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**Request for Quotations (RFQ)
Terms of Reference (ToR)**

Appointment of a Technical Expert to translate Stigma Index Survey Findings into actionable Stigma and Discrimination (S&D) reduction activities.

Global Fund Grant Cycle 7: 1 October 2025 – 31 March 2028

Closing date: 16th of November 2025, 16h00: SAST

BID REFERENCE: CCI_GF_0711_01

Note:

- Only email applications will be considered. All applicants must follow the instructions laid out below and submit applications to RFA@ccisa.org.za before the closing date and time indicated above.
- Any relevant queries and or questions to be submitted to TORenquiries@ccisa.org.za not later than the 13th of November 2025 (16h00), and answers to frequently asked questions will be posted on the CCI website www.ccisa.org.za
- **All applications and or enquiries must contain the BID REFERENCE in the subject line.**
- Any changes to this RFA and any related documents or information will be published on the CCI website. Please check the CCI website regularly.

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INTRODUCTION AND BACKGROUND

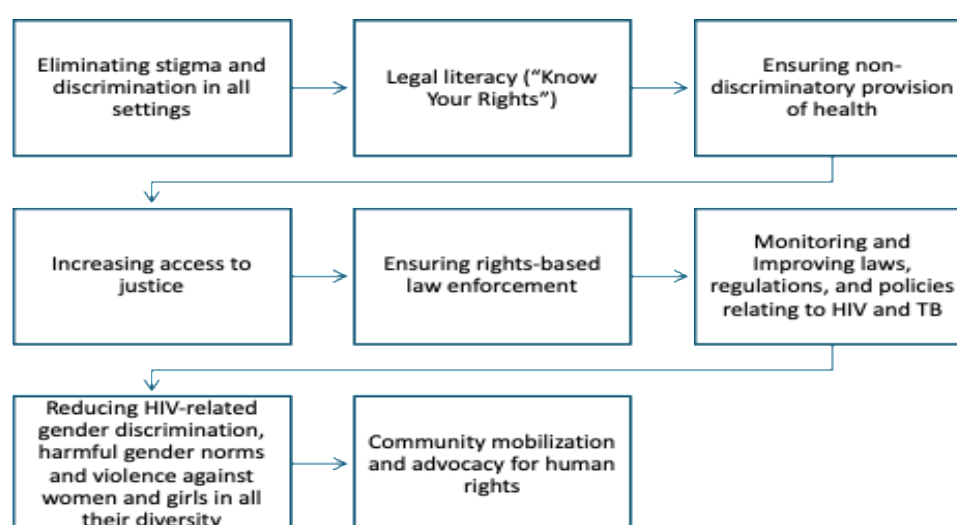
The South African Global Fund Country Coordinating Mechanism (GF CCM) is responsible for overseeing the implementation of Human Immunodeficiency Virus (HIV) and Tuberculosis (TB) programmes funded by the Global Fund to fight Acquired Immune Deficiency Syndrome (AIDS), TB, and Malaria in the country. The GF CCM determines the content of the programming guided by the submitted South Africa's (SA) Request For Funding (RFF), the National HIV, TB and STI Strategic Plan (2023 – 2028), the modular framework, the budget envelope, and the output and outcome indicators and targets. The GF CCM has selected the Centre for Community Impact (CCI) as one of the Principal Recipients (PRs) that will implement programmes to be funded by the grant in SA from the 1st of October 2025, until 31st of March 2028, a 30-month programme implementation period. The GF CCM decided that a PR should serve as a grants manager, while sub-recipients (SRs) will be the main implementers of the programmes.

CCI is the lead PR implementing the Prevention Package for Sex Workers, their Children, their Clients and Other Sexual Partners program in 8 provinces in South Africa, leading the implementation of the Reducing Human Rights-related Barriers to HIV/TB services in the Country as well as coordinating Community Systems Strengthening in North West, Free State and Mpumalanga Provinces and leading the implementation of Community Led Monitoring across all GF supported Districts accordingly. CCI works closely with other PRs namely, the Networking HIV AIDS Community of Southern Africa NPC (NACOSA); AURUM Health Institute (AURUM) and the National Department of Health (NDOH). The PRs work together under the oversight of SANAC CCM to implement a total of 25 core programme modules that are interrelated and a priority for South Africa. One of the programme modules CCI is leading on is Reducing Human Rights-related Barriers to HIV/TB Services.

PROGRAMME OVERVIEW

The HRG program aims to reduce human rights violations including stigma, discrimination, prejudice, gender-based violence, gender inequality and general violence against key and vulnerable populations that prevents them from accessing HIV prevention and response health services. These aims align and integrate with all four goals, especially Goal 1 of the National Strategic Plan on HIV, TB, and STIs (2023–2028); to adopt rights-based measures to remove social and structural barriers, including human rights barriers, affecting all populations in order to accelerate prevention and provide treatment, care and adherence support for all, to end AIDS, TB and STIs. The NSP for HIV, TB, and STIs 2023-2028 recognises that, despite South Africa being globally recognised for its positioning and response to human rights, there are still important gaps to close with regard to the full implementation of the human rights agenda, particularly for key and vulnerable populations. Ultimately, all interventions support the goals of the NSP to adopt human rights-based measures to remove social and structural barriers, including human rights barriers, to all populations - leaving no-one behind – in order to accelerate prevention and provide treatment, care and adherence support for all, to end AIDS, TB and STIs.

The Human Rights Programme consists of eight focus areas designed to eliminate human rights barriers that limit access to HIV and TB services for key and vulnerable populations as set out below:



PROGRAMME OUTCOMES

The expected outcomes of the program include:

- Reduced stigma, discrimination, and violence against key and vulnerable populations.
- Stronger collaboration among civil society, government, and health sectors to advance human rights and legal reform.
- Greater awareness and understanding of human rights, HIV, TB, and gender issues.
- Improved legal and policy protections for affected populations.
- Decreased gender inequality and gender-based violence.
- More inclusive and non-discriminatory health and law enforcement services.

It is against this background that CCI is looking for a suitable service provider to provide technical support towards Goal 1.3 of the National Strategic Plan on HIV/TB and STI and conduct national level validation sessions as well as action planning to operationalise the Stigma Index 2.0 through action planning.

SCOPE OF WORK

This request seeks to appoint a suitable and qualified Technical Expert to translate Stigma Index Survey Findings into actionable Stigma and Discrimination (S&D) reduction activities and the scope of work is outlined here.

BACKGROUND OF THE STIