

## Request for Proposal

# HIVR4P 2020 LOCAL CHARITABLE GIVING PROGRAMME

Proposal submittal date:

**Friday, 28 February 2020**

- 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  
Isabelle SALA, Associate Project Manager, R4P  
Avenue de France 23  
CH-1202 Geneva, Switzerland.  
e-mail: [isabelle.sala@iasociety.org](mailto:isabelle.sala@iasociety.org)  
Phone: +41 (0) 22 710 08 43

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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 HIVR4P**

The HIV Research for Prevention Conference is the only global scientific conference focused exclusively on the challenging and fast-growing field of HIV prevention research. HIVR4P fosters interdisciplinary knowledge-exchange on HIV vaccines, microbicides, PrEP, treatment as prevention and biomedical interventions as well as their related social and behavioural implications. This biennial forum typically gathers some 1,500 delegates from across the globe. The 4th HIVR4P Conference takes place in Cape Town, South Africa on 11-15 October 2020. HIVR4P 2020 is organized by the International AIDS Society (IAS). For more information, visit [www.hivr4p.org](http://www.hivr4p.org).

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## RFP content

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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. Local Charitable Giving Programme

### a. The HIVR4P 2020 Local Charitable Giving Programme

The Local Charitable Giving Programme financially supports a local project each year in the city that is hosting the HIVR4P Conference, the International AIDS Conference and the IAS Conference on HIV Science.

The 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.

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 or USD 25). The funds collected are transferred to the organization or programme after the conference.

More information on the previous Local Charitable Giving Programmes:

- [IAS 2019 Local Charitable Giving Programme](#). Beneficiary: Red Mexicana de Personas que Viven con VIH/SIDA
- [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 HIVR4P 2020 Local Charitable Giving Programme selection process and timeline

RFP and MOU	
Proposal submission deadline	28 February 2020
Bid comparison	February/March 2020
Final selection	April 2020
MOU signature	End April 2020
Information published	
Information published on Registration webpage	At MOU signature
Information published on HIVR4P 2020 website and social media	At MOU signature
Donations transfer	
Final amount collected announced	End January 2021
Invoice issued by the organization selected and donations transferred by the IAS	February 2021
Six-month follow-up report due	August 2021

## 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 in Cape Town:

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

If you were selected for the HIVR4P 2020 Local Charitable Giving Programme, to which programme(s) / project(s) would you allocate the funds collected?

#### **INVOLVEMENT WITH THE HIVR4P 2020 CONFERENCE**

Please specify if your organization or some of its members are already involved in the HIVR4P 2020 Conference.

**SUSTAINABILITY AND SOCIAL RESPONSIBILITY**

The IAS is committed to holding green conferences and is looking at options for recycling conference waste at HIVR4P 2020. Please advise if your organization recycles its materials. Also, advise on your organization's Social Responsibility policies. Finally, advise if you could use any HIVR4P 2020 leftovers supplies, bags, stationeries, etc.

**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 IAS community and its delegates.

Date:

First name, Last name:

Position:

Signature: