

TERMS OF REFERENCE FOR CONFERENCE MANAGER- NATIONAL HIV PREVENTION CONFERENCE 2026

The National Agency for the Control of AIDS in collaboration with stakeholders, NACA is committed to leading an effective and coordinated response to the HIV epidemic.

As the national response tilts towards aligning all efforts for sustainability, the 2026 Nigeria HIV Prevention Conference is being planned to hold in May 2026. Considering the current funding constraints, the conference will showcase innovative strategies to redefine the direction of HIV prevention programming in Nigeria and promote country ownership to achieve long-term sustainability of the response and impact.

Objectives of the conference

- Promote a comprehensive, whole-of-society approach to HIV prevention in Nigeria, prioritizing adolescents and young people (AYP) as a pathway to sustaining epidemic control.
- Showcase innovative and sustainable HIV prevention models for all individuals at high risk, including individuals in the general population.
- Identify strategies for increased domestic funding towards society ownership and sustainability of HIV prevention programmes
- Learn from past strategies, interventions and activities that were partly or wholly unsuccessful

OBJECTIVE OF CONSULTANCY

The objective of the consultancy is to engage a professional conference management team who will support organization of the conference, broadly to serve as adviser and secretariat to the Conference Local Organizing Committee with regard to the conference planning and management, development and monitoring of sub-committees/conference secretariat master work plan to ensure adherence to timelines.

Specific Objectives;

1. Ensure successful planning and execution of the conference.
2. Ensure proper documentation of conference discussions and recommendations

SPECIFIC TASKS

Specifically, the duties and responsibilities of the conference management team shall include but not be limited to the following:

1. Work with the LOC/sub-committees to develop conference workplan with specific timelines
2. Work with LOC/Sub-committees to develop a conference budget
3. Ensure participation in and monitoring of all sub-committee activities.
4. Ensure adherence to timelines in the implementation of the conference workplan
5. Coordinate and facilitate the implementation of the decisions of the LOC/sub-committees.
6. Provide reports/ updates to the LOC chair on the conference preparatory activities.

7. Provide regular update to the LOC with conference planning and management;
8. Coordinate and facilitate the implementation of the decisions of the Organizing Committee;
9. Provide leadership and support to the secretariat, showing direction and synchronizing their activities for coordinated planning purposes and results;
10. Provide reports/ updates to LOC chair on the conference preparatory activities;
11. Coordinate in conjunction with the Advocacy & Stakeholder Mobilization Committee, all advocacy meetings and visits;
12. Develop and manage the conference website (1 year)
13. Provide registration software and manage online & and on-site registration
14. Facilitate the conference virtual coverage
15. Work with the relevant sub-committee to coordinate abstract submission and management.
16. Recommend vendors and service providers to be used for the conference
17. Secure and ensure appropriateness of conference venue and meeting/session rooms;
18. Provide operational leadership during conference
19. Work with relevant sub-committees to provide comprehensive post-conference process/financial reports.
20. Provide any other services required for the successful delivery of the conference;

3.0 DURATION

The duration of the consultancy shall be 8 months.

S/N	Key Result Areas	Time	Key Performance	Payment milestone
1	Set up of the Secretariat	1st month	Form a core secretariat team to support the LOC Conference workplan with clear timelines. Draft conference budget Inception report.	Pay 30% of total fee
2	Set up, coordination and facilitation of conference sub-committee meetings	2nd to 3rd month	Activate conference sub-committees. Participation in sub-committee meetings. Develop conference corporate identity (logo, stationery design etc.)	Pay 30% of total fee

			Establishment and supervision of conference email; website, and registration portal. Coordinate activities of secretariat personnel to support sub-committees Advice on and secure venue with appropriate conference requirements. Provide updates to the LOC on conference preparatory activities Collation of subcommittee budgets and submission of conference final budget	
3	Sub-committee meetings	Month 4 to 5	Work with technical sub-committee to coordinate call for and management of abstracts Open registration portal	
4	Coordination of conference planning	Month 6 to 8	Develop and finalize conference program of events. Abstracts reviewed and categorized. Feedback to those that wrote abstracts. Interface with vendors and service providers Ensure timely delivery of all conference materials by vendors Ensure smooth set up of conference venue Coordinate onsite venue set-up	

			Provide operational leadership during conference Engagement and training of conference ad-hoc staff Provision of onsite coordination of all activities	
5	Post-Summit Activities		Supporting the completion and submission of the conference report	

PRICE SCHEDULE

SN	Description	Months/ Day	Unit	Rate	Amount	Note
1	<i>Venue Preparation / Arrangement</i>					
a	Hall	1	1			1 hall and 2 conference rooms for venue arrangement
b	Conference					
c	Hall	3	1			Venue, F&B, Venue AV Equipment
2	<i>Conference Preparatory Activities</i>					
a	Core Organizing Committee Meetings	10	15			Lunch/water/refreshment/incidental for 15 person/10meetings
	<i>Sub-Committee's Chair Meetings</i>					
b	Technical/Scientific Committee Meetings	10	30			Lunch/water/refreshment/incidental for 30 person/10meetings
c	Logistics Committee Meeting	8	6			Lunch/water/refreshment/incidental for 6 person/8meetings
d	Communications Committee Meetings	6	6			Lunch/water/refreshment/incidental for 6 person/6meetings
e	Security Committee Meetings	5	10			Lunch/water/refreshment/incidental for 10 person/5meetings
f	Medical Committee Meetings	4	4			Lunch/water/refreshment/incidental for 4 person/4meetings
3	<i>Registration Software / Registration Management</i>					
a	Conference Management Software	1	1			Procurement of Registration and abstract submission software and management of registration / accreditation process
4	<i>Consultancy and Event Management</i>					
a	To provide services to the conference Organizing Committee with regard the conference planning and management; Develop a resource mobilization strategy document and support the resource mobilization effort for the conference					
b	Ensure prompt time management during planning & conference proper					
c	Ensure achievement of deliverables for all activities at the conference					
d	Coordinate and facilitate the implementation of the decisions of the organizing committee					
e	Recommend on vendors and service providers to be used for the conference					

f	Provide operational leadership, showing direction and synchronizing conference activities for coordinated planning purposes			
g	Provide any other services required for the successful delivery of the summit			
h	Support the programme committee to produce a detailed post-conference report			
i	Ensure time keeping of all session			
j	Coordinate the daily wrap up sessions during the conference			
k	Facilitate the production of the communique for the summit			
l	Coordinate the development of the conference report			
5	<i>Secretariat Utility & Communication</i>			
a	Phone recharge (airtime, Wi fi)			2months
b	Courier			2months