



# Request for proposals

## Consulting services: AIDS 2024 community activist liaison

Closing date and time: 16 January 2024, 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.

Find more information about the IAS at [www.iasociety.org](http://www.iasociety.org).

### 2. Purpose of the consultancy

The IAS invites proposals from consultants to provide services for **AIDS 2024, the 25th International AIDS Conference**, which takes place in Munich, Germany, and virtually from 22 to 26 July 2024. More than 15,000 scientists, clinicians, public health experts, community leaders and people living with HIV are expected to attend AIDS 2024, mostly in person.

The consultants will:

- Collaborate closely with the IAS Development & Partnerships and IAS Conference Programme departments.
- Support proactive activism engagement in the lead up to, during and after AIDS 2024.

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 communities. Since its start in 1985, the conference has served as an opportunity to strengthen policies and programmes that ensure an evidence-based response to HIV and related epidemics.

For more information, please visit <https://www.iasociety.org/conferences/aids2024>.



### 3. Scope of the work and deliverables

#### Objective

Peaceful protest has always been a key element of participation at the IAS International AIDS Conference. The IAS, the conference organizers, endorse freedom of expression as an essential principle in the response to HIV.

The conference will offer support for dialogue and participation through community activist liaison (CAL) consultants who will provide advice and assistance before and during AIDS 2024.

#### Scope

The IAS is seeking proposals for two CAL consultants for AIDS 2024.

The two consultants will collaborate closely with programme committee members, as well as activist organizations and individuals at local and international levels, to identify, from the conference programme, those conference sessions and events that are most likely to generate or attract peaceful protest and dissent.

#### Deliverables

Under the guidance of the IAS Partnerships Officer, the CAL consultants will provide the following consulting services:

#### Conference set up (with the support of the IAS Secretariat)

- Set up meetings before and during the conference with activists and convey the conference values and principles.
- Regularly update the IAS Partnerships Officer and the security company at the conference venue on activism planning, activities and events. This includes participating in security working group meetings as needed.
- On-site planning:
  - Liaise with the conference's contracted security coordinators and/or exhibition holders to ensure that activities are coordinated on site.
  - Work with the IAS Secretariat to ensure that the venue includes a safe space on site for preparations of activism.
  - Ensure that resource materials are available online and on site before and during the conference.
- Virtual planning:
  - Work with the IAS Secretariat to ensure that appropriate digital space is provided for virtual activism if required.
  - Identify and share with activists the guidelines of the digital space.

#### During the conference (in person and virtually, 22-26 July 2024)

- Liaise and engage with activists to understand key topics of interest.
- Regularly inform the IAS Partnerships Officer and Conference Director about any type of activism, before and throughout the conference.
- Regularly inform the IAS Partnerships Officer and Conference Director about dissent regarding the conference among delegates, communities of people living with HIV and activists and on social media.



#### Post conference

- Prepare a brief report on activist activities after the conference, outlining successes, challenges and recommendations for future conferences. The report must be completed by **18 August 2024** and shared with the IAS Partnerships Officer.

#### 4. Period

The consultancy will require one to two hours per week from **1 April 2024 to 18 August 2024**, 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 2024** inclusive.

#### 5. Location

The CAL consultants will work remotely before the conference and will be based in Munich from **22 to 26 July 2024** inclusive. During the conference, the CAL consultants will perform their services at the conference venue and, if necessary, online on the conference platform.

#### 6. Proposal requirements

The proposal should include the following:

- \*An expression of interest detailing relevant areas of expertise (please complete and return the **proposal 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 for both consultancies

- Experience working in HIV and AIDS
- Experience working at large-scale international events
- Experience working with activists in Munich and/or internationally and a strong knowledge of local and/or international community activist stakeholders
- A working knowledge of English (other languages are an asset)

#### 7. Submission details

Proposals should be addressed to Sarah Powell at [sarah.powell@iasociety.org](mailto:sarah.powell@iasociety.org) and must be submitted by **16 January 2024**.

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 – Proposal form](#)