



Request for proposals

Consulting services: Copywriting and copyediting

Closing date and time: 16 October 2022, 23:00 CET

1. About the IAS

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 global 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 about the IAS can be found at www.iasociety.org.

2. Purpose of the consultancy

The IAS invites proposals from individual consultants to provide services to the Communications and Public Affairs Department. The consultant will:

- Function as copywriter and copyeditor to produce strong content for the IAS, IAS 2023, the 12th IAS Conference on HIV Science, and HIVR4P, the 5th HIV Research for Prevention Conference.
- Ensure that all documents and copy correctly follow the IAS style guide. This includes checking for house-specific spelling, grammar, word usage, punctuation, and other style-related editorial matters.
- Liaise with IAS staff as needed.

3. Scope of the work and deliverables

- Write and edit content for the IAS and the upcoming conferences; IAS 2023 and HIVR4P 2023. Content types may include news releases, IAS statements, blog posts, speeches, reports and bulk emails.
- Edits may include ensuring a consistency of capitalization, spelling, and hyphenation; the agreement of subjects and verbs, and other matters of syntax; proper punctuation; the correct usage of IAS naming conventions; and other details of style.
- Write and edit content in consultation with a member of the Communications and Public Affairs Department or an author from a different department.



- Have a thorough understanding of the IAS style guide [1] and ‘people first’ terminology and have the ability to apply its rules and principles to a document under review.
- Uphold and update the IAS style guide on a six-monthly basis.
- During IAS 2023 and HIVR4P 2023, support delegate communications, in particular write, edit and manage feedback on the daily email briefing sent to all delegates.

4. Period

From 1 January 2023 to 31 December 2023 up to an estimated level of effort for the whole consultancy of 60 days.

5. Location

Remote but ideally located in the CET time zone with the ability to travel to conference locations if required.

6. Proposal requirements

The proposal should include the following:

- A cover letter summarizing relevant experience and detailing daily fee expectations
- An updated CV
- At least three writing samples from relevant work
- Two references from previous clients
- Recent evidence of registration as a freelancer

7. Background and profile

- At least 8 years working in communications/journalism/public relations
- Experience working with conferences or events would be an asset
- Experience in the public health sector and with major conferences would be an asset
- Familiarity with the HIV landscape, the main actors and the state of the HIV response is an asset

8. Skills and competencies

- Strong written communication skills with ability to write well under pressure
- Strong attention to detail and quality control of deliverables
- Understand how communications and messaging translates across global audiences
- Strong organization and planning skills with ability to juggle multiple requests quickly
- Ability to work in a fast-paced environment
- Fluent written and oral English is required. Knowledge of other languages is an asset

¹ The IAS style guide provides some specific guidance on terminology, but in cases where it is not provided, please consult the [UNAIDS terminology guide](#).



9. Submission details

Proposals must be sent by email to Tara Mansell, Senior Communications Officer – Content, at tara.mansell@iasociety.org and Elizabeth Goolden, Associate Communications Officer, at elizabeth.goolden@iasociety.org by 16 October 2022, 23:00 CET.