



Request for Proposals Fifth Global Symposium on Health Systems Research Evaluation

RFP issue date:	February 23 rd , 2018
Deadline to submit Expression of interest and questions for clarification:	April 15 th , 2018
Deadline to submit final proposal and budget:	May 15 th , 2018 (12:00 GMT Time Zone)
Submission format:	All submissions are expected to be electronic
E-mail address for submissions:	hsg_secretariat@curatio.com
Estimated time for award announcement:	June 15 th , 2018

Introduction

[Health Systems Global](#) (HSG) in partnership with the [Liverpool School of Tropical Medicine](#) (LSTM) is organizing [5th Global Symposium on Health Systems Research](#) (HSR) to take place in Liverpool, UK, October 8-12th, 2018. HSR is HSG's flagship event, that helps facilitate the sharing of cutting-edge research on current health systems topics, trigger vibrant debate about health systems issues, engage representatives of other disciplines, and advance the health policy and systems research field and associated methodologies. HSR stands out from similar events because of the diversity and inclusiveness of the people participating, and the truly field-oriented nature of the symposium program. HSG works hard to assure balanced participation by giving a voice and space to representatives from LMICs and HICs as well as to researchers, policy makers, practitioners, students, NGOs and civil society. Reflecting [HSG's vision, mission](#) and values¹, debates at the Symposium must encourage strong engagement of Southern leadership in shaping the agenda and framing the issues, as well as ensuring the relevance of the discussions taking place to the

¹ HSG is united by a set of distinct values that underpin the pursuit of our specific mission, and also reflect our broader approach to health systems development, and the advancement of health policy and systems research.

- HSG fosters equity, diversity and inclusiveness in its membership, organization, and management;
- HSG is driven by engagement and participation of its diverse membership;
- HSG seeks to be innovative and catalytic, constantly experimenting and learning from its actions;
- HSG leads through partnership, working with other international, regional, and national groupings to ensure the relevance of its work to key stakeholders;
- HSG values accountability and operates transparently with the highest professional standards. These values are reiterated and emphasized throughout the strategic plan, and will be referred to continuously in the process of its implementation.

Global North and South. These characteristics are critical to HSG's identity, and will be nurtured through symposia.

The HSR symposium is expected to attract up to 2000 participants from around the world with diverse backgrounds including researchers, policy makers, implementers, students, NGO, civil society representatives, and donors. HSR will connect and engage diverse constituencies in debates about health systems improvement and in knowledge translation and dissemination. The program is shaped in a way to help assure attainment of four strategic priorities of HSG (described later). The details about the symposium [theme and sub-themes](#) are available on the [symposium website](#) and [the program](#) includes:

- 1) Skills-building sessions taking place in the nearby hotel from the main venue
- 2) Satellite sessions occurring during October 8-9th, 2018
- 3) Scientific Program throughout October 10-12th, 2018 which includes
 - a) 4 Plenaries
 - b) Close to 126 Parallel sessions (during three days) that include oral, organized (panel) and multimedia presentations
 - c) Poster presentations in the marketplace
- 4) In addition, another important piece is a marketplace where key engagement and interactions are expected to occur among participants and
- 5) Social media engagements through various channels.

To conclude, HSG wishes to identify a capable consultant(s) to undertake an independent evaluation of HSR 2018. This includes developing the evaluation methodology and tools and producing the evaluation report which will be used by HSG in shaping and improving future Global symposia to better serve the needs of its members and deliver on HSGs strategic priorities reflected in its [Strategic Plan 2016-2020](#).

Evaluation Objectives

As noted earlier, Global symposia are a landmark biennial event for the HSG helping to serve several key objectives of the society that includes:

- **Assure inclusiveness** and **connect** diverse stakeholders (researchers, policy makers, program managers, advocates, community organizations, media representatives) from different geographic regions, country income groups and language backgrounds;
- **Facilitate equitable knowledge acquisition** and dissemination around health policy and systems research;
- Disseminate **health systems research methods** including methods for knowledge translation;
- **Support capacity-building** for the conduct, translation and utilization of health policy and systems research.

The main purpose of the evaluation is to document how HSR 2018 contributed to achieving each of these objectives and highlighting the deficiencies/gaps that need improvement when planning for the next symposium in 2020.

