

## Request for Proposal

### IAS 2019 LOCAL CHARITABLE GIVING PROGRAMME

Proposal submittal date:  
**Friday 25 January 2019**

- No proposal will be considered after this deadline.
- Proposals must be submitted in English.
- **We require an electronic version of the proposal.**
- Incomplete proposals will not be considered.

**Completed proposals should be submitted to:**

International AIDS Society  
Nadège SIONNET, Congress & Exhibition Project Manager  
Avenue de France 23  
CH-1202 Geneva, Switzerland.  
e-mail: [nadege.sionnet@iasociety.org](mailto:nadege.sionnet@iasociety.org)  
Phone: +41 (0) 22 710 08 84

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

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 response to HIV. Together, we advocate and drive urgent action to reduce the global impact of HIV. The IAS is also the steward of the world's two most prestigious HIV conferences: the International AIDS Conference and the IAS Conference on HIV Science. For more information, visit [www.iasociety.org](http://www.iasociety.org).

#### **About the IAS Conference on HIV Science**

The IAS Conference on HIV Science is the largest open scientific conference on HIV- and AIDS-related issues. The 10<sup>th</sup> IAS Conference on HIV Science (IAS 2019) takes place in Mexico City, Mexico, at the Centro Citibanamex on 21-24 July 2019. More than 6,000 professionals from around the world are convening at IAS 2019 to examine the latest scientific developments in HIV-related research with a focus on moving science into practice and policy. IAS 2019 is organized by the International AIDS Society (IAS). For more information, visit [www.ias2019.org](http://www.ias2019.org).

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## RFP content

**Our Request for Proposal consists of the following parts:**

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**Please note:**

- **Your proposal need to include the following documents:**
  1. Organization overview. Please complete the document provided in Section II of this RFP.
  2. Any other document you consider important to illustrate your organization's actions
- Upon receipt, all complete proposals will be evaluated.

## I. IAS 2019 Local Charitable Giving programme

### a. The IAS 2019 Local Charitable Giving Programme

The Local Charitable Giving Programme financially supports a local project each year in the city that is hosting the International AIDS Conference and the IAS Conference on HIV Science.

For each conference, a request for proposal is published on the conference website to enable interested local organizations or programmes working on the frontlines of the AIDS epidemic to bid. The local office and partner(s) are also invited to suggest organizations that could be interesting in bidding.

Conference delegates have the option to contribute to the programme through the registration process. Delegates can choose an amount to donate by ticking a box on the registration form (USD 5, USD 15, USD 25 or USD 50). The funds collected are transferred to the organization or programme after the conference.

We invite you to regularly check the information available about the conference on the official website <http://www.ias2019.org/>

More information on the previous Local Charitable Giving Programmes:

- [AIDS 2018 Local Charitable Giving Programme](#). Beneficiary: HIV Vereniging Nederland
- [IAS 2017 Local Charitable Giving Programme](#). Beneficiary: Vers Paris sans SIDA
- [AIDS 2016 Local Charitable Giving Programme](#): Beneficiary: The Gugu Dlamini Foundation

### b. The IAS 2019 Local Charitable Giving Programme selection process and timeline

RFP and MOU	
Proposal submission deadline	25 January 2019
Bid comparison	January/February 2019
Final selection	February 2019
MOU signature	February 2019
Information published	
Information published on Registration webpage	At MOU signature
Information published on IAS 2019 website and social media	At MOU signature
Donations transfer	
Final amount collected announced	By the end of December 2019
Invoice issued by the organization selected and donations transferred by the IAS	By end of December 2019

## II. Organization overview

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Please complete this section and supply any further information on your organization that could be relevant.

### **ORGANIZATION**

Organization's name:

Headquarter address:

Web site:

Year organization founded:

Organization legal status:

Is the organization affiliated to another international organization?

Number of full time employees based the Mexico City:

Number of active members:

### **CONTACT PERSON**

Contact person's name:

Contact person's role within the organization

E-mail:

Phone number:

### **PROGRAMMES AND PROJECTS**

Organization's scope: Please describe the organization's purpose.

Organization's main programmes running at date (please specify the area of implementation, key populations targeted, short term and long term objectives):

Organization's major achievements at date (please describe 2 to 3 specific projects, which programme(s) they are part of, area of implementation, key populations reached, measurable achievements, challenges met, etc.):

Allocation of funds: Please briefly explain the decision process for the dispatch of the funds between the various programmes /projects.

If you were selected for the IAS 2019 Local Charitable Giving Programme, to which programme(s) / project(s) would you allocate the funds collected?

#### **INVOLVEMENT WITH THE IAS 2019 CONFERENCE**

Please specify if your organization or some of its members are already involved in the IAS 2019 conference.

#### **SUSTAINABILITY AND SOCIAL RESPONSIBILITY**

The IAS is committed to holding green conferences and is looking at options for recycling conference waste at IAS 2019. Please advise if your organization recycles its materials. Also advise on your organization's Social Responsibility policies.

#### **ADDITIONAL INFORMATION (OPTIONAL)**

Please add any other information you consider important to mention:

By checking the box, you affirm that your organization does not actively or implicitly support discriminatory workplace policies including, but not limited to, real or perceived HIV status, sexual orientation, gender identity, mental or physical disability, age, race/ethnicity, marital status, family or care giver's responsibilities, pregnancy, religion, or political views that would negatively impact people living with HIV, the IAC community and its delegates.

Date:

First name, Last name:

Position:

Signature: