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**Request for Proposal (RFP)**  
**Strategic Planning Facilitation and Consulting Services**  
**International Federation of Health Information**  
**Management Associations (IFHIMA)**  
**2026**

## **1. Introduction**

The International Federation of Health Information Management Associations (IFHIMA) invites proposals from qualified consulting firms and independent consultants to facilitate and deliver a comprehensive Strategic Planning process. The selected consultant will support IFHIMA in developing a 3–5-year strategic plan to guide organizational priorities, governance, programs, and member engagement, ensuring it is globally relevant, actionable, and aligned with IFHIMA’s mission, governance structure, and diverse membership base.

## **2. Organizational Context**

The International Federation of Health Information Management Associations (IFHIMA) is a global federation representing national Health Information Management (HIM) associations across six regions: Africa, the Americas, Europe, the Eastern Mediterranean, South-East Asia, and the Western Pacific. Additionally, IFHIMA includes national member associations as well as associate, corporate and academic members. The organization provides global leadership in:

- Health Information Management (HIM)
- Digital Health and Health Informatics
- Coding and Classifications
- Workforce Development
- International Collaboration

IFHIMA is a non-profit organization affiliated with the World Health Organization (WHO) as a non-governmental organization (NGO) and is incorporated in the State of Illinois (USA) with an IRS 501(c)3 status.

As a WHO-affiliated NGO, IFHIMA engages strategically with the World Health Organization through formal participation and collaborative initiatives aligned with

global priorities in health information management, coding and classifications, and digital health.

Governance includes:

- Executive Board (President, President Elect, Regional Directors)
- General Assembly (national member association)
- Committee leadership and advisory roles

### **3. Purpose of the RFP**

The purpose of this Request for Proposal (RFP) is to:

- Understand best practices in strategic planning for global federations
- Explore effective methodologies for Board-led and stakeholder-inclusive planning
- Identify consultants with relevant experience, demonstrated skills, and capacity
- Gather indicative timelines and cost considerations
- Inform the scope and structure of a potential Strategic Planning engagement

## **4. Scope**

The selected consultant will design and facilitate a strategic planning process that includes:

### **A. Discovery and Environmental Scan**

- Review of internal documents and prior strategies
- External landscape analysis (global HIM, digital health, AI, health informatics, workforce trends)
- Benchmarking against comparable organizations

### **B. Stakeholder Engagement and Research**

- Engagement with Executive Board, committees, and regional representatives
- Input from member associations and key stakeholders
- Use of surveys, interviews, workshops, and/or focus groups
- Ability to operate across time zones and diverse cultural contexts
- Documenting and presenting findings from interviews, surveys, and focus groups, synthesized into actionable insights within the Strategic Plan.

### **C. Strategic Planning Facilitation**

- Facilitation of Board workshops and/or retreats (virtual, hybrid, or in-person)
- Development of strategic focus areas aligned to Global Strategic Priorities
- Consensus-building across leadership

## **D. Strategy Development**

- Drafting a 3–5-year Strategic Plan including:
  - Vision, mission (if refined)
  - Strategic priorities and goals
  - Measurable objectives and KPIs
  - Implementation roadmap
  - Operating model and governance alignment (if applicable)
  - Monitoring and evaluation framework
  - Recommendations for execution and accountability

## **5. Deliverables**

- Presentation of draft Strategic Plan Document for review and validation. Document to be presented at workshop facilitated by IFHIMA Board. Proposed timeline for workshop to be determined. The draft plan must be submitted to the Board for review one (1) week prior to workshop commencement. The Strategic Plan should include:
  - Vision, mission (if refined)
  - Strategic priorities and goals
  - Measurable objectives and KPIs
  - Implementation roadmap
  - Operating model and governance alignment (if applicable)
  - Monitoring and evaluation framework
  - Recommendations for execution and accountability
- A final comprehensive Strategic Plan document which should include the following:
  - Updates/changes to draft plan after validation workshop

- Vision, mission (if refined)
- Strategic priorities and goals
- Measurable objectives and KPIs
- Implementation roadmap
- Operating model and governance alignment (if applicable)
- Monitoring and evaluation framework
- Recommendations for execution and accountability

## 6. Project Timeline

- The assignment is expected to be completed within three (3) months.
- IFHIMA’s anticipated submission/approval timeline shown below:

<b>Milestone</b>	<b>Date/Duration</b>
Project start	June 1, 2026
Submission of Draft Strategic Plan Document	six (6) weeks after project start
Participation and presentation of Strategic Plan	Participation and presentation of Strategic Plan
Submission of Final Strategic Plan Document	one (1) month after approval of draft Strategic Plan Document

## **7. Budget**

Proposals should include:

- Total cost estimate (USD)
- Mobilization Fee (USD)
- Payment terms and schedule based on submission of deliverables
- Travel assumptions (economy flights, accommodation, etc.)

## **8. Minimum Qualifications of Consultant(s)**

- At least five (5) years of experience leading strategic planning processes for international, nonprofit, or professional associations.
- Demonstrated completion of at least 3 comparable assignments
- Proven ability to engage diverse stakeholders across regions, cultures, and time zones.
- Strong skills in synthesizing stakeholder input into clear, actionable strategic plans and annexes.
- Capacity to deliver high-quality outputs within limited budgets and agreed timelines

## 9. Proposal Requirements

Respondents should include:

### A. Consultant Profile

- Overview of the consulting firm or independent consultant
- Team Structure (key personnel and roles), if applicable
- Relevant experience leading Strategic Planning processes for:
  - International organizations
  - Nonprofits or professional associations
  - Health, digital health, or workforce-related entities

### B. Methodology

- Strategic Planning Approach
- Stakeholder Engagement Strategy (across multiple regions, cultures, and time zones, including virtual and hybrid engagement approaches that promote equity, inclusion, and meaningful participation from under-resourced and geographically dispersed member countries).
- Data sources (internal and external)

### C. Timeline and Budget

- Proposed schedule and cost of assignment.

### D. Additional Insights

- Perspectives on global HIM trends (digital health transformation, the introduction of artificial intelligence, workforce capacity development, data governance, and health information systems strengthening across diverse economic settings)

- Experience working across diverse economic contexts (supporting Health Information Management advancement across Low- and Lower-Middle-Income Countries (LMICs), Small Island Developing States (SIDS), and High-Income Countries (HICs) including approaches that account for differing levels of digital maturity, regulatory environments, infrastructure capacity, and workforce readiness.
- Emerging trends and best practices in Strategic Planning for global Health Information Management, Health Informatics, healthcare-oriented federations, particularly in the context of Strategic considerations for
- Effective models for engaging stakeholders

## 10. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Strength and clarity of methodology
- Demonstrated ability to work with global, diverse stakeholders
- Alignment with IFHIMA Global strategic Priorities
- Quality and practicality of deliverables
- Cost and overall value

## 11. Submission Instructions

- Submission Deadline: April 30, 2026
- Submission Email: [contact@ifhima.org](mailto:contact@ifhima.org)
- Format: PDF or Word document (maximum [15] pages recommended)
- Maximum File Size: 10-15 MB
- Questions and inquiries should be directed to: [contact@ifhima.org](mailto:contact@ifhima.org)

## **12. Next Steps**

**IFHIMA will review all submissions and may:**

- Invite selected respondents for follow-up discussions
- Proceed to vendor selection and contracting

Submission of information in response to this RFP does not guarantee inclusion in any subsequent procurement process.

## **13. Confidentiality**

All information submitted in response to this RFP will be treated as confidential and used solely for internal planning purposes by IFHIMA.