



Request for proposals:

Administration of AIDS 2020 US scholarships

Summary:

This request for proposals is open to US-based organizations with the capacity to administer a programme of scholarships for US-based individuals who are HIV service providers, activists or members of the community, with a demonstrated need for financial support to enable attendance at the 23rd International AIDS Conference (AIDS 2020), taking place in San Francisco and Oakland in July 2020.

Proposal submission deadline:

Monday, 9 December 2019

- No proposals will be considered after the appointed deadline.
 - An electronic version of the proposal is required.
 - Incomplete proposals will not be considered.
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Submit your complete proposal to:

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San Francisco, CA 94103

Email: sophie.andriol@iasociety.org

AIDS 2020 Conference Secretariat

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1 Background

Augmenting the [AIDS 2020 International Scholarship Programme](#), conference organizers are establishing a US\$200,000 scholarship programme to fund attendance at AIDS 2020 of HIV service providers, activists and members of the community across the United States. Priority will be given to applicants from target geographies of the “Ending the HIV Epidemic: A Plan for America” initiative. This additional scholarship pool is intended to ensure strong participation of host country stakeholders in the AIDS conference and follows a model established for previous International AIDS Conferences.

The AIDS 2020 US Scholarship Programme will extend the impact and legacy of AIDS 2020 by investing in the US-based HIV workforce and by creating pathways for the direct dissemination of scientific knowledge and best practice from the conference to local programmes and individuals in communities where they can be actively, effectively and “impactfully” implemented. Participants will be empowered with the latest knowledge and tools presented at AIDS 2020, enabling them to act as change agents within the national context.

2 Project overview

2.1 Funding allocation

The organization will receive a grant of up to US\$200,000 to manage the full process of scholarship selection and administration, including establishing an application system, developing selection criteria in collaboration with the IAS, selecting scholarship winners in a fair and transparent manner, administering the funds for logistical arrangements, and any other steps deemed necessary to implement the programme (for example, advertising the scholarship opportunity).

2.2 Timeline

The organization shall actively collaborate with the IAS in refining the broad timeline given below.

Project component	Due date
Application system set-up complete	By early February 2020
Scholarship application period	February-March 2020
Successful applicants notified	By mid-April 2020
Narrative and financial reports sent to AIDS 2020 team	15 August 2020

2.3 Funding modalities

Funds will be released in two instalments:

- 1) 90% of funding: after the organization has completed set-up of the scholarship allocation system (eg. programme timeline, application system, selection criteria, etc.);
- 2) 10% of funding: after the conference secretariat received the post-conference reports.

2.4 Scholarship specifications

The scholarships will be limited to US-based individuals who are HIV service providers, activists or members of the community with a demonstrated need for financial support to enable attendance at AIDS 2020.

Scholarship funds dedicated to conference attendance may be used for registration for the conference, air or land round-trip travel to San Francisco or Oakland, accommodation and/or per diem for the days of the conference.

2.5 Reporting requirements

Full financial and narrative reports must be provided within a month of the end of the conference.

Financial reports include proof of expenses (invoices, receipts) and scholarship recipients' attendance at the event.

Narrative reports should include a reflection on the successes, challenges and learnings from the programme (one page minimum).

3 Proposal selection process

3.1 Selection timeline

The deadline for proposals is 9 December 2019. The selected organization will be notified by 19 December.

3.2 Format of the proposal

Proposals must include:

- A statement of motivation to apply for this opportunity, including a summary of the relevant experience and capabilities of the organization. The description should also indicate the level of coverage (local, regional, national or other) of the organization's activities.
- A description of how the organization plans to allocate the scholarships, including as much detail as possible about the various systems and processes that will be implemented to complete the project.

- Proposed eligibility/selection criteria for scholarship recipients. For example, an organization may choose to target their support to certain professions and/or certain geographical areas.
- A proposed budget detailing funding required for:
 - Personnel
 - Equipment and supplies for developing the application and award management system
 - Marketing and publication
 - Indirect costs.

Proposals may also include:

- Any other information that would be useful for the proposal selection committee to have. Examples of such information include previous experience distributing funds or how the organization is involved in HIV and AIDS work in the United States.

3.3 Selection criteria

Proposals will be evaluated against the following criteria (ranked by order of importance):

- The quality, cost-effectiveness and feasibility of the scholarship allocation systems proposed.
- Evidence of the organization's capacity to implement the project, such as previous experience with similar projects.
- The organization's track record.