Request for proposal to host the Global Village Youth Force for AIDS 2024, the 24th International AIDS Conference

Your bid should consist of five parts:

i. Proposal based on the requirements described in this document
ii. Organization overview
iii. Letter of interest
iv. Youth Force structure
v. Description of activities

Proposal submittal deadline: 31 July 2023 - 23:59

Completed proposals and questions must be addressed by email to Gearóid Fitzmaurice, Senior Project Manager Global Village and Youth Programme Lead, International AIDS Society gearoidfitzmaunce@iasociety.org

Please note:
- Incomplete or proposals submitted after the deadline will not be considered
- Proposals must be submitted in English
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1. General

a. 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.

b. AIDS 2024 – the 25th International AIDS 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. AIDS 2024, the 25th International AIDS 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.

2. Global Village

a. Global Village

The Global Village is a diverse and vibrant space where communities from all over the world gather to meet, share and learn from each other. It is the public face of the conference, bringing together communities from around the world, living with and affected by HIV. At AIDS 2024, the Global Village will take place both in-person in Munich and virtually. AIDS 2024 will also mark the 20th anniversary of the Global Village programme, which is comprised of a broad array of diverse activities with some taking place in-person only, some as virtual activities, and others in a hybrid format. The programme is created almost entirely from public submissions by individuals, groups, and organizations for a variety of activities that are reviewed and scored by peers and experts. The highest-scoring submissions are invited to participate in the Global Village.

For AIDS 2018, over 800 submissions were received and more than 500 were selected while for AIDS 2020: Virtual, over 500 submissions were received and over 200 were accepted. For AIDS 2024, over 500 submissions were received and over 150 were accepted into the programme. For AIDS 2024, we anticipate about 600 submissions, and we expect to accept over 200 activities into the programme.

See Appendix 1 for a list of the Global Village activities.
b. Location

The Global Village will take place in person in the Messe München, Germany. Selected activities, such as Global Village symposia, will be streamed to the virtual platform and available for remote conference participants. The access to the event in Munich is fee free and open to public, while the virtual components of Global Village’s programme will only be accessible to registered delegates.

Submissions for all Global Village activities are accepted from 15 November 2023 to 23 January 2024.

3. Youth Force

a. Background

There were only a handful of young people under the age of 26 in attendance at AIDS 2000, the 13th International AIDS Conference in Durban, South Africa. After a powerful speech delivered by Nkosi Johnson (aged 11 at the time), 'youth' was recognized as an important stakeholder in the HIV response. Following Nkosi's death in 2001, the Youth Force initiative was launched as a response to the lack of support for young people, and this was implemented at AIDS 2002, the 14th International AIDS Conference in Barcelona, Spain. Since AIDS 2004, the Global Village, Youth Programmes and Youth Forces have served as a collaborative mechanism for young people through mobilising youth leaders and enabling youth to access key government and civil society leaders at the International AIDS Conferences.

There have been various youth forces formed over the last 20 years working to ensure youth involvement and create a safe youth space at the International AIDS Conferences. To ensure continued momentum and an engaged youth response to HIV, it is imperative that the Youth Force remains a significant stakeholder at all International AIDS conference.

b. Role of the Youth Force

The Youth Force, which is comprised of a volunteer committee selected to represent youth at AIDS 2024, aims to be the driving force behind an inclusive and meaningful youth programme that represents youth in all its diversity. As part of the Global Village, youth set its own programming which demonstrates the work and needs of young people worldwide. The Youth Force committee is responsible for the development of youth-related activities in the Youth Pavilion.

In addition to having an organising role at the conference, the Youth Force creates a unique space, the Youth Pavilion, for youth from different communities and regions to establish connections with each other that are one part of the key requirements for an effective HIV response. Establishing these connections among young people in the field early in their careers strengthens the relations within the global HIV community and enables future collaborations.

See Appendix 2 for a list of previous Youth Forces.
c. **Role of the Youth Force organizer**

The IAS is seeking an organizer to coordinate the AIDS 2024 Munch Youth Force. They will oversee the development of the Youth Force committee, respecting gender and regional balance, while guiding the Youth Force and its committee in the development of the youth-related activities for the Youth Pavilion. The selected organizer is responsible for all aspects of the AIDS 2024 Munich Youth Force within the parameters established by the IAS.

4. **Requested services**

a. **Objectives**

The objectives of the selected organizer, in conjunction with the AIDS 2024 Secretariat, are to:

i. Coordinate the development and processes of the Youth Force and its committee to ensure a smooth development of the Youth Force activities.

ii. By using the selected organizer’s experience in the youth response, develop and plan the Youth Force's selected activities through from creation to realisation of the AIDS 2024 Munich Youth Force programme.

iii. Ensure that the Youth Pavilion at the AIDS 2024 Global Village includes a variety of activities designed for and by young people, including cultural and educational performances, presentations, workshops and panel discussions.

iv. Ensure that the AIDS 2024 Munich Youth Force is visible through their activities at AIDS 2024.

v. Promote the value of inter-generational exchange between older and younger people involved in the global response to HIV, encouraging all young participants to engage in all parts of the conference programme, as well as youth-specific activities in the Youth Pavilion.

b. **Project scope**

With the guidance and support of the IAS Senior Project Manager- Global Village Lead, the selected organizer will:

  c. **General:**

- Manage the creation and development of the AIDS 2024 Munich Youth Force comprised of a steering committee and working groups (see Appendix 2 for examples).
- Keep the IAS updated on the development of the AIDS 2024 Munich Youth Force, their conference activities, conference timelines and processes.
- Ensure the development of activities (including, but not limited to those outlined in 2.a) by the AIDS 2024 Munich Youth Force are in line with the conference theme and objectives and seek approval from the IAS for their inclusion in the AIDS 2024 Global Village.
- Develop activities that celebrate the 20th anniversary of the Global Village.
• Provide the IAS with an observer seat on the AIDS 2024 Munich Youth Force Steering Committee.
• Provide the AIDS 2024 Organizing Committee Youth Representative with a seat on the AIDS 2024 Munich Youth Force Steering Committee.
• Partner with young people globally across the design and implementation of the agreed upon activities via the steering committees, working groups, and other channels of influence.
• Develop AIDS 2024 Munich Youth Force logo and brand identity to align with the AIDS 2024 logo and branding.
• Share the AIDS 2024 Munich Youth Force promotional materials to be disseminated to members, databases and to be posted on the websites.
• Undertake any necessary non-exclusive resource mobilization and fund raising to facilitate the AIDS 2024 Munich Youth Force work.

5. IAS provisions

The IAS will:

• Provide the Youth Force with space in the Global Village, referred to as the Youth Pavilion. The Youth Pavilion will include appropriate signage and installation in the Global Village, including necessary booth space, a small stage, back-office space, session room set-up (screen, podium, chairs), AV, signage, branding and decoration in line with the overall Global Village design.
• Work with the selected organizer to integrate full youth programming into the Youth Pavilion based on activities developed by the AIDS 2022 Montreal Youth Force and in line with the conference theme and objectives.
• Keep the selected organizer updated on other youth-related activities and their programming in the AIDS 2024 conference and Global Village to avoid overlap, relevant conference timelines and processes.
• Ensure, together with the selected organizer, a promotional plan for the AIDS 2024 Youth Force using the conference website and marketing tools.
• Offer the AIDS 2024 Munich Youth Force a pre-conference Premium package – small: large conference room. This includes three 60-minute session slots, standard onsite conference set up (tables, chairs, podium, audio-visual equipment, and support.)
• Offer the selected organizer an NGO booth in the AIDS 2024 Global Village, where they can promote the activities of their organization.
• Provide the Youth Force with 25 conference registrations (5 registrations for the selected organizer and 20 for other youth force participants)
• Offer organizational support, training, funding, and engagement opportunities to the AIDS 2024 Youth Force to enable young people to self-organize and deliver a high-quality programme that reflects the dynamic needs and wants of young people engaged in the HIV response through the IAS Youth Hub.
• Recognize the selected organizer’s for the AIDS 2024 Munich Youth Force on the Global Village-related section of the conference website.
6. Format of the proposal

To obtain the maximum degree of comparability, it is required that the proposal is submitted in the format specified hereafter:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
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</thead>
</table>
| 1. TITLE PAGE | • RFP subject, date of proposal submission  
• Organization's name, address, and website  
• Organization's contact person, job title, email, and phone number |
| 2. TABLE OF CONTENTS | Clearly identify the content of the proposal by sections and page numbers. |
| 3. ORGANIZATION OVERVIEW | Insert the completed AIDS 2024 organization overview document |
| 4. LETTER OF INTEREST | Clearly outline why the organization wants to host the AIDS 2024 Youth Force and its vision for the AIDS 2024 Youth Force at the Global Village |
| 5. YOUTH FORCE STRUCTURE | • The structure the selected organization would apply to the formation of the AIDS 2024 Youth Force  
• A description of the organization's work with youth-related HIV programmes/activities and youth-related committees or similar.  
• An organizational chart indicating how the organization intends to structure the AIDS 2024 Youth Force. |
| 6. DESCRIPTION OF ACTIVITIES | Detailed description of the proposal provided, including:  
• Proposal with an overview of activities and programmes for the AIDS 2024 Youth Pavilion both in the lead up to, and during, AIDS 2024. This includes a clear structured working plan, timelines, human resources and fundraising strategies required to obtain those results.  
• A description of how the organization intends to monitor the project and work in collaboration with the IAS to achieve the vision of the AIDS 2024 Youth Force  
• A description of the organization's usual communication methods to ensure a smooth communication in-house, with the IAS project manager and third parties.  
• Any other relevant information or document to support the proposal. |
Appendix 1

The Global Village is comprised of the following types of activities:

- **Art exhibits**, which includes sculptures, installations, photography, and paintings about HIV issues by professional and amateur artists. The art will be exhibited throughout the Global Village area in Munich. Those artists who are interested will also have the opportunity to upload visual and audio material to the virtual conference platform for on-demand viewing.

