



Request for proposals

Consulting services: IAS 2023 Positive Lounge consultant

Closing date and time: 16 January 2023, 23:00 CET

1. About the International AIDS Society

IAS – the International AIDS Society – convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being. After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response.

Today, the IAS and its members unite scientists, policy makers and activists to galvanize the scientific response, build solidarity and enhance human dignity for all those living with and affected by HIV.

The IAS also hosts the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

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

2. Purpose of the consultancy

The IAS invites proposals from consultants to provide services for **IAS 2023, the 12th IAS Conference on HIV Science**, which takes place in Brisbane, Australia, from 23 to 26 July 2023. More than 5,000 scientists, clinicians, public health experts, community leaders and people living with HIV are expected to attend IAS 2023 in person and virtually.

The consultant will:

- Collaborate closely with the IAS Development & Partnerships and IAS Conference Programmes departments.
- Support the logistics and engagement of the Positive Lounge in the lead up to, during and after IAS 2023.

The IAS Conference on HIV Science is the world's most influential meeting on HIV research and its applications. This biennial conference presents the critical advances in basic, clinical and operational HIV research that move science into policy and practice. Through its open and inclusive programme, the meeting sets the gold standard of HIV science, featuring highly diverse and cutting-edge research.

For more information, please visit www.iasociety.org/conferences/IAS2023.



3. Scope of the work and deliverables

Objective

The Positive Lounge is designed to be a place of rest and support for delegates living with HIV. The lounge also provides an opportunity to meet and talk with other people living with HIV from across the globe in a relaxed and nurturing environment.

The IAS provides support for the implementation of this lounge through a working group and consultant who deliver advice and assistance before and during IAS 2023.

Scope

The IAS is seeking proposals for a consultant working in HIV to lead, develop and implement the Positive Lounge at IAS 2023.

The consultant will collaborate with an informal working group, including civil society partner organizations, individuals at local and international levels and the IAS Secretariat to identify local donors and service providers and ensure that the needs of people using the Positive Lounge are met.

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

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)

- In collaboration with the IAS Secretariat, lead the Positive Lounge working group.
- Facilitate collaboration with local networks representing people living with HIV.
- Express the requirements regarding the design and decoration of the Positive Lounge based on the allocated space and budget and within the timeline communicated by the IAS Project Manager in charge.
- Define the requirements regarding volunteers working at 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 in the Positive Lounge and coordinate their implementation. These include:
 - Communication, ICT, access to the venue for external stakeholders, delivery of material, registration and catering
- Source in-kind support (donations) for items outside of the basic infrastructure for delegates.
- Draft documents for signage and information purposes on site.
- Plan and manage on-site data collection (attendance and feedback).
- Regularly update the IAS Partnerships Officer on planning, activities and services acquired.



- Set up meetings before and during the conference with donors, service providers and volunteers to convey the conference values and principles.

During the conference (23-26 July 2023)

- Work with the IAS Project Manager to ensure that the Positive Lounge is fully prepared before opening (access, design, decoration and resources).
- Provide training to any volunteers on the date and time specified by the IAS Project Manager(s) in charge and daily to any new volunteers throughout the conference. All in-person volunteers will report directly to the consultant for the duration of the conference regarding 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.
- Be present in the Positive Lounge during its opening hours. Take responsibility at the lounge, including for all materials and the reception of deliveries and catering.
- Ensure that 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 relevant person in charge (of security or medical services, for example).
 - Coordinate delegate feedback.

Post conference

- Prepare a brief report on the Positive Lounge at the conclusion of the conference, outlining successes, challenges and recommendations for future conferences. The report must be completed by **18 August 2023** and shared with the IAS Partnerships Officer.

4. Period

The consultancy will require one to two hours per week from **1 March 2023 to 18 August 2023**, which will include initial discussions and meetings with IAS staff, security and key stakeholders as needed.

The on-site consulting services will be full-time from **23 to 26 July 2023**, inclusive.

5. Location

The Positive Lounge consultant will work remotely before the conference and will be based in Brisbane from **23 to 26 July 2023** inclusive. During the conference, the consultant will perform their services at the conference venue.

6. 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 1](#))
- A brief work plan responding to the project deliverables



- A curriculum vitae
- Contact information for two professional referees
- Recent evidence that the consultant is a registered freelancer in their country of residence

**In addition to the application form, you may submit relevant materials to support your application.*

The following skills and qualifications are essential

- Experience working in HIV advocacy or HIV programme implementation and/or service delivery or representing the community of people living with HIV
- Experience working at large-scale international events
- Experience working with donors in Brisbane and/or internationally and a strong knowledge of local service providers
- A working knowledge of English (other languages are an asset)

Applicants should be based in Australia, preferably Brisbane, Queensland or New South Wales.

7. Submission details

Proposals should be addressed to Sarah Powell at sarah.powell@iasociety.org and application forms must be received by **16 January 2023**.

The 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 – Application form](#)