



Request for Proposals
IAS 2019 Project Consultancy
Proposals will be accepted until **31 May 2018**

1. About the International AIDS Society:

Founded in 1988, the International AIDS Society (IAS) is the world's largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the largest conference on any global health or development issue. First convened during the peak of the AIDS epidemic in 1985, the conference continues to provide a unique forum for the intersection of science and advocacy, and an opportunity to strengthen policies and programmes to ensure an evidence-based response to the epidemic. The IAS Conference on HIV Science brings together a broad cross section of HIV professionals and features the latest HIV science, with a focus on implementation – moving scientific advances into practice. The 9th IAS Conference on HIV Science (IAS 2017) was held in Paris, France, 23 – 26 July 2017. The upcoming 10th IAS Conference on HIV Science (IAS 2019) will be held in Mexico City, Mexico, 21 – 24 July 2019.

2. Purpose of the Consultancy:

The IAS is seeking proposals for a project consultant to support IAS 2019. The consultant will be the focal point for the relationships between IAS and partners in Mexico City, the country and the wider region.

3. Deliverables:

3.1. *Together with the Director and staff of the IAS Resource Mobilization and Development team seek local and regional donors and sponsors to generate revenue for IAS 2019.*

- Develop a fundraising strategy to generate revenue against a target to be agreed with the Director, Resource Mobilization and Development;
- Identify and pursue opportunities with government agencies, corporations and foundations in Mexico and the Latin American region;
- Develop project proposals and concept notes for donors and sponsors, with input where required from IAS project managers;
- Lead contract negotiations, as required;
- Provide regular updates to the Director, Resource Mobilization and Development.

3.2. *Together with the Conference Director, build and maintain relationships with external stakeholders to ensure that key players, opinion leaders and stakeholders are engaged and informed about IAS 2019 and the conference receives required political and logistical support.*

- Establish and maintain productive relationships with municipal, national, and regional organizations as well as offices of international organizations in the host country including, but not limited to, the Departments of Health, Home Affairs, Tourism, the City of Mexico, the UN Joint Programme representatives, public/private initiatives, research organizations, governments and civil society organizations, etc.;

- Ensure all appropriate IAS staff are kept regularly informed and updated on discussions and activities.

4. Period: 15 June 2018 to 31 August 2019 – approximately two days/week on average

5. Location: Home-based in Mexico City

6. Proposal Requirements:

The proposal should:

- Clearly outline the consultant's experience with project deliverables and provide examples of deliverables from previous jobs or consultancies;
- Be no more than three (3) pages in length;
- Include a recent copy of the consultant's CV (in addition to the 3 pages listed above).

7. Guidelines for Proposal Content:

Proposals should outline the consultant's approach to meeting above deliverables, including the estimated cost per day. IAS staff will work with the selected consultant to design the project plans and ensure that they align with resources and time constraints.

8. The following skills and qualifications are essential:

- Strong knowledge of the local philanthropic and sponsorship market and demonstrable track record in raising funding for health projects and/or conferences from public, foundation and private sector sources;
- Close familiarity with the local, national and regional HIV and broader public health landscape, key actors and core issues;
- Ability to work independently and an aptitude for multi-tasking;
- Strong verbal and written communication skills in English and Spanish;
- Sense of diplomacy and customer service attitude;
- Highly organized and systematic, excellent time management, attention to detail;
- Excellent computer skills in the Windows environment (MS Office, Outlook).

9. Submission Details:

Proposals must be received via e-mail, before end of day on **31 May 2018**.

Proposals should be addressed to Birgit Poniatowski, Director of Resource Mobilization and Development and Megan Warren, Conference Director. Please email all proposals to Jeanne Mencier at jeanne.mencier@iasociety.org.