



Request for Proposals

Consulting Services: AIDS 2022 Positive Lounge

Closing date and time: 20 September, 2021, 23:00 CET

1. About the International AIDS Society (IAS)

IAS – the International AIDS Society leads collective action on every front of the global HIV response through its membership base, scientific authority and convening power. Founded in 1988, the IAS is the world's largest association of HIV professionals, with members in more than 170 countries. Working with its members, the IAS advocates and drives urgent action to reduce the impact of HIV. The IAS is also the steward of the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

2. About the International AIDS Conference

IAS – the International AIDS Conference – is the premier global platform to advance the HIV response. As the world's largest conference on HIV and AIDS, it sits uniquely at the intersection of science, advocacy and human rights, bringing together scientists, policy makers, healthcare professionals, people living with HIV, funders, media and community. Since its start in 1985, the conference continues to serve as an opportunity to strengthen policies and programmes that ensure an evidence-based response to HIV and related epidemics.

More information on the IAS can be found at www.iasociety.org.

3. Purpose of the Consultancy

The IAS is seeking proposals for a consultant working in HIV to lead, develop and implement the Positive Lounge at the [24th International AIDS Conference \(AIDS 2022\)](#) which will be hosted in Montreal, Canada and virtually from 29 July – 2 August 2022.

The Positive Lounge consultant is responsible for leading the strategic planning of the activities, facilitating collaboration with local groups and ensuring the space is appropriately designed and managed throughout the conference.

For more information on the Positive Lounge, please refer to [Annex 1 - Positive Lounge Terms of Reference](#).



4. Deliverables

Under the guidance of the IAS Partnerships Officer, the Positive Lounge Consultant will perform the following consulting services:

Conference set-up (with the support of the IAS secretariat)

- Lead the Positive Lounge Working Group;
- Facilitate collaboration with local networks representing people living with HIV;
- Express the requirements regarding the Positive Lounge design and decoration, based on the allocated space, budget and within the timeline communicated by the IAS Project Manager in charge;
- Define the requirements regarding Volunteers working on the Positive Lounge (number of Volunteers needed, hours of operations and description of their activities) within the timeline communicated by the IAS Project Manager in charge, and create the training curricula with support from the IAS secretariat;
- Organize activities to take place at the Positive Lounge and coordinate their implementation (communication, access to the venue for external stakeholders, delivery of material, registration, etc.);
- Source in-kind support (donations) for items outside of the basic infrastructure;
- Plan and manage the onsite and post conference data collection (attendance / feedback);

Onsite

- Work with the IAS Project Manager to ensure the lounge is fully prepared pre-opening (design, decoration, resources);
- Provide the onsite training to the volunteers on the date and time specified by the IAS Project Manager in charge. All volunteers will report directly to the consultant on site for the duration of the conference in regards to their activity at the Positive Lounge;
- Set up meetings before and during the conference with donors, service providers and volunteers to convey the conference values and principles. For more information, please refer to [Annex 2 - Values and Principles for Conference Participation](#);
- Be present in the Positive Lounge during the opening hours. Take responsibility of the Lounge including all materials and the reception of deliveries and catering;
- Ensure the Positive Lounge is running as planned; more precisely:
 - proactively coordinate suppliers (catering, services);
 - welcome delegates;
 - coordinate volunteers;
 - coordinate working groups and donors visiting the space;
 - report any issue to the IAS Project Manager and/or to the person in charge (Security, Medical Services etc.);
 - coordinate delegate feedback.

Post Conference

- Prepare a brief report on Positive Lounge activities at the conclusion of the conference outlining data, the successes, challenges and recommendations for future conferences. The report must be completed by **17 August 2022** and shared with IAS project manager and Partnerships Officer.



5. Period

One to two hours per week starting from **1 November 2021 to 17 August 2022**, which will include initial discussions and meetings with IAS staff, security and key stakeholders as needed.

The onsite consulting services will be full-time from **29 July – 2 August 2022** inclusive.

6. Location

The Positive Lounge Consultant will work remotely prior to the conference, and will be based in Montreal, Canada between **29 July – 2 August 2022** inclusive. During the conference, the Positive Lounge Consultant will perform the services at the Conference Venue.

7. Proposal Requirements

The proposal should include the following:

- An expression of interest detailing relevant areas of expertise (please complete and return the [Application Form – Annex 3](#));
- A brief work plan responding to the project deliverables;
- A Curriculum Vitae (CV);
- Contact information for two professional referees;
- Recent evidence that the consultant is a registered freelancer in their country of residence.

The following skills and qualifications are essential

- Applicants should be based in the North America region, preferably Canada;
- Experience working in HIV advocacy or HIV programme implementation/ service delivery, or representing the community of people living with HIV;
- Experience working at large scale international events;
- Experience working with donors in Montreal and/or internationally, and a strong knowledge of local service providers;
- A working knowledge of English is required. French knowledge is an asset.

8. Submission Details

Proposals should be addressed to Sarah Powell at sarah.powell@iasociety.org and applications forms must be received by **20 September 2021**.

IAS will treat all information received in the context of the application confidentially. Only shortlisted candidates will be contacted. Questions can be submitted by email.

ANNEX

[Annex 1 - Positive Lounge Terms of Reference](#)

[Annex 2 - Values and Principles for Conference Participation](#)

[Annex 3 - Application Form](#)