



**Request for Proposals**  
**Administrative and Communications Service Provider**  
**for the Adolescent HIV Treatment Coalition (ATC)**

Proposals will be received until **13 April, 2018**

**Objective:**

The International AIDS Society (IAS) is seeking proposals for a service provider for the Adolescent HIV Treatment Coalition (ATC) for administrative and communications services. The institution will work in collaboration with the ATC Coordinator and the IAS to ensure the effective coordination, management and implementation of the ATC programme, including the development of its activities.

Member institutions of the ATC are strongly encouraged to apply. Preference will be given to candidates based in low- and middle- income countries.

The proposed project timeline is May 2018 through December 2018.

**About the Adolescent HIV Treatment Coalition (ATC):**

HIV is now estimated to be the number two cause of death among adolescents (10-19 years) globally and the number one in Africa, at a time when HIV-related deaths are decreasing in all other groups. The poor quality of, and retention in, services for adolescents is well documented, and there is an urgent need to improve service delivery.

To reverse this trend and catalyze change in the HIV response for adolescents, the ATC came together in March 2014, in Cape Town, South Africa. The ATC is a diverse community united in advocacy to make quality treatment and care available for all adolescents living with HIV. It provides a collective voice promoting accountability and the HIV response to the realities of adolescent lives. It does this through calling attention to gaps, proposing solutions and working collaboratively on adolescent treatment issues.

The ATC capitalizes on collaborations among networks of people living with HIV, HIV treatment organizations, youth organizations – including young people living with HIV – researchers, clinicians and global health agencies to fill some of the urgent gaps in addressing the treatment and care needs of adolescents living with HIV. Its formation marked a renewal of efforts to address some of the structural barriers that prevent governments from fulfilling adolescents' right to health.

**About the International AIDS Society (IAS):**

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 on the frontlines of the epidemic.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the largest conference on any global health or development issue, and provides a unique forum for the intersection of science and advocacy. 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.

In addition, the IAS programmes advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

**Purpose of the agreement:**

The service provider will be responsible for the below administrative and logistical tasks to support the coordination, management and implementation of the ATC programme in collaboration with the ATC Coordinator and the IAS.

This agreement will be based on a time commitment of an average of 11 days/month, over an 8-month period, for a total number of 88 days.

The deliverables for the service provider will be as follows:

AREA	DELIVERABLES	Estimated days	TIMEFRAME
Agenda development (12 days)	Development of agenda and confirmation of speakers for ATC Youth Networking Zone at AIDS 2018, in collaboration with ATC Coordinator	6 days	Q2-Q3
	Development of agenda, work, confirmation of speakers and meeting pre-work for Intergenerational Summit, in collaboration with ATC Coordinator	6 days	Q2-Q4
Prepare Coalition reports & minutes (25 days)	Quarterly call minutes (3)	3 days	Q2-Q4
	ATC AIDS2018 Roadmap and Meeting report	6 days	Q3
	Intergenerational Summit report	4 days	Q3
	ATC Annual Report	5 days	Q4
	Mid-term and end-of-year narrative reports for funders (3-4 reports), in collaboration with ATC Coordinator and IAS Resource Mobilization team	7 days	Q2/Q4
Logistics (27 days)	AIDS 2018: Arrange logistics for travel and participation of ATC, at AIDS 2018. Support ATC activities at AIDS2018 in collaboration with ATC Coordinator	15 days	Q2-Q3
	Intergenerational Summit: Arrange logistics for travel and participation at Intergenerational summit. Support running of Intergenerational Summit, in collaboration with ATC Coordinator	12 days	Q2-Q3
Communications (16 days)	Update website text and info at least quarterly; identify and develop social media content as appropriate, in collaboration with ATC Coordinator and IAS Communications team	7 days	Q2-Q4
	Onboard all new ATC members, providing documentation and responding to any specific support needs	2 days	Q2
	Create a bi monthly membership e-update, in collaboration with ATC Coordinator	7 days	Q1-Q4

### **Proposal Requirements**

- A letter of motivation highlighting contributions to advocacy in the adolescent HIV treatment sector, previous administrative and communications experience, and familiarity with the Adolescent HIV Treatment Coalition (if applicable).
- A proposed budget based on the above deliverables and estimated workload.
- A proposed workplan (not more than 3 pages) outlining how the service provider will ensure that the above deliverables are completed on time, including which personnel within the institution will be involved and oversight plan.

Proposals should be submitted by email and addressed to Marissa Vicari, Manager, CIPHER at [cipher@iasociety.org](mailto:cipher@iasociety.org) and must be received via e-mail, by 24:59 CET, 13 April, 2018.