



Request for Proposals
AIDS 2018 Project Consultancy
Proposals will be accepted until **18 August 2017**

1. About the International AIDS Society:

Founded in 1988, the International AIDS Society (IAS) is the world's largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The IAS Conference on HIV Science brings together a broad cross section of HIV professionals and features the latest HIV science, with a focus on implementation – moving scientific advances into practice. The International AIDS Conference is the largest conference on any global health or development issue. First convened during the peak of the AIDS epidemic in 1985, the conference continues to provide a unique forum for the intersection of science and advocacy, and an opportunity to strengthen policies and programmes to ensure an evidence-based response to the epidemic. The next International AIDS Conference (AIDS 2018) will be held in Amsterdam, The Netherlands (23-27 July 2018). AIDS 2018 is expected to convene over 15,000 delegates from around the world including up to 800 journalists.

More information on AIDS 2018 can be found at www.aids2018.org.

2. Purpose of the Consultancy:

The IAS is seeking proposals for a project consultant to support the 22nd International AIDS Conference (AIDS 2018). The consultant will provide staffing support to the local Co-Chair and will be the focal point for the relationships between IAS and Amsterdam; with a particular focus on identifying and developing local and regional partnerships.

3. Deliverables:

- Staffing support to the local Co-Chair;
- Mapping major Dutch partners and coordinating among them;
- Mapping local political structures and developing an engagement plan;
- Advising on conference logistics;
- Acting as the focal point for the relationships between IAS and Amsterdam;
- Playing a secondary/supportive role for finance, human resources, fundraising, media/communications and partnerships;
- Perform any additional tasks as requested.

4. Period: 1 October 2017 to 31 August 2017 – Full-time

5. Location: Remotely based in Amsterdam

6. Proposal Requirements:

The proposal should include the following:

- The proposal should clearly outline the consultant's experience with project deliverables and provide examples of deliverables from previous jobs or consultancies;
- The proposal should be no longer than three (3) pages in length;
- A recent copy of the consultant's CV (in addition to the 3 pages listed above).

7. Guidelines for Proposal Content:

Proposals should outline the consultant's approach to and concept of each project, including the estimated cost per day. IAS staff will work with the selected consultant to design the project plans and ensure that they align with resources and time constraints.

8. The following skills and qualifications are essential:

- Advanced project management experience ideally in the public health sector;
- Experience in working with conferences, seminars, workshops, meetings, committees or events;
- Experience in fundraising, media/communications and relationship cultivation;
- Experience working in the field of HIV and AIDS would be an asset;
- Familiarity with the local geography, customs, regulations and reporting requirements;
- Ability to prepare and present complex presentations to large groups of internal and external stakeholders;
- Good knowledge of the International AIDS Conference and its partners;
- Knowledge of book keeping and financial reporting requirements;
- Possess strong written communication and cross-cultural skills;
- Sense of diplomacy and customer service attitude;
- Have an ability to work independently and an aptitude for multi-tasking;
- Highly organized and systematic, excellent time management, attention to detail;
- Ability to work efficiently under pressure in an international context, and occasionally work overtime;
- Excellent computer skills in the Windows environment (MS Office, Outlook).

9. Submission Details:

Proposals must be received via e-mail, before end of day on **18 August 2017**.

Proposals should be addressed to Megan Warren, Conference Director. Please email all proposals to Maureen Thiele at maureen.thiele@iasociety.org.