



Request for Proposals: Consultancy – Evaluation, Toolkits and Economic Impact of the 10th IAS Conference on HIV Science

Proposals will be accepted until Friday 7 December 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 on the frontlines of the epidemic.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the world's largest conference on HIV, and provides a unique forum for the intersection of science and advocacy. 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.

In addition, the IAS programmes advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk of acquiring HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS is available at www.iasociety.org

2. About the 10th IAS Conference on HIV Science:

The 10th IAS Conference on HIV Science (IAS 2019) will be held on 21-24 July 2019 at Centro Citibanamex in Mexico City, Mexico. More than 6,000 professionals from around the world will convene at IAS 2019 to examine the latest scientific developments in HIV-related research with a focus on moving science into practice and policy.

The IAS 2019 conference objectives are to:

- a) Accelerate basic science to promote discovery and shape the advancement and application of innovative technologies across the HIV prevention, care and treatment cascade and of remission and cure research.
- b) Advance core components of implementation science research that address the scale up and challenges of the current epidemic.
- c) Fast track consolidated responses on HIV co-infections (notably TB and viral hepatitis) and on emerging co-morbidities and other non-communicable diseases.
- d) Strengthen HIV prevention research (biomedical, behavioural and structural prevention), including treatment and vaccines.
- e) Address HIV vulnerability and determinants of disease progression, notably among key and marginalized populations, including stigma and discrimination.



For more information, visit www.ias2019.org.

3. Purpose of the Consultancy:

The IAS is seeking proposals for a consultant to produce a summary of programme highlights, carry out an evaluation of IAS 2019, draft recommendations on how to improve the delivery and impact of IAS conferences, prepare a set of scientific toolkits and conduct an economic impact assessment.

4. Scope of Work:

In collaboration with the Senior Manager, Partnerships and Planning, and other IAS staff members, the consultant will advise on the following areas of work:

I. Conference Report:

Draft a report which consists of the following components:

- A summary of important issues discussed at the conference, drawing on session reports prepared by the rapporteur team, PowerPoint slides and video footage posted on the online programme. The summary will be based on observations of sessions and designated activities across the entire conference programme. It should also illustrate how key programme findings may affect future research, policy and programming.
- An evaluation of the achievement of conference objectives (stated in section 2 above), the IAS 2019 performance framework and other conference activities as identified by the IAS. To do so, the consultant will:
 - Create, test and administer an online delegate survey;
 - Analyze data collected;
 - Collect supplementary data from key informants either at or following the conference (through skype interviews);
 - Review and code responses of open-ended questions from the delegate survey;
 - Collect and analyze data from the IAS on delegates, the conference programme and logistical aspects of conference organization;
 - Prepare a summary of results against the IAS 2019 performance framework (to be provided to the selected consultant) to assess the attainment of conference outcomes.

The conference report will be shared with partners and donors as an official record of evaluation findings and conference outputs. It will be published on the IAS conference website and used to help plan future conferences. The report should be succinct (no longer than 30 pages in total) and incorporate charts and graphs where needed. The report should be copy edited and design ready. The final product will be designed and formatted by the IAS communications team.

Estimated number of days needed: 25 days

II. Focus Group Report:

Conduct a focus group discussion with key stakeholders at or following the conference to explore areas for improvement and identify innovative strategies to enhance the conference's



long term impact. Topics for discussion will include programme design and delivery (such as how to maintain or improve the quality of science), operational aspects and access to the conference. The consultant will draft a report summarizing discussions and prepare a set of recommendations (10 pages in total). The recommendations will be used by the IAS for future conference planning.

Estimated number of days needed: 5 days

III. Toolkits:

- Prepare four online PowerPoint presentations on the latest HIV science from IAS 2019. IAS members will use the toolkits to understand and present the latest HIV science and advocate for its implementation. Each presentation will focus on one conference track:
 - Track A: Basic science
 - Track B: Clinical science
 - Track C: Prevention science
 - Track D: Social, Behavioural and Implementation Science

Estimated number of days needed: 10 days

IV. Economic Impact Report:

- Assess the economic impact of IAS 2019 at the city and country level. The consultant will work with IAS and selected local and national partners to conduct a cost benefit analysis of the conference and to provide an overview of engagement with the host city. This will include both financial and in-kind support such as the provision of public transport and immigration services, and promotional activities;
- Collect and analyze data on organizer and delegate expenditures using IAS records and a survey to be administered during the week of the conference;
- Draft a report capturing key economic data relating to IAS 2019. The IAS will use the report to plan and prepare future conferences. The economic impact report should be no longer than 15 pages in total and incorporate charts and graphs where needed. The report should be copy edited and design ready.

Estimated number of days needed: 7 days

5. Deliverables:

- A project plan which clearly outlines the steps needed to complete each project component (as outlined in section 4 above);
- An online delegate survey to evaluate the conference and assess the economic impact of the conference to be sent to delegates on 24 July 2019;
- A set of toolkits (PPTs) to be delivered by 13 September 2019;
- A summary of results against the IAS 2019 performance framework to be finalized by 15 November 2019;
- A copy edited and design ready Conference Report by 15 November 2019;
- A copy edited and design ready Focus Group Report by 15 November 2019;
- A copy edited and design ready Economic Impact Report by 6 December 2019.



6. Period: Feb – December 2019. Up to 47 working days for the whole consultancy.

7. Location: Home-based and onsite (in Mexico City) during the conference, from 21-24 July 2019.

8. Proposal Requirements:

The proposal should include the following:

- The proposal should clearly outline how project deliverables (see point 5) will be met;
- The proposal should be no longer than four (4) pages in length including budget, and overall timeline;
- A recent copy of the consultant's CV (in addition to the 4 pages listed above);
- Contact information of two professional referees.

9. Guidelines for Proposal Content:

Proposals should outline the consultant's approach to and concept of the project, including the estimated cost per day. IAS staff will work with the selected consultant to produce the deliverables outlined in point 5 above, and ensure they align with resources and time constraints.

10. The following skills and qualifications are essential:

- Excellent written English communication skills;
- Strong understanding of current issues in HIV science and policy;
- Background in monitoring, evaluation and/or research;
- Experience in quantitative and qualitative data collection and analysis;
- Experience in conducting key informant interviews and stakeholder consultations during international conferences, committees or fora;
- Experience in conducting economic impact studies and cost benefit analyses;
- Ability to work under pressure in an international context

11. Submission Details:

Proposals must be received via e-mail, before COB on Friday 7 December 2018.

Proposals should be addressed to info@iasociety.org. Please note that only shortlisted consultants will be contacted.