



**IAS 2025**

# Request for proposals

## Consulting services: IAS 2025 Community Activist Liaison (CAL)

Closing date: **21 March 2025**

### 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.

You can 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 **IAS 2025, the 13th IAS Conference on HIV Science**, which will take place in Kigali, Rwanda, from 13 to 17 July 2025. It will bring together scientists, clinicians, public health experts, community leaders and people living with HIV in person and virtually.

The consultant 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 IAS 2025.

**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 <https://www.iasociety.org/conferences/ias2025>.



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### 3. Scope of the work and deliverables

#### Objective

Peaceful protest has always been and continues to be a key element of participation at the IAS Conference on HIV Science. 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 a Community Activist Liaison (CAL) Consultant who will provide advice and assistance before and during IAS 2025.

#### Scope

The IAS is seeking proposals for one CAL Consultant for IAS 2025.

The consultant 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 Manager, Conference Programme and Community Engagement, the CAL Consultant will perform 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 Manager, Conference Programme and Community Engagement, and the security company at the conference venue on activism planning, activities and events. This includes participating in security working group meetings as needed.
- IN-PERSON 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 in person 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, 13-17 July 2025)

- Liaise and engage with activists to understand key topics of interest.
- Regularly inform the IAS Manager, Conference Programme and Community Engagement, and Conference Director about any type of activism, before and throughout the conference.



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- Regularly inform the IAS Manager, Conference Programme and Community Engagement, and Conference Director about dissent regarding the conference among delegates, communities of people living with HIV and activists, as well as on social media.

## Post conference

- Prepare a brief report on activist activities at the conclusion of the conference, outlining successes, challenges and recommendations for future conferences. The report must be completed by **18 August 2025** and shared with the IAS Manager, Conference Programme and Community Engagement.

## 4. Period

The consultancy will require one to two hours per week from **1 April 2025 to 18 August 2025**, which will include initial discussions and meetings with IAS staff, security and key stakeholders as needed.

The in-person consulting services will be full-time from **13 to 17 July 2025**, inclusive.

## 5. Location

The CAL Consultant will work remotely before the conference and will be based in Kigali from **13 to 17 July 2025** inclusive. During the conference, the CAL Consultant will perform their services at the conference venue and, if necessary, online on the conference platform.

## 6. Proposal requirements

The proposal should include the information and documents as outlined in the proposal form.

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

### The following skills and qualifications are essential:

- Experience working in HIV and AIDS
- Experience working at large-scale international events
- Experience working with activists in Kigali 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 Gearóid Fitzmaurice at [gearoid.fitzmaurice@iasociety.org](mailto:gearoid.fitzmaurice@iasociety.org) and must be received by **21 March 2025**.

The IAS will treat all information received in the context of the proposal confidentially. Only shortlisted consultants will be contacted. Questions can be submitted by email.

## Proposal form



# IAS 2025

IAS – the International AIDS Society – encourages proposals from consultants with vision, global experience in HIV and AIDS, proven ability to forge partnerships, and relevant experience to support activism at IAS 2025.

This form is to be returned to the IAS Secretariat by **21 March 2025**; please email it to [gearoid.fitzmauricel@iasociety.org](mailto:gearoid.fitzmauricel@iasociety.org).

The proposal should include the following:

- **For consulting firms:**
  - A comprehensive presentation detailing your services and solution(s)
  - Full bio(s) of the focal point person(s) providing the services
  - Three references from previous clients
  
- **For individual consultants:**
  - A cover letter summarizing relevant experience with activism
  - An updated CV and a short bio
  - Two references from previous clients
  - Recent evidence that you are a registered freelancer

## 1. Consultant details

**Name:**

**Email:**

**Direct contact phone number:**

**Position/title:**

**Institution/organization and address (if applicable):**

**Website/social media profile (if applicable):**

## 2. Statement of interest and HIV expertise

Briefly describe why this consulting service is of interest and what makes you a unique consultant to serve as the IAS 2025 Community Activist Liaison Consultant (200 words maximum).

## 3. Conference background

Specify if and how you have been involved in previous IAS conferences and programmes or other international conferences and attach your CV to this proposal (150 words maximum).

## 4. IAS 2025

### **Vision**

Please describe your vision for the support of activism at IAS 2025, the 13th IAS Conference on HIV Science, both on site and virtually, and discuss what impact the current context – scientifically, politically and/or economically – will have on the conference (300 words maximum).



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### **Collaboration**

Please discuss how you would facilitate collaborative community support of activism at IAS 2025 (200 words maximum).

## **5. Collegiality and team skills**

What experience do you have of working with others in a team or group to achieve an agreed goal? (200 words maximum).

## **6. Communication skills**

As the CAL Consultant for both the in-person and virtual components of the conference, you will need to be able to communicate with a wide range of people from venue management to delegates to service providers to volunteers. Please indicate your interpersonal and communication experience. (100 words maximum).

## **7. Knowledge of languages**

Please indicate the languages you speak and the proficiency level for each language.

### **English**

- 1 – Elementary proficiency
- 2 – Limited working proficiency
- 3 – Professional working proficiency
- 4 – Full professional proficiency
- 5 – Native/bilingual proficiency

### **Other language (if applicable)**

- 1 – Elementary proficiency
- 2 – Limited working proficiency
- 3 – Professional working proficiency
- 4 – Full professional proficiency
- 5 – Native/bilingual proficiency

## **8. Commitment**

How will you manage or adjust your current commitments in order to be available for the time required to fulfil the duties of the Community Activist Liaison Consultant, both in the lead up to and throughout the conference?

## **9. Conflict of interest**

All applicants are expected to disclose financial interests, or other relationships that may be an actual, potential or apparent conflict of interest. A conflict of interest may occur when a person's personal or professional interests conflict with their responsibility to act in the best interests of IAS 2025. Personal interests include direct interests, as well as those of family, friends or other organizations a person may be involved with or in which they have an interest. Do you have any potential conflicts of interest that you would like to report?



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- I have no conflict of interest to report
- I have the following actual, potential or apparent conflicts of interest to report

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