



Request for Proposal: Consultant

Modification 1

Changes to this RFP have been listed in red

Solicitation Title:	Health Programs Global Leadership Meeting Design and Facilitation Technical Support
Solicitation Number:	FY27-PRG-HP-001
Submit Questions and Proposal to:	healthprograms_procurement@fhi360.org
Date of Issue of RFP:	October 19, 2026
Date Consultant Questions Due:	October 22, 2026
Date FHI 360 Responses Due:	October 27, 2026
Date Proposals Due:	November 4, 2026
Estimated Date Consultant Agreement Will Be Issued:	November 2026
Anticipated Contract Term for Consultancy:	Approximately two (02) months
Method of Submittal:	
Submit proposals by email with all required documents attached in Microsoft Word or PDF format.	
Question and proposal submissions are required to include "FY27-PRG-HP-001" in the e-mail subject line.	
Quote Validity:	
The applicant's proposed pricing must remain valid for 90 days from the proposal due date, unless a different validity period is stated in an RFP addendum.	
Eligible Entities:	
This opportunity is open to independent consultants and companies (LLC or similar)	
Mechanism Type:	
This will be a level of effort (LOE) agreement with payment based upon actual LOE invoiced with reimbursement for approved related budgeted expenses.	
Modification 1/Updates to RFP:	
The RFP has been revised on Oct. 23, 2026 to reflect that the final location is still pending, though it is likely to be either Nairobi, Kenya or Bangkok, Thailand. Interested applicants should be able to travel internationally regardless of destination.	

Background

FHI 360 is a nonprofit organization that mobilizes research, resources and relationships so that people everywhere can access the opportunities they need to lead full, healthy lives. FHI 360 serves more than 60 countries and all U.S. states and territories.

FHI 360's Health Programs department is planning a Global Leadership Meeting in January 2027 **likely** in either **Nairobi, Kenya or Bangkok, Thailand¹** that will bring together headquarters (HQ) leadership, country-based project directors, and other key leaders to align strategic priorities, review program performance, strengthen cross-organizational collaboration, and identify actions to improve future department outcomes. Participants will travel from more than 50 countries.

To support the successful planning and execution of the meeting, FHI 360 seeks an experienced individual (consultant) or organization (LLC or similar corporate entity) to work with Health Programs leadership to lead the design, development, and facilitation of the event. The successful entity will work closely with Health Programs HQ and country leadership teams to ensure the meeting agenda reflects participant priorities, fosters meaningful engagement, and results in clear outcomes and actionable next steps.

The successful entity should have demonstrated expertise in adult learning methodologies, leadership meeting design, and executive facilitation. They are expected to leverage current adult learning principles and evidence-based facilitation techniques to create an engaging, highly participatory experience that promotes peer learning, problem-solving, reflection, and action planning. They should be a dynamic facilitator capable of maintaining energy and participant engagement throughout the meeting through interactive activities, innovative facilitation approaches, and experiential learning methods. The meeting should balance substantive strategic discussions with engaging formats that foster collaboration, relationship-building, and an enjoyable participant experience.

The meeting is tentatively scheduled to take place in **Nairobi, Kenya or Bangkok, Thailand** over the course of five days in late January 2027. Interested entities should be able to travel **internationally**.

Objective

The objective of this consultancy is to design and facilitate an interactive, results-oriented global leadership meeting that aligns with organizational priorities and participant needs while generating practical recommendations and commitments for future action.

Scope of Work

¹ *Exact location to-be-confirmed, though it is likely to be either Nairobi or Bangkok. Interested applicants should be available to travel internationally or indicate if their proposal is country specific.*

1. Meeting Objective Development

Objective: Establish and validate the purpose, goals, and desired outcomes of the Global Leadership Meeting.

Activities

- Review relevant organizational strategies, planning documents, and meeting background materials.
- Conduct consultations with headquarters and country leadership representatives to identify priorities and expectations.
- Define and refine meeting objectives, expected outputs, and success criteria.
- Develop recommendations for meeting structure, participant engagement approaches, and facilitation methodologies.

Deliverables

- Summary of stakeholder consultations
- Finalized meeting objectives and expected outcomes
- Recommended meeting design approach

2. Agenda Design and Development

Objective: Develop a comprehensive meeting agenda aligned with the meeting objectives and participate feedback.

Activities

- Collaborate with headquarters and country leaders to identify key meeting topics.
- Design an agenda that incorporates strategic discussions, project performance reviews, peer learning, problem-solving sessions, and future planning.
- Develop session objectives, formats, and facilitation approaches that maximize engagement and knowledge sharing.
- Revise and refine agenda drafts based on stakeholder feedback.
- Facilitate planning calls and agenda review sessions with leadership.

