



# Request for proposals

## Consultants to support academic publishing for the *Journal of the International AIDS Society*

**Closing date and time: 14 May, 23:00 CET**

### 1. About IAS – the International AIDS Society

IAS – the International AIDS Society – leads collective action on every front of the global HIV response through its membership base, scientific authority and convening power. Founded in 1988, the IAS is the world's largest association of HIV professionals, with members in more than 170 countries. Working with its members, the IAS advocates and drives urgent action to reduce the impact of 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.

The IAS promotes and invests in HIV advocacy and research on key areas through our strategic programmes, initiatives and campaigns that advocate for urgent action to reduce the global impact of HIV. Among these are: increasing 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 vulnerable to HIV acquisition (such as men who have sex with men, people who inject drugs, sex workers and transgender people), including protecting their human rights by combatting punitive laws and discriminatory policies.

For more information, visit [www.iasociety.org](http://www.iasociety.org).

### 2. About the *Journal of the International AIDS Society*

The *Journal of the International AIDS Society* (JIAS) is the official peer-reviewed journal of the IAS. Founded in 2004, it is an open-access, PubMed- and Medline-indexed journal. JIAS articles are published only online on an article-by-article basis. The journal's primary purpose is to provide an open-access platform for the generation and dissemination of evidence from a wide range of HIV-related disciplines, encouraging research from low- and middle-income countries. In addition, JIAS aims to strengthen capacity and empower less-experienced researchers from resource-limited countries.

The journal welcomes submissions from a variety of disciplines with the objectives of making the most relevant information available and reaching all relevant stakeholders involved in all aspects of the HIV response. The journal strongly encourages submission of papers in the areas of implementation science and operational research, in particular from resource-limited settings. This is to ensure that information on best practices and culturally relevant research findings reaches the broadest possible international audience and stakeholders.

JIAS received its first impact factor of 3.256 in 2012, which rose to 5.553 in 2020 (2019 Journal Citation Reports – Clarivate Analytics). The journal is ranked 8th out of 92 infectious diseases journals and 32nd out of 159 immunology titles on the Science Citation Indexes.



Since 2017, JIAS has been published by John Wiley & Sons, Inc. More information on JIAS can be found at [www.jiasociety.org](http://www.jiasociety.org).

### 3. Purpose of the consultancy

The journal has experienced continuous growth and development since its launch, with a remarkable increase in both submission and publication of manuscripts. In 2020 alone, submissions increased by 25% from the previous year.

In this context, the IAS invites proposals from individual consultants to support the JIAS Editorial Team in handling the increasing submission volume and the organization of its capacity-building activities.

### 4. Scope of work

The consultant will perform the following tasks:

- **Task 1:** Manage and expedite the peer review process, with the guidance of the Executive Editor, in line with the journal's processes and procedures.
- **Task 2:** Support the coordination of Supplements, including communication with external partners where relevant.
- **Task 3:** Support the organization of virtual meetings, as well as the organization of JIAS mentoring activities (including workshops).

### 5. Period

Immediate: May-September 2021, up to 100 days for the whole consultancy (equivalent to 40 hours a week). The consultant should be available to start as soon as possible.

Medium term: We are also seeking to establish a roster of consultants with the relevant skills and experience to be contacted in the future to provide support to the JIAS during specific periods.

Consultants interested in either or both of these opportunities should respond to this request for proposals, and clearly state their availability and time period of interest.

### 6. Person specification

The IAS is seeking a consultant with a passion for scientific publishing, meticulous attention to detail, excellent organizational skills and ability to meet deadlines.

The successful consultants will have a minimum of a Masters' degree in a scientific, public health or relevant discipline and knowledge of scientific literature and publishing.

Strong written communication skills in English are required and the consultant should be able to demonstrate tact and diplomacy with diverse stakeholders. Experience in academic writing and knowledge of HIV is highly desirable.

### 7. Proposal requirements

The proposal should be no longer than five pages and include:

- A CV and a cover letter summarizing relevant and comparable experience with this type of work, including academic qualifications, work experience and motivation for working with the JIAS
- A description of relevant experience with scientific publishing



- A declaration of any conflicts of interest with private sector entities in the biomedical industry
- Names of three referees from previous clients
- Recent evidence that the consultant is a registered freelancer in their country of residence
- Daily rate for short- and long-term consultancy contracts.

Consultants can be based anywhere in the world and will need to be available to attend key JIAS meetings.

### **8. Deliverables**

- Support provided for the editorial process of direct submissions, including inviting and following up with reviewers daily, inviting authors for revision and consolidating comments for Editors
- Support provided for the coordination of ongoing Supplements to ensure strict adherence to timelines, including supporting the editorial process as described above, liaising with Guest Editors, proofreading complete issues and drafting promotional communication strategies
- Support provided around logistical organization of virtual webinars.

### **9. Budget**

Proposed daily rates will be reviewed with respect to the tasks and person specification and will be considered in relation to cost effectiveness and availability. The financial merits of proposals will be considered against the JIAS needs within the set period.

### **10. Submission details**

Proposals must be sent by email to the JIAS Editorial Office ([editorial@jiasociety.org](mailto:editorial@jiasociety.org)) by 23:00 (CET) on **Friday, 14 May**. For further information, please contact Karoline Soerensen ([karoline.soerensen@iasociety.org](mailto:karoline.soerensen@iasociety.org)).