



Request for proposals

Consulting services:

AIDS 2024 Positive Lounge consultant

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.

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.

Find more information about the IAS at www.iasociety.org.

2. Purpose of the consultancy

The IAS invites proposals from consultants, as individuals or representatives of an organization, to provide services for **AIDS 2024, the 25th International AIDS Conference**. The conference will take place in Munich, Germany, and virtually from 22 to 26 July 2024. An estimated 15,000 participants from around the world will attend AIDS 2024, and the great majority will do so in person.

For more information, please visit www.aids2024.org.

The consultant will:

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



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 consultant who delivers advice and assistance before and during AIDS 2024.

Scope

The IAS is seeking proposals for a consultant working in HIV and a broad community network to lead, develop and implement the Positive Lounge at AIDS 2024.

The consultant will collaborate with 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 activities and supporting the IAS Secretariat to ensure 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 provide the following consulting services:

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

- Facilitate collaboration with local networks representing people living with HIV.
- Support 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 in the Positive Lounge (number of volunteers needed, hours of operations, description of their activities) within the timeline communicated by the IAS Project Manager in charge and create the training curricula.
- Organize activities to take place in the Positive Lounge (in line with the scope and budget, as determined by the IAS Secretariat) and coordinate their implementation. These include:
 - Scheduling and communication of activities, ICT, access to the venue for external stakeholders, delivery of material, registration and catering
- Source in-kind support (donations) for activities taking place in the Positive Lounge.
- Draft documents for activities, training, surveys, 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 (22-26 July 2024)

- Work with the IAS Project Manager to ensure that the Positive Lounge is fully prepared before opening (access, design, decoration and resources).
- Lead and provide training to 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 in the Positive Lounge.
- Be present in the Positive Lounge during its opening hours. Take responsibility in the lounge, including for all materials and the receipt of deliveries and catering.
- Ensure that the Positive Lounge is running as planned. More precisely:
 - Coordinate the opening of the Positive Lounge.
 - Proactively coordinate suppliers (catering, services).
 - Welcome delegates.
 - Coordinate volunteers.
 - Coordinate groups and donors visiting the space.
 - Report daily on any issues or incidents to the IAS Project Manager and/or to the relevant person in charge (of security or medical services, for example).
 - Do a daily debriefing with the suppliers and volunteers as needed.
 - Coordinate delegate feedback via an evaluation survey.

Post conference

- Coordinate acknowledgement of volunteers, sponsors, vendors and contractors.
- Summarize delegate and volunteer evaluation surveys.
- Prepare a brief report on the Positive Lounge after the conference, outlining successes, challenges and recommendations for future conferences. The report must be completed by **26 August 2024** and shared with the IAS Partnerships Officer.

4. Period

The consultancy will require one to two hours per week from **1 March to 19 July 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 **22 to 26 July 2024** inclusive.

5. Location

The Positive Lounge consultant will work remotely before the conference and will be based in Munich from **22 to 26 July 2024** 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 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

- 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 Munich 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 Germany, preferably Munich or the Bavarian region.

7. Submission details

Proposals should be addressed to Sarah Powell at sarah.powell@iasociety.org and application forms must be received 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