While answering these questions the evaluator(s) is expected to also evaluate **the overall scientific value and quality of the symposium** as perceived by participants and sponsor/donors by looking at (where applicable): a) skills-building sessions; b) satellite sessions; c) scientific program including plenaries, parallel sessions, poster presentations and multimedia sessions; and d) at the marketplace/exhibitors.

It is expected that evaluator(s) will capture a) where the participants, donors, sponsors and exhibitors saw the greatest value offered by **HSG and the symposium**; and b) how diverse HSR was and how much engagement it afforded to participants.

Finally, the evaluation is also expected to look at issues related to the logistics of the symposium organization from the point of view of the participants:

- Availability and access to information through the websites and social media regarding key dates and timelines for HSR;
- The abstract submission process efficiency and ease of use for presenters;
- Symposium registration and payment systems ease of use; and
- On-site services for presenters and participants.

Expected Deliverables

The evaluator(s) will be expected to deliver:

- **Inception report** on or before July 15th, 2018 (deadline could be negotiated) that lays out approach to the evaluation, methodology, implementation timelines and the evaluation tools and instruments for data collection and analysis, to be reviewed and commented on by HSG.
- **Comprehensive draft report** of the evaluation findings on or before November 30th, 2018 that will be reviewed and commented on by HSG.
- **Final evaluation report** on or before January 15th, 2019 that reflects and incorporates comments provided by HSG.

Requirements for Evaluator(s)

The evaluation must be led by an individual having a graduate or doctoral degree in a relevant field and a proven history of undertaking similar assignments. While the evaluation will be undertaken in English, it would be favorable if the evaluator was capable of engaging with the symposium participants in different languages (especially French and Spanish) when necessary.

Support from HSG

HSG is available to help evaluator(s) with following:

- Provide additional background and other information through calls or e-mail exchange;

- Share abstract submission as well as symposium registration and participation data.
Note access to these data will be on a strictly confidential basis without rights for further use without HSG's consent;
- Provide support with communications if symposium participants are to be reached through online or off-line surveys/questionnaires;
- Any other support evaluation team may require. Such requirements have to be reflected in the proposal in the relevant section.

Budget

The budget for this assignment cannot exceed \$12-15,000. The budget must include all travel and expenses related to attending HSR (with the exception of registration fees). The process of selection will consider all competitive bids based on quality and budget of the proposals.

Submission

Interested bidders will be expected:

1. To first submit Expression of Interest (see Annex) and questions for clarification by the due date indicated above. HSG will compile all questions and will provide collective feedback to all interested bidders;
2. And before the closing date interested bidders will be expected to submit technical and financial proposal together.

The technical proposals must elaborate details of the approach, methodology and tools to be used for this assignment. The methodology should include the following, but not limited to:

- b) Overall approach to undertaking the evaluation;
- c) Critical sources of information (i.e. databases, background documents, etc.) and, where possible, key indicators that will be used for evaluation purposes;
- d) Critical inputs/support expected from HSG before and during the symposia;
- e) Implementation timelines/schedule with critical milestones;
- f) Institutional capabilities in undertaking this task;
- g) Proposed key personnel, assigned tasks and description of their relevant expertise;
- h) Detailed budget in US Dollars describing each and every input, their unit prices and required quantities per supplied indicative template below:

Input name/type	Unit dimension	Unit price in CAD	No of required Units	Total
Expert 1	Day	\$ XXX	YYY	=X * Y
Development	Questionnaire	\$ XXX	YYY	=X * Y
Report production	Lump sum	\$ XXX	1	=X
Etc.				

- i) The detailed budget should be accompanied by clear budget notes explaining rationale for underlying budget assumptions.

Suggested Pre-readings for proposal preparation:

- 1) HSG [Strategic Plan 2016-2020](#)
- 2) [The evaluation report of the Fourth Global Symposium](#)
- 3) The evaluation report of the Third Global Symposium (could be requested from HSG Secretariat)
- 4) [The 5th Global Symposium](#) and [HSG website](#) for blogs and news about theme selection, abstract submissions, Latin American preconference, etc.
- 5) [Previous symposium websites](#)