributions of material assets, volunteers, etc.

Note: HSG will be hiring a Professional Conference Organizer (PCO) through a separate RFP process to manage the Symposium itself (e.g., logistics, registration, volunteers, venue, AV, etc) therefore these costs do not need to be included in the budget.

SUPPORT OF STAKEHOLDERS

Bidders should include documented support from the national Ministry of Health and/or the National Government reflecting the importance of the event for the country/region, its expected contribution to advancing **health policy and systems strengthening**, and contributing to achieving Sustainable Development Goals for health.

- Include letters of support from institutions in the field of HPSR with clear explanation of their contributions.
- Support from host city (e.g., government departments, mayor, tourism bureau), with detailed explanation of their support.

PROPOSAL CONTENT

Bidders should ensure that all issues identified in the Scope of Services (above) are addressed. HSG suggests that the bidders include the following information at a minimum in their applications (total of 10 pages, not including appendices):

I. Rationale (maximum 2 pages)

What is your vision for HSR2024?

How will hosting the HSR 2024 be of benefit to:

- your region/country?
- increased recognition and capacity of the field of HPSR?
- mission and work of HSG

II. Applicant institution(s) and their capacity (maximum 3 Pages)

- The Local Organizing Committee makeup – include CVs of key individuals
- Roles and responsibilities of consortium partners (if applicable)
- Knowledge of HSG and field of HPSR
- Conference Organizing Experience
- Experience in communications, fundraising, volunteer mobilization

III. Programme considerations (maximum 2 Pages)

- Social/cultural program
- What events/activities could be organized prior to and after the symposium
- What local language support can be offered
- How will you ensure that principles of EDI are applied in local context

IV. Host City (2 Pages)

The bidder must demonstrate that the host city can readily accommodate the event and a large number of delegates from around the world. The proposal must address the following:

- Capacity of the city to host events of HSR magnitude with options for venue
- Health, safety, and security considerations (e.g., pandemic preparedness, political stability, health)
- Disability accessibility considerations
- Travel for international delegates: accessibility to the location (travel, airports, local transportation)
- Visa eligibility or restrictions, support for visa processing (i.e., access to embassies/consulates)
- Selection of hotel and housing options
- In-country connectivity to ensure ease of participation and smooth implementation of the event as well as ability for visitors to communicate/connect
- Financial stability/transparency and ease of banking transactions



V. Budget (Please use template)

HSG will manage the overall financing of the symposium, however, the Bidder should include the budget required for the local partner’s role in organizing/hosting the event, and identify what will be their in-kind or other contributions in addition to the actual cost.

HSG will be hiring a Professional Conference Organizer (PCO) through a separate RFP process to manage the Symposium itself (e.g., logistics, registration, volunteers, venue, AV, etc) therefore these costs do not need to be included in the budget.

COST ESTIMATE TEMPLATE

Local Currency rate per USD

<u>Cost item</u>	<u>unit</u>	<u>no of units</u>	<u>unit cost in USD</u>	<u>total in USD</u>
Administration costs				-
Local Coordination Support (if needed)				

Fundraising estimates <i>(support from a local or regional funder/government over 24 months)</i>	total in USD
Institutional donations	
Commercial donations	
Private donations	
TOTAL Fundraising	\$0.00

In-kind contribution	
Members of organizing committee	
Volunteers	
Material assets	
Others (identify)	
TOTAL In-Kind Contribution	\$0.00

Average costs for delegates
Hotel room price per night near the venue
Transportation - from airport to the venue (taxi cost)
Daily cost - Per diem



Please advise of any regulations and restrictions related to taxation or financial transactions that HSG should be aware of? If so, how will the local partner support or address these issues?

VI. Annexes - required

- Letters of support
- CVs of Key Individuals (2-3 pages each max.)
- Other supporting documentation (as needed)

SUBMISSION PROCESS

The proposal should be submitted to info@healthsystemsglobal.org with the Subject line: "Proposal to Host HSR 2024"

Deadline for applications is May 6, 2022.

Questions for clarification may be submitted to HSG by April 4, 2022. HSG will provide responses by April 14, 2022.

The HSG Board will assess all proposals received by the deadline and will take into consideration the following factors in selecting the local host for HSR2024:

- Capacity of local host to help organize and manage an international event of this scale, in close coordination with HSG board
- Expertise in HPSR and networking
- Commitment to principles of equity, diversity, and inclusion
- Suitability of host city including issues of access, safety, transport, logistics and related issues
- Budget - Financial and in-kind contributions from the applicants, their city or country

The decision will be based on overall "best fit" for HSG. All decisions of the HSG Board and relevant committees will be final.