APPLICATION FORM

IAS 2023 Positive Lounge consultant

The IAS – the International AIDS Society – encourages applications from candidates with vision, global experience in HIV and AIDS, proven ability to forge partnerships and relevant experience to complement the skills of the Positive Lounge working group who will advise the IAS secretariat on the planning of the IAS 2023 Positive Lounge.

In consideration of the consulting services, IAS shall pay to the consultant a flat fee of USD $4,000 - (four thousand US Dollars) (the "Remuneration") for the whole consultancy.

This form is to be returned to the IAS Secretariat by **16 January 2023** to [sarah.powell@iasociety.org](mailto:sarah.powell@iasociety.org)

The application should include the following:

**For consulting firms:**

* A comprehensive presentation detailing your services and solution(s)
* Full bio(s) of the focal point person(s) providing the services
* Three references from previous clients

**For individual consultants:**

* A cover letter summarizing relevant experience with this type of work
* An updated CV and a short bio
* Two references from previous clients
* Recent evidence that you are registered freelancer

**Consultant Details**

**Name:**

**Email:**

**Direct Contact Phone Number:**

**Position /Title:**

**Institution/Organization and address (if applicable):**

**Website / Social Media Profile (if applicable):**

1. **STATEMENT OF INTEREST & HIV EXPERTISE**

Briefly describe why this position is of interest and what makes you a unique candidate

for the IAS 2023 Positive Lounge consultant (200 words maximum).

1. **CONFERENCE BACKGROUND**

Specify if and how you have been involved in previous IAS conferences and programmes or other international conferences, and attach your CV to this application (150 words maximum).

1. **IAS 2023 CONFERENCE**

***Vision***

Please describe your vision for IAS 2023 Positive Lounge and discuss what impact the current context – scientifically, politically, and/or economically – will have on the conference (300 words maximum).

***Partnerships***

Please discuss the types of partnerships you would help identify and facilitate in support of the Positive Lounge (200 words maximum).

***In-Kind Services and Donations***

Please describe the potential local or regional services or donations you believe could be mobilized for the Positive Lounge, along with any experience you have with fundraising (200 words maximum).

1. **COLLEGIALITY AND TEAM SKILLS**

What experience do you have of working with others in a team or group to achieve an agreed goal? (200 words maximum).

1. **COMMUNICATION SKILLS**

As the lead for the Positive Lounge onsite, you will need to be able to communicate with a wide range of people from venue management to delegates to service providers to volunteers. Please indicate your interpersonal and communication experience. (100 words maximum).

1. **KNOWLEDGE OF LANGUAGES**

Please indicate the languages you speak and the proficiency level.

**English**

* 1 – Elementary Proficiency
* 2 – Limited Working Proficiency
* 3 – Professional Working Proficiency
* 4 – Full Professional Proficiency
* 5 – Native / Bilingual Proficiency

**Other language** *(if applicable)*

* 1 – Elementary Proficiency
* 2 – Limited Working Proficiency
* 3 – Professional Working Proficiency
* 4 – Full Professional Proficiency
* 5 – Native / Bilingual Proficiency

1. **COMMITMENT**

How will you manage or adjust your current commitments in order to be available for the time required to fulfil the duties of the Positive Lounge consultant both in the lead up to and throughout the conference?

1. **CONFLICT OF INTEREST**

All applicants are expected to disclose financial interests, or other relationships that may be an actual, potential or apparent conflict of interest. A conflict of interest may occur when a person’s personal or professional interests' conflict with their responsibility to act in the best interests of the IAS 2023 conference. Personal interests include direct interests as well as those of family, friends, or other organizations a person may be involved with or in which they have an interest. Do you have any potential conflicts of interest that you would like to report?

I have no conflict of interest to report

I have the following actual, potential or apparent conflicts of interest to report