- **Films** flagging HIV-related issues, including relevant areas, such as sexual and reproductive health, HIV and co-infections, stigma and discrimination, and human rights, will also be available for both in-person and virtual participants. Scheduled viewings will take place in the Global Village screening room, while films will also be available on-demand on the virtual conference platform.

- **Live performances** will display music, dance, and theatre that address issues in the context of any of the following: HIV and other sexually transmitted infections; sexual and reproductive health; HIV and co-infections; stigma and discrimination; and human rights. The live performances will take place in Munich on the main stage.

- **Marketplace booths** provide HIV-related non-governmental organizations (NGOs) and projects with an opportunity to sell their products to generate income for reinvestment into HIV programming and will take place only in-person in Munich.

- **Networking zones** are spaces where local and international groups can meet and discuss specific thematic areas and will take place only in-person in Munich.

- **NGO booths** highlight the work of international civil society-led HIV programmes and will take place only in-person in Munich. However, if representatives wish, their organizations will be listed with contact information on the virtual conference platform.

- **Sessions** are 60-minute slots with their format (e.g., panel discussions, debates, and presentations, with opportunities for Q&As) defined by the organizer. They will focus on current and emerging HIV-related topics, often with specific emphasis on key and affected populations. Speakers and panellists in these one-hour sessions can either be present on stage or connect remotely on screen. These sessions will be streamed into the AIDS 2024 virtual platform, where conference delegates will also be able to access them for subsequent on-demand viewing. Audience engagement will be through the Q&A feature of the virtual platform and/or using session room audio, as per the choice of the session organizer.

- **Workshops** aim to increase the capacity of delegates to implement and advocate for effective, evidence-based HIV/AIDS policies and interventions in their respective communities and countries. They will showcase effective community empowerment programmes that are strengthening public health outcomes in HIV treatment,
prevention, care and support. These workshops will emphasize the importance of building skills and capacity in relation to peer-driven programmes and services that are run “by and for” people living with HIV and key populations.
Appendix 2

Each Youth Force is free to decide the structure of their Youth Force to ensure flexibility. Below is the structure that has been used by many Youth Forces and proven to be effective in previous International AIDS conferences. This includes:

- Steering Committee
- Working Group Co-Chairs
- Working Group members

**Steering Committee**
The Steering Committee supports the activities produced by the working groups, offers advice to the co-chairs of these working groups and uses their network to connect the Youth Force as a whole. It should be comprised of six members, including:

- A member of the selected organization.
- An IAS staff member in an observer role.
- The AIDS 2024 Organizing Committee Youth Representative.
- A steering committee member from the previous International AIDS conference Youth Force (e.g. AIDS 2022) should help integrate and assist the new International AIDS conference Youth Force (e.g. AIDS 2024).

Members of the Steering Community should be representative of the diversity of the response to HIV and include regional, gender and community representation.

The Steering Committee can also be formed with the chairs of the working groups.

**Working Groups**
If desired, the Youth Force may consist of different Working Groups, each led by two Co-Chairs, working on different aspects of the project. Previous Youth Force working groups include:

- Advocacy
• Communications
• Global Village and Youth Programmes
• Events
• Pre-Conference
• Fundraising
# Appendix 3

<table>
<thead>
<tr>
<th>Conference</th>
<th>Youth Force logo</th>
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<tbody>
<tr>
<td>AIDS2002 – Barcelona, Spain</td>
<td><img src="image" alt="Mascot_2002" /></td>
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<tr>
<td>AIDS2004 – Bangkok, Thailand</td>
<td><img src="image" alt="Mascot_2004" /></td>
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<tr>
<td>AIDS2006 – Toronto, Canada</td>
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<td>AIDS2008 – Mexico City, Mexico</td>
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<td>AIDS2010 – Vienna, Austria</td>
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<td>AIDS2012 – Washington DC, USA</td>
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<td>AIDS2014 – Melbourne, Australia</td>
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<tr>
<td>AIDS2016 – Durban, South Africa</td>
<td><img src="image" alt="Mascot_2016" /></td>
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**AIDS2018** - Amsterdam, Netherlands

**AIDS2020** - San Francisco and Oakland, USA

**AIDS 2022** - Montreal, Canada