



**IAS 2025**

# Request for proposals

## Consulting services: IAS 2025 Positive Lounge Consultant

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 Conference department.
- Support the logistics and engagement of the Positive Lounge 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>.

### 3. Scope of the work and deliverables

13 – 17 July · Kigali, Rwanda



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## 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 working group and consultant who deliver advice and assistance before and during IAS 2025.

## Scope

The IAS is seeking proposals for a consultant working in HIV to lead, develop and implement the Positive Lounge at IAS 2025.

The consultant will collaborate with an informal working group, including 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 collaboration with local groups and ensuring that the space is appropriately designed and managed throughout the conference.

## Deliverables

Under the guidance of the IAS Manager, Conference Programme and Community Engagement, the Positive Lounge Consultant will perform the following consulting services:

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

- In collaboration with the IAS Secretariat, lead the Positive Lounge working group.
- Facilitate collaboration with local networks representing people living with HIV.
- Express the requirements regarding 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 at the Positive Lounge (number of volunteers needed, hours of operations and description of their activities) within the timeline communicated by the IAS Project Manager in charge and create the training curricula with support from the IAS Secretariat.
- Organize activities to take place in the Positive Lounge and coordinate their implementation. These include:
  - Communication, ICT, access to the venue for external stakeholders, delivery of material, registration and catering
- Source in-kind support (donations) for items outside of the basic infrastructure for delegates.
- Draft documents for signage and information purposes on site.
- Plan and manage in-person data collection (attendance and feedback).
- Regularly update the IAS Manager, Conference Programme and Community Engagement, 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 (13-17 July 2025)

- Work with the IAS Manager, Conference Programme and Community Engagement, to ensure that the Positive Lounge is fully prepared before opening (access, design, decoration and resources).
- Provide training to any 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 at the Positive Lounge.
- Set up meetings before and during the conference with donors, service providers and volunteers to convey the conference values and principles.
- Be present in the Positive Lounge during its opening hours. Take responsibility at the lounge, including for all materials and the reception of deliveries and catering.
- Ensure that the Positive Lounge is running as planned. More precisely:
  - Proactively coordinate suppliers (catering and services).
  - Welcome delegates.
  - Coordinate volunteers.
  - Coordinate working groups and donors visiting the space.
  - Report any issue to the IAS Manager, Conference Programme and Community Engagement, and/or the relevant person in charge (of security or medical services, for example).
  - Coordinate delegate feedback.

### Post conference

- Prepare a brief report on the Positive Lounge 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 **21 March 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 27 July 2025**, inclusive.

## 5. Location

The Positive Lounge Consultant will work remotely before the conference and will be based in Kigali, Rwanda, from **13 to 17 July 2025** inclusive. During the conference, the consultant will perform their services at the conference venue.

## 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 application.*

**The following skills and qualifications are essential:**



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- 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 Kigali and/or internationally and a strong knowledge of local service providers
- A working knowledge of English (other languages are an asset)

Consultants should be based in Rwanda, preferably Kigali.

## 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 – 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 complement the skills of the Positive Lounge working group who will advise the IAS Secretariat on the planning of the IAS 2023 Positive Lounge.

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

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**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 Positive Lounge 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).

### **Collaboration**

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

### **Partnerships**

Please discuss the types of partnerships you would help identify and facilitate in support of the Positive Lounge (200 words maximum).

### **In-kind services and donations**

Please describe the potential local or regional services or donations you believe could be mobilized for the Positive Lounge, along with any experience you have with fundraising (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 Positive Lounge 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



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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 Positive Lounge 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?

- 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.