

Request for Proposals
Community Activist Liaison Consultants
Proposals will be accepted until 8 January 2018

1. About the 22nd International AIDS Conference (AIDS 2018)

The International AIDS Conference is the largest conference on any global health or development issue in the world. First convened during the peak of the AIDS epidemic in 1985, it continues to provide a unique forum for the intersection of science, advocacy, and human rights. Each conference is an opportunity to strengthen policies and programmes that ensure an evidence based response to the epidemic. The 22nd International AIDS Conference (AIDS 2018) will be held in Amsterdam, Netherlands on 23-27 July 2018.

The theme of AIDS 2018 is “Breaking Barriers Building Bridges”, drawing attention to the need of rights-based approaches to more effectively reach key populations, including in Eastern Europe and Central Asia and the North-African/Middle Eastern regions where epidemics are growing. When HIV/AIDS first appeared as a public health threat in the 1980s, the Netherlands faced the challenge head on, embracing scientific evidence and working with populations that other countries marginalized and stigmatized. Today, Amsterdam is a “Fast Track City” that has committed to accelerating action to ensure that the world can reach the ambitious target of ending AIDS by 2030. AIDS 2018 aims to promote human rights based and evidence-informed HIV responses that are tailored to the needs of particularly vulnerable communities -- including people living with HIV, displaced populations, men who have sex with men, people in closed settings, people who use drugs, sex workers, transgender people, women and girls and young people-- and collaborate in fighting the disease beyond country borders.

We expect over 15,000 delegates, 800 journalists and over 1,000 scholarships recipients to attend AIDS 2018. The International AIDS Society (IAS) serves as the AIDS 2018 Secretariat. More information on AIDS 2018 can be found at www.aids2018.org.

2. Purpose of the Consultancy:

The IAS is seeking proposals for Community Activist Liaison (CAL) Consultants for the AIDS 2018. The Community Activist Liaison Consultants will consult with activist organizations and individuals at local and international levels, as well as programme committee members, to identify from the conference programme, conference sessions that are most likely to generate or attract peaceful protest and dissent.

3. Deliverables:

Under the guidance of the Community Activity Coordinator, the CAL Consultants will perform the following consulting services:

- Arrange meetings before and during the conference with activists to convey the [“Principles and Values of conference participation”](#)
- Regularly update the IAS Community Activity Coordinator, the Conference Coordinating Committee (CCC), the security company, and activists on activism planning, activities and events. This includes participating in security working group meetings as needed
- Liaise with the conference’s contracted security coordinators and/or exhibition holders to ensure activities are coordinated

- Work with the IAS staff to ensure venue plans include space for preparations of activism
- Ensure resource materials are available in community office space
- Prepare a brief report on activist activities at the conclusion of the conference (2-3 pages) outlining successes, challenges and recommendations for future conferences. The report must be completed by 5 August 2018.

4. Period:

One to two hours per week starting from 15 April 2018 to 14 July 2017, which will include initial discussions and meetings with IAS staff and key stakeholders as needed. The onsite consulting services will be **full-time** from 19 July 2018 to 27 July 2018.

5. Location:

The CAL Consultants will work remotely prior to the conference, and will be onsite in Amsterdam between 19-27 July 2018.

6. Proposal Requirements:

The proposal should include the following:

- A cover letter summarizing motivation and intent for this role (one page max)
- A CV providing an overview of previous experience and contact information for three professional referees (two pages max)
- A brief work plan on how the project deliverables will be met (one page max).

7. Guidelines for Proposal Content:

Proposals should outline the consultant's approach to and concept of the project. In accordance with the needs of the Conference, the number of Community Activist Liaison Consultants selected could vary from a minimum of two consultants to a maximum of four.

8. 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 The Netherlands and/or internationally, and a strong knowledge of local and/or international community activist stakeholders
- Be proficient in English. Dutch knowledge is an asset.

9. Submission Details:

Proposals must be received via e-mail by 17:00 (CET)/11:00 a.m. (EST) on Monday 8 January 2018. Late proposals will not be considered. Please note that only shortlisted consultants will be contacted.

Proposals should be addressed to Lara Vecchio at lara.vecchio@iasociety.org.