



**REQUEST FOR PROPOSALS**  
**Consultancy on the CIPHER Strategy Stocktaking Process**  
Proposals will be received until 15 October 2017

### **About the International AIDS Society**

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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 advocates 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.

More information on IAS can be found at [www.iasociety.org](http://www.iasociety.org).

### **About CIPHER**

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Launched in 2012 with funding from ViiV Healthcare as a 2-year research promotion initiative, CIPHER has become the paediatric and adolescent programme of the IAS. It is guided by a world-class Scientific and Technical Advisory Committee ([STAC](#)) of experts in paediatric and adolescent HIV convened by the IAS, and over the years has become recognized as a stakeholder in the field as a thought leader, funder and valuable convener/networking platform.

The overall aim of CIPHER is optimizing clinical management and delivery of services to infants, children and adolescents affected by HIV in resource-limited settings. It is designed to complement existing global initiatives and create partnerships to maximize investment in paediatric HIV research and improve paediatric and adolescent health outcomes. CIPHER has three key objectives, shown below, and it's portfolio of activities has grown steadily each year:

#### **CIPHER Objectives and main activities**

**Objective 1:** Promoting and investing in targeted research to address priority knowledge gaps in paediatric HIV.

Activities:

- The [CIPHER Grant Programme](#) for early-stage investigators (since 2012), provides early-stage investigators the opportunity to address targeted research gaps in paediatric and adolescent HIV in resource-limited settings.



- The [Growing the Leaders of Tomorrow Fellowship Programme](#) (new in 2017!), is a 2-year fellowship to support the development of clinical science in paediatric HIV in sub-Saharan Africa.
- Special Issue series in the Journal of the International AIDS Society (annually since 2013).

**Objective 2:** Convening stakeholders and establishing collaboration mechanisms to strengthen communication, knowledge transfer and exchange among paediatric HIV cohorts.

Activities:

- [CIPHER Global Cohort Collaboration](#) (since 2013) is the largest collaboration of paediatric and adolescent observational HIV cohorts to date.
- Adolescent Transition Workshops (2014 and 2015), bringing together lead scientists in the field to address how adolescents can be retained in care as they transition from paediatric to adult care.
- [Online map](#) of paediatric and adolescent observational cohorts (since 2013), providing an open source overview of cohorts worldwide.

**Objective 3:** Advocacy in support of evidence-informed clinical, policy and programmatic decision making.

Activities:

- Partner in 7 global level working groups focusing on access to paediatric and adolescent treatment and healthcare, and on the organizing committee of 3 partner events (since 2014), including the Global Accelerator for Paediatric formulations (GAP-f).
- Roundtable discussions in collaboration with the IAS/ILF (since 2014), focusing on challenges and barriers to making optimal paediatric ARVs accessible.

The range and scope of topics covered by CIPHER was based on an initial comprehensive [needs assessment](#), which identified key research gaps in paediatric and adolescent HIV. The CIPHER Research Grant Programme and other projects in the initiative have been aligned to address these gaps, although there is still much work to be done. The needs assessment has recently been updated with development of [Global Research Agendas](#) in paediatric and adolescent HIV, done in collaboration with WHO and with wide reaching stakeholder input. The epidemic has evolved, and the research and policy landscape has changed greatly since CIPHER was launched in 2012. Demographically, we are seeing a 'wave' of perinatally infected adolescents (10-19 years old) reaching adulthood, and this population is experiencing alarming levels of HIV-related mortality and morbidity. There is increased recognition that more implementation science is needed - we need to know *how* to prevent, test, link and retain in care young populations. At the policy level, we have now moved to treat all, however treatment formulations for children still lags behind adults by 8-10 years.

### **Purpose of the Consultancy**

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As it is now five years since the launch of CIPHER, the IAS is seeking proposals for a consultant to undertake a strategy stocktaking process to consider lessons learned, current work, and to develop the long-term (5-year) vision for the initiative. It will be important to consider CIPHER within the context of the rapidly changing paediatric and adolescent epidemic and response.



## **Responsibilities and Scope of Work**

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Following an initial brainstorm meeting with the IAS CIPHER team which took place at the IAS Secretariat in Geneva, Switzerland on 30 August 2017, the Consultant will carry out the strategy stocktaking through the following process:

### **1. CIPHER Stakeholder input**

Around 20 interviews with various CIPHER stakeholders will be carried out by the consultant at this stage with the aim of gaining an insight into their views on the current work of CIPHER, opportunities for development, threats, and mid- and long-term vision. Interviews will be carried out via telephone, email or in person, depending on the location of the respective stakeholder.

At this stage of the process, the consultant will have the following responsibilities:

- Development and design of questionnaires
- Conducting telephone or in person interviews with CIPHER stakeholders
- Facilitation and coordination of email questionnaires with CIPHER stakeholders
- Brief summary outlining key considerations and recommendations from stakeholders at this stage in the process.

Potential stakeholders to be consulted will include:

- STAC and other CIPHER committee members (list to be provided by CIPHER)
- CIPHER grantees/mentors
- CIPHER funders
- Additional stakeholders involved in CIPHER projects as needed.

The consultant will subsequently prepare a brief summary on the outcomes of the key stakeholder interviews and questionnaires with a view to informing the participants, direction and planning for the outsider verification meeting. The results of this report will be incorporated into the final meeting report.

<b>Task</b>	<b>Level of effort</b>	<b>Date</b>
Questionnaires/interviews with CIPHER stakeholders	About 30 days	End Oct - 15 Dec 2017
Preparation of brief summary on outcomes of key stakeholder interviews		1 Dec 2017

### **2. Outsider Verification Meeting**

Following input from the CIPHER team, and in-line with the results of the CIPHER stakeholder interviews, the consultant will develop, coordinate and facilitate a one-day meeting with a group of top leaders (policy makers, donors, researchers, country-level programmers, implementers, advocates, community members) who are not currently involved in CIPHER activities. Meeting attendees and agenda will be decided in collaboration with the Manager, CIPHER, the Director, HIV Programmes & Advocacy and the IAS Executive Director.

The aim of this meeting will be to obtain an impartial and outside perspective on the current work of CIPHER and its future direction, as well as to highlight new opportunities and potential new directions. Around 20 attendees will be invited. Decision on where the meeting will be held (in Geneva, or alongside another meeting) will be based on who needs to attend.



At this stage of the process, the consultant will have the following responsibilities:

- Identification of meeting participants
- Development of meeting content, participant list and any necessary pre-work
- Design of the meeting agenda
- Preparation of background information related to the process, to be circulated to participants (extensive background and strategic/technical documentation on CIPHER will be provided by the CIPHER team)
- Facilitation of one-day meeting.

Logistics for this meeting will be done by the IAS CIPHER team.

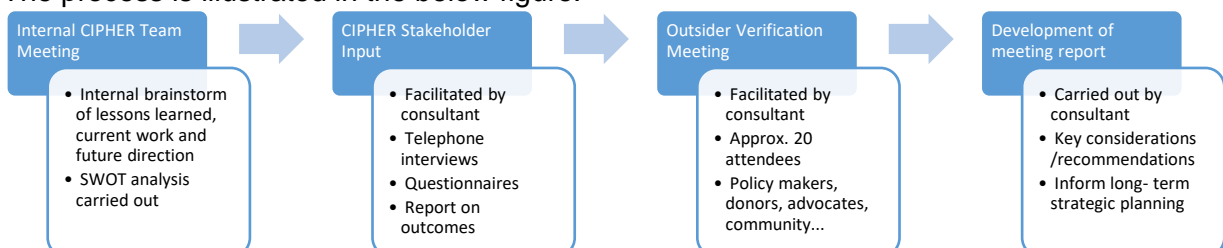
Task	Level of effort	Date
Development of meeting, content, participant list, agenda and any pre-work in collaboration with HIV Programmes Director and IAS CIPHER team, participants invited	About 15 days	21 Dec 2017
Meeting held		Mid Jan - mid Feb 2018, Depending on attendees and location

### 3. Development of Final Report

Following the outside verification meeting, the consultant will draft a comprehensive report outlining the outcomes of the whole process, key recommendations and future directions. This report will be used to inform the mid- and long- term strategic planning for CIPHER.

Task	Level of effort	Date
Meeting report drafted	About 15 days	1 <sup>st</sup> week of March 2018, latest, depending on meeting date
Meeting report finalized (maximum 20 pages)		March 2018, latest, depending on meeting date

The process is illustrated in the below figure:





## **Expected Outputs**

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The work to be carried out by the Consultant will produce the following deliverables:

- 1) Brief summary on the findings of the stakeholder questionnaires/interviews
- 2) Content, participant list and agenda for outsider verification meeting; meeting held
- 3) Comprehensive report outlining outcomes of the process, key recommendations and proposed mid- and long- term vision (maximum 20 pages).

## **Timeline**

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The period for the consultancy will be from mid-October 2017 through mid-March 2018. The estimated time for the whole consultancy is 60 days.

## **Location**

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The Consultancy will be home-based except for one-day facilitated meeting, location to be confirmed as per the above process, between mid-January 2018 and mid-February 2018.

## **Qualifications and Skills**

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The following qualifications and skills are necessary:

- At least 10 years' experience in paediatric and adolescent HIV, in-depth understanding of the field including stakeholders, issues and the overall policy and scientific landscape
- Expertise in strategy development, stakeholder interviews, consensus building and facilitation of meetings
- Excellent written and oral English communication skills.

## **Distribution of Work**

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The IAS CIPHER team will provide logistical and administrative support in organizing the outsider verification meeting. Support in the development of the meeting, its content, participant list and agenda will be provided in collaboration with the Director, HIV Programmes & Advocacy and the IAS CIPHER team.

## **Proposals and Submission Details**

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The proposals should include the following documents:

- A cover letter detailing your experience in paediatric and adolescent HIV, expertise in strategy development and meeting facilitation
- A recent curriculum vitae, including the estimated costs for the services
- Any examples of similar work recently performed
- Two professional references including contact details.

Proposals should be emailed to [catherine.berner@iasociety.org](mailto:catherine.berner@iasociety.org) by **Sunday 15 October 2017**.