Deliverables

- Detailed meeting agenda
- Session objectives and facilitation approach for each session

3. Facilitation Planning and Meeting Preparation

Objective: Ensure meeting content, presenters, and facilitators are prepared for successful meeting execution.

Activities

- Support session leads in refining content and presentations.
- Develop facilitation guides and session instructions.

- Advise on meeting flow, audience engagement techniques, and participant interaction.
- Coordinate with logistics and planning teams regarding timing, room configurations, and facilitation requirements.
- Conduct pre-meeting briefing sessions with presenters and session facilitators.

Deliverables

- Facilitation plan and facilitation guide
- Presenter and facilitator briefing materials
- Final facilitation run-of-show document

4. Global Leadership Meeting Facilitation

Objective: Facilitate the leadership meeting and ensure achievement of desired outcomes.

Activities

- Lead facilitation of plenary and group sessions.
- Guide discussions, promote participation, and manage time effectively.
- Support leadership in navigating strategic and operational discussions.
- Synthesize key themes and emerging recommendations throughout the meeting.
- Conduct daily debrief sessions with meeting organizers.
- Adjust facilitation approaches as needed to respond to participant feedback and emerging priorities.

Deliverables

- Facilitated leadership meeting
- Daily summary notes and key observations
- Consolidated meeting outputs and action tracking framework

5. Meeting Summary and Follow-Up Support

Objective: Document key outcomes and support post-meeting follow-up activities.

Activities

- Review meeting notes and outputs.
- Summarize key decisions, recommendations, and action items.
- Develop a final meeting report.
- Present findings and recommendations to leadership.

Deliverables

- Final meeting summary report
- Action item tracker

Location and Travel Requirements

The meeting is **tentatively planned** to take place in **Nairobi, Kenya or Bangkok, Thailand**. If the selected entity is based outside of Kenya **or Thailand**, they are expected to be able to travel **internationally**² for the duration of the meeting.

If applying as an independent consultant, FHI 360 will arrange travel directly for the consultant. If applying as an LLC or the equivalent, the selected entity will be required to pay for travel up front and will be reimbursed upon successful completion of the event. All travel will be required to align with FHI 360's travel policy and procedures.

Timeline and Address for Submission

Interested applicants should submit questions and proposals to healthprograms_procurement@fhi360.org in alignment with the timeframe on the cover page.

Qualifications

- Minimum 10 years of demonstrated experience designing and facilitating large leadership meetings, retreats, or strategic planning workshops (either as an independent consultant or as an organization).
- Demonstrated experience working with global, multicultural, and geographically dispersed teams.
- Experience facilitating executive-level discussions and organizational planning processes.
- Strong stakeholder engagement, consensus-building, and communication skills.
- Strong adult learning and interactive training expertise.
- Experience supporting international development, nonprofit, or donor-funded programs preferred; experience supporting global health events an added advantage.
- Ability to synthesize complex discussions into actionable recommendations and practical next steps.
- Ability to travel internationally.
- Ability to participate in planning meetings during United States eastern standard time (UTC-5).

Evaluation Criteria

- Technical approach and understanding of the scope of work
- Relevant technical experience and past performance
- Qualifications of proposed consultant or team members
- Cost reasonableness
- References

² See footnote on page 2 noting that the location is still being confirmed.

Required Documentation

Proposals must include the following components:

- CV(s) with relevant experience of proposed team member(s) and updated to no less than 3 months prior to submission of proposal.
- Technical proposal limited to three pages maximum (document shall summarize the qualifications including relevant experience, outline of relevant adult learning principles, proposed Level of Effort (LOE) for the SOW by each of the five sub-tasks and proposed daily or hourly rate (daily rates assume an 8-hour workday)).
- Contact information of a minimum of two professional references relevant to the SOW.

Future Consideration

Interested consultants may also submit their CV to FHI 360's global consultant database for future opportunities outside of this RFP: Consult@FHI360

FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected consultant.
- FHI 360 may cancel this solicitation, reject any or all responses, or choose not to issue an award.
- Issuance of this solicitation does not constitute an award commitment by FHI 360.
- FHI 360 may disqualify any offeror that fails to follow solicitation instructions.
- FHI 360 will not compensate offerors for costs incurred in preparing or submitting a proposal.
- FHI 360 may make an award based on the initial evaluation of proposals without further discussion.
- FHI 360 may award only part of the requested activities or issue multiple awards based on solicitation requirements.
- FHI 360 may waive minor proposal deficiencies that can be corrected before award determination, where doing so promotes competition.
- FHI 360's supplier and consultant terms and conditions are available [here](#).