



Request for proposal

Consulting services: Further embedding Diversity, Equity and Inclusion across IAS structures and activities

Proposals will be received until Thursday, 6 April 2023 at 17:00 UTC +02:00

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 is also the steward of the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

More information on IAS can be found at www.iasociety.org.

About Diversity, Equity and Inclusion at the IAS

The IAS recognizes that in order to achieve its vision of a world in which HIV no longer presents a threat to public health and individual well-being, we must continuously act to do our part to eliminate inequality, sexism, homophobia, racism, stigma and discrimination. These remain major structural barriers to accessing effective HIV prevention, treatment and care services. Ensuring that people, especially those most affected by HIV, constitute the starting point of IAS strategies is key to overcoming these obstacles. Therefore, the IAS is committed to diversity, equity and inclusion in all of its activities as well as across the IAS Secretariat and its governing bodies. See the [IAS's commitment to Diversity, Equity and Inclusion statement](#) for further details.

Purpose of the consultancy

The IAS is seeking proposals from a consultant or team of consultants to provide guidance on further embedding Diversity, Equity and Inclusion (DEI) principles across its structures and activities, with a particular emphasis on the IAS workforce. Specifically, the consultant will be tasked to:

- Review the IAS's current level of performance with regard to DEI within its Secretariat and across its governance and advisory structures.



- Propose measures for improvement, including relevant recruitment and appointment policies and strategies, processes and associated communication and documentation.
- Make recommendations on any improvements necessary in the IAS's monitoring and reporting on DEI.
- Draft a DEI checklist for use in planning and implementing IAS activities.
- Propose training modules for IAS staff to increase awareness of DEI and provide practical guidance on how to reflect the IAS's DEI commitment in their day-to-day work.

Period

March to Q3 2023.

Location

The consultant or team of consultants will work remotely throughout the consulting service period.

Scope of work and deliverables

The consultant or team of consultants is expected to base their analysis and recommendations on desk research and interviews with relevant Secretariat staff and the Diversity, Equity and Inclusion Committee of the IAS Governing Council.

Deliverables and key dates:

- A draft assessment report of the various policies and practices highlighting areas for improvement, along with a workplan and timeline to address these, for discussion with the IAS Secretariat – April 2023
- Finalized workplan and timeline for review and comments by the IAS Diversity, Equity and Inclusion Committee – May 2023
- Deliverables as per the agreed workplan and timeline, which should also include a summary assessment and recommendations report for publication – May to Q3 2023. For each of these deliverables, a feedback round with the IAS Secretariat should be included as part of the planning

Proposal requirements

- A cover letter summarizing relevant experience, outlining the proposed approach and methodology, and including an estimate of the level of effort required and daily fee expectations, or flat fee for the whole assignment
- Updated CV/s of the proposed consultant/s
- Two references from previous clients, including contact details



Background and profile

- Demonstrated expertise in Diversity, Equity and Inclusion and its translation into policies and practices, preferably in the global health and non-profit fields
- Excellent analytical capacity and ability to formulate actionable recommendations

Submission details

Proposals must be submitted by email to sofia.blomqvist@iasociety.org by Thursday, 6 April 2023 at 17:00 UTC +02:00. Late proposals will not be considered.