



REQUEST FOR PROPOSALS

Consultancy on the HIVR4P 2020 scientific conference programme

Proposals will be received until **Monday, 27 May 2019**, 17:00 CEST

About the IAS:

The mission of the International AIDS Society (IAS) is to lead 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 from more than 180 countries working on all fronts of the global AIDS response. Together, we advocate and drive urgent action to reduce the global impact of HIV.

The IAS is the steward of the world's two most prestigious HIV conferences - the International AIDS Conference and the IAS Conference on HIV Science. These conferences have established a gold-standard meeting that convenes the world's top scientists, civil society members and policymakers to jointly discuss the fight against HIV.

We promote and invest in HIV advocacy and research on key issue areas through our strategic programmes, initiatives, and campaigns that 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.

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

About HIV Research for Prevention:

HIV Research for Prevention (HIVR4P) is the only global scientific conference focused exclusively on the challenging and fast-growing field of biomedical HIV prevention research. HIVR4P supports cross-fertilization among research on HIV vaccines, microbicides, PrEP, treatment as prevention and other biomedical prevention approaches, while also providing a venue to discuss the research findings, questions and priorities specific to each.

HIVR4P brings together more than 1,500 of the world's leading prevention researchers, funders and policy makers for five days of exchange, debate and direction-setting for the field.

The conference is organized every two years and was held previously in Cape Town (2014), Chicago (2016) and Madrid (2018).

Purpose of the Consultancy:

The IAS is seeking proposals for a consultant to lead and guide the development of the scientific programme, together with the Programme Organizing Committee, for HIVR4P 2020, taking place in Cape Town, South Africa, from 11 to 15 October 2020. The consultant will collaborate closely with the Senior Conference Project Manager, HIVR4P at the IAS.



Responsibilities and Scope of Work:

The consultant will advise and assist the HIVR4P 2020 Co-Chairs, Programme Committee, Senior Conference Project Manager, HIVR4P and the IAS Director, Conferences on a range of activities and issues, including the following matters/areas:

- Development of the HIVR4P 2020 scientific programme
 - Provide input for the development of the invited-speaker programme and highlight any gaps;
 - Provide input for the development of the abstract-driven programme;
 - Develop the abstract categories;
 - Poster Sessions: grouping abstracts by theme and day;
 - Support the scheduling of invited-speaker and abstract-driven sessions.
- Scholarships
 - Support the selection of the research scholarships, including the New Investigator Awards.
- Satellite sessions
 - Review satellite applications;
 - Support the selection, by identifying gaps and overlaps with the conference scientific programme;
 - Advise on scheduling.
- Conference Summary Manuscript
 - Provide the structure of the manuscript to the rapporteurs;
 - Review, edit and comment the manuscript throughout development and finalization.

Timeline

The period for the consultancy will be from July 2019 through end of March 2021. The estimated time for the whole consultancy is 80 days.

Location

The consultancy will be conducted remotely, except for:

- A two-day meeting, location to be confirmed, in January 2020 to finalize the invited-speaker sessions;
- A two-day meeting, location to be confirmed, in June 2020 to finalize the abstract-driven sessions;
- The HIVR4P 2020 conference, for up to 6 days.

The consultant is expected to participate in co-chairs calls, taking place in July, October, November and December in 2019 and every month in 2020 until the day of the conference.

Qualifications and Skills

The following qualifications and skills are necessary:

- Advanced scientific degree (MD, or PhD) or equivalent experience;
- Scientific background with thorough understanding of scientific, clinical and operational aspects of the HIV prevention field;
- Experience with authoring technical papers and reports for both technical and non-technical audience;



- Previous experience in the development of a scientific conference programme;
- Solid interpersonal cross-cultural communication and presentation skills;
- Working knowledge of MS Office suite required and associated hardware required;
- Maintain high ethical standards of integrity and quality;
- Please note that, if contracted, the consultant shall provide the IAS with a certificate of affiliation to a social security institution if s/he is based in Switzerland, in a country in the European Union, in a country in the European Free Trade Association or in a country that has signed a social security treaty with Switzerland.

Proposals and Submission Details

The proposal should include the following:

- A cover letter detailing your experience in supporting the development of a scientific conference programme and your experience with authoring technical papers and reports for both technical and non-technical audience;
- A recent curriculum vitae, including the estimated costs for the services;
- Two examples of similar work recently performed;
- A list or link to your scientific publications;
- Two professional references including contact details.

Proposals must be received via e-mail by 17:00 (CEST) on **Monday, 27 May 2019**. Late proposals will not be considered.

Proposals should be emailed to Tamara Torri, Senior Conference Project Manager, HIVR4P (tamara.torri@iasociety.org).