

REQUEST FOR PROPOSALS

contracting of a qualified organizations to co-host and co-deliver a high-level side event at the margins of the 79th United Nations General Assembly (UNGA)

(FILE NUM. 43-2025)

I. Purpose

The purpose of this Request for Proposals is to invite suppliers to submit proposals for the contracting of a qualified organizations to co-host and co-deliver a high-level side event at the margins of the 79th United Nations General Assembly (UNGA) in New York, September 22nd, 2025. This event is part of the *Global Metabolic Health (GMH Roundtable Series: Addressing the Public Health Threat of MASLD/MASH and other major NCDs* which seeks to build a coalition of the willing within the policy and healthcare communities, focusing on the current and future policy needs and policy interventions that policymakers can action to address the public health threat of metabolic diseases, ensuring metabolic health policy claims a central space in the public health agendas.

As part of its ongoing commitment to elevating global dialogue on metabolic dysfunction-associated diseases, ISGlobal invites expressions of interest (EOI) from international organisations with expertise in communication, global health and policy.

The selected host will work closely with ISGlobal and its global partners to shape a dynamic and action-oriented ecosystem event aimed at driving policy momentum on metabolic conditions especially MASLD and MASH which are closely related to diabetes, obesity, and cardiovascular disease, however are often overlooked in global and national NCD strategies.

All the technical specifications contained in this document are considered to be part of the minimum requirements and do not exclude any other needs for compliance with the purpose of the service contracted.

II. Scope

Background

In 2025, ISGlobal's Public Health Liver Group (PHLG) is leading a global series to aims to raise awareness amongst global policy-makers and influencers on the urgent need to address metabolic dysfunction including MASLD (Metabolic dysfunction-associated steatotic liver disease), MASH, obesity, diabetes, and cardiovascular disease. Particularly, the group seeks immediate action to end the MASLD and MASH public health threat alongside these other metabolic diseases being addressed by WHO and the UN.

As part of these efforts, the PHLG in partnership with the Healthy Livers Healthy Lives (HLH) Coalition is leading *Global Metabolic Health (GMHR) Roundtable Series: Addressing the Public Health Threat of MASLD/MASH and other major NCDs* which seeks to build a coalition of the willing within the policy and healthcare communities, focusing on the current and future policy needs and policy interventions that policymakers can action to address the public health threat of metabolic diseases, ensuring metabolic health policy claims a central space in the public health agendas.

The GMHR Series is comprised of three virtual regional roundtables (Asia, Latin America, and the Middle East) and a high-level United Nations General Assembly (UNGA) side-event, and will culminate in Oct 2025 with a sponsored multidisciplinary session at the World Health Summit in Berlin, Germany.

This procurement seeks a professional partner to co-host, deliver, and promote the UNGA side event in line with ISGlobal's strategic objectives, ensuring high-level participation, effective communications, and lasting impact.

Object of the procurement

ISGlobal is looking for a qualified international organization with expertise in communication, events, global health and policy to deliver the GMHR UNGA side-event, including full event hosting, management, speaker/participant management, communications, and editorial services.

Specifically, the selected partner will:

- Provide a venue in New York City and manage venue logistics (including catering services) with a capacity of accommodating 50–75 participants.
- Design and execute a high-level panel-style event with breakout roundtables, moderated by an experienced facilitator.
- Collaborate with ISGlobal to refine the content strategy and speaker/moderator selection.
- Manage guest list development, invitations, and confirmations, targeting a strategic mix of policymakers, metabolic healthcare specialist, experts, patient voices, and advocates, among other key stakeholders
- Produce editorial content and media outputs
- Webpage to promote the event
- Deliver a marketing and social media campaign to maximize event visibility.
- Ensure high-quality delivery of AV, livestreaming, and post-event reporting.

III. Contract Responsible

ISGlobal will appoint a person responsible for relations with the supplier (the "Contract Responsible"), who will coordinate with the entity's staff and who will channel communications between the two parties.

IV. Management of work and quality control

ISGlobal and the contractor will establish by common agreement a calendar of communications that will consist of bi-weekly or weekly progress calls. Regardless of these scheduled calls, the Contract Responsible and the project management team may meet at any time if any of the two parties considers it appropriate, depending on the progress of the work hired. At any meeting the responsible person may choose to bring additional participants from ISGlobal if considered convenient. The contractor will assign a senior-level project manager responsible for liaising with ISGlobal and coordinating the event workflow, ensuring timelines are met and key deliverables are reviewed and approved by ISGlobal.

V. Required qualifications

The ideal partner will demonstrate:

- Proven experience in hosting high-level events in the context of the UN General Assembly or similar multilateral fora.
- A robust editorial and communications capacity with a track record of publishing content for global health, development, or policy audiences.
- Capacity to reach and convene diverse stakeholders, including government representatives, multilateral agencies, civil society, and academia.
- Professional experience managing venue logistics, livestreaming, and technical event delivery in New York.
- Availability of a senior moderator with expertise in global health or development to lead the event.

Previous experience producing sponsored or branded content for reputable platforms is considered an asset.

VI. Period of execution and delivery of reports

The execution of the work will be carried out over a period of 4 months. The event will be held September 22nd, 2025 in New York City, United States.

The start date will be determined by the date of the contract signature (anticipated mid-July). All final deliverables, including editorial outputs and the performance report, must be submitted no later than October 30th, 2025.

VII. Essential contractual obligations

The following will be considered as essential obligations of the awarded supplier:

- Branding and Visibility: ISGlobal and HLHL will be listed as a co-organizer in all communications, signage, and promotional materials.
- Confidentiality: The contractor must maintain confidentiality regarding internal documents, drafts, and strategic plans shared by ISGlobal.
- Editorial Rights: ISGlobal retains co-authorship and editorial rights over all written outputs and must approve final versions prior to publication.
- Compliance: The contractor must comply with all local regulations and safety protocols applicable to the event venue and livestreaming services.

VIII. Duration and start date

The duration of the contract will be of 4 months.

The estimated start date of the contract is July 20th, 2025.

IX. Estimated value

The contract budget is set to a maximum amount of 70,000.00 euros (EUR), excluding taxes. The amount will not exceed this budget in any case. Consequently, for non-exempt suppliers, the final price of the contract will be the budget amount plus the corresponding Value Added Tax (VAT).

X. Method of payment

Payment will be made in two installments, corresponding to milestones agreed upon between ISGlobal and the selected contractor:

1. First payment: Upon confirmation of the event plan and deliverables, and receipt of the first invoice.
2. Final payment: Upon successful completion of the event and submission of all final deliverables, including the performance report and editorial outputs.

All payments will be made via bank transfer within 30 days of receipt of a valid invoice, in accordance with ISGlobal's financial procedures.

XI. Advertising

The present Request for Proposals document will be published in the Suppliers section of the contracting entity's website: <https://www.isglobal.org/en/contrataciones>.

XII. Procurement procedure:

The selection procedure will be made complying with the internal procurement regulations of the contracting entity, as provided in sections VIII and IX of the Procurement Manual.

XIII. Nature of the contract

This contract is considered a private contract and is subject to private law, governed by the contract and attached documentation, and by the applicable civil and commercial legislation.

XIV. Submission of proposals

Interested applicants are invited to submit a comprehensive proposal, addressing the needs described in the Request for Proposals document, to the following e-mail address: contrataciones@isglobal.org.

Proposals must be sent in one single consolidated document in PDF format.

The deadline for the submission of proposals is set on July 18, 2025 at 06:00 PM.

Barcelona, July 3, 2025