



Terms of Reference for developing and producing tutorial materials in support of potential delegates Eastern Europe and Central Asia for the 22nd International AIDS Conference in Amsterdam in 2018 (AIDS2018)

AFEW International is looking for an organisation or individuals to produce a series of materials on knowledge and skills required for successful preparation for AIDS 2018, including but not limited to: Creating conference profile system, abstract development, scholarship applications submission, applying for workshops, taking part in the Global Village and Youth Program etc.

Background

AFEW International with the support of the Dutch Ministry of Foreign Affairs is implementing a range of activities to empower CBOs, NGOs, activists, policy makers, stakeholders, researchers and clinicians from Eastern Europe and Central Asia (EECA) region to take part in the 22nd International AIDS Conference 2018 in Amsterdam ([AIDS 2018](#)).

There are several barriers for the delegates from EECA region in their participation in the AIDS conferences: lack of skills on scientific writing and abstract development, costs of participation, and language barrier.

Because of these barriers, the delegates from EECA region have traditionally been disproportionately underrepresented at the AIDS conferences since its inception.

AFEW International is implementing several strategies to support delegates from EECA region to meaningfully participate in AIDS2018. Among them webinars and trainings on community-based participatory research for NGOs from EECA, free online resources on writing and submitting abstracts developed by *AFEW International* and Health[e]Foundation, and newsletters with information from the EECA region and the Netherlands on the preparation for AIDS 2018.

Tutorial materials

To support potential AIDS 2018 delegates from the EECA region to gain a better understanding of the submission and applications processes for the AIDS 2018, *AFEW International* wants to produce additional (online) materials freely accessible for all interested people from the EECA region.

What do we envision?

- 1) The series of at least 4 materials in a form of video, cartoon, infographics or a webinar.
- 2) The target group of the materials is representatives of CBOs and NGOs, activists, policy makers, stakeholders, researchers and clinicians from Eastern Europe and Central Asia (EECA) region.
- 3) The topics to be covered by materials may include (but not limited to):
 - a. *Submitting a successful abstract*
 - b. *How to submit a scholarship application*
 - c. *How to submit a workshop proposal*
 - d. *How to submit Global Village and Youth Programme activities*
- 4) The content for the materials will be based on the materials developed for the AIDS 2014, presented here <http://www.aids2014.org/webinars.aspx>; adapted with current information for AIDS 2018.
- 5) The content for tutorial materials will be provided to the producer in English and Russian; the producer will have to develop materials using the content provided in both languages. It is up to the producer to decide how to do this (voice-over, subtitles, two parallel series, etc.). Be aware, that for demonstrations and instructions, screen shots and pictures from the official site of [AIDS 2018](#) can be used, and it is available only in English; and delegates



must submit their applications in English too.

- 6) The tutorial materials need to be approved by the International AIDS Society before they are deemed to be final; this can take some time.
- 7) The tutorial materials shall be user-friendly, easy to understand, and practical. They should also be downloadable and adapted for use in territories with restricted or slow internet.

The time frame:

- The first tutorial material (on abstract submission) must be ready and available for use by 10th November 2017.
- The other materials listed above must be ready and available before 15th December 2018.

Apply for this assignment!

If you are experienced in creating online learning or digital multi-media materials and are keen to join us in developing materials to support EECA delegates to prepare for AIDS2018, please send us your proposal, which would include your vision and description of how you'd approach creation of the materials, what form and media would you use, and how much would it cost, based on 4 tutorials in total. Please also include short description of your organization and track records, and if applicable – send us examples of the materials you produced in the past.

Please send your proposal and quote to AIDS 2018 Project manager Daria Alexeeva at daria_alexeeva@afew.nl.

The application deadline is 31st August.