



Request for Proposals (RfP) to develop strategic indicators for the International AIDS Society's HIV programmes and advocacy campaigns

Full Proposals – Closing date and time: 18 January 2021, 23:00 (CET)

1. About 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.

Through its various programmes, campaigns and initiatives, the IAS harnesses research, shapes the evidence base and amplifies the voices of affected communities to influence policy across the HIV prevention to care continuum. The IAS undertakes advocacy, supports capacity building, and engages in collaborative partnerships across the IAS and with organizations, civil society and communities around the world.

More information on the IAS can be found at www.iasociety.org.

2. Purpose of the consultancy:

The IAS invites proposals from individuals or teams to develop strategic performance indicators for its HIV programmes and advocacy campaigns.

Informed by the IAS Strategy 2021-2025 as well as the organization's overarching key performance indicators (KPIs), the intent of this consultancy is to develop a bank of more granular, bespoke indicators that can be applied across HIV programmes, campaigns and initiatives. These indicators will be used to drive and support monitoring and evaluation (M&E).

3. Scope of the work:

In collaboration with the Advocacy Officer, HIV Programmes and Advocacy, the consultant will perform the following tasks:

- Consult across four programmatic areas to understand the broad work of the IAS's HIV programmes and advocacy campaigns – this will include:
 - Scoping interviews with up to four core IAS staff
 - Document review (ca. 24 documents)
 - Interviews with up to eight staff across four programmatic areas

- Develop bank of bespoke indicators aligned to the new IAS strategy and the overarching KPIs of the IAS. Indicators must be SMART (Specific, Measurable, Achievable, Relevant and Time-bound).
- Hold a (1) focus group with staff to solicit feedback and socialise the indicators.
- Provide "how-to" operational guidelines and a monitoring template (excel) to support the integration of identified indicators into work plans and monitoring and evaluation (M&E) processes.

4. Deliverables:

Date	Deliverable
15 February 2021	A project plan which clearly outlines the steps needed to complete each component (as outlined in section 3 above)
10 March 2021	Scoping calls, document review and interviews complete
17 March 2021	Indicators, operational guidelines and template – draft 1 submitted
24 March 2021	Focus group
31 March 2021	Indicators, operational guidelines and template – final versions submitted

5. Period: February - March 2021.

6. Location: Home-based. All activities will be conducted virtually.

7. Proposal Requirements:

The proposal should be no longer than four (4) pages in length including a budget and overall timeline. It should clearly outline how project deliverables (see point 4) will be met. Additionally, please attach:

- A recent copy of the consultant's CV;
- One sample of recent work of a similar nature;
- Contact information of two professional referees.

8. The following skills and qualifications are essential:

- Solid background in strategic planning and establishing monitoring and evaluation (M&E) processes within similar organizations;
- Experience in facilitating virtual focus groups on strategy implementation within similar organizations;
- Experience in the HIV, global health and/or development sectors.

9. Submission Details:

Proposals should be addressed via e-mail to Sonja Lee Finnegan, Advocacy Officer at sonja.leefinnegan@iasociety.org. The deadline for submission is 18 January 2021, 23:00 (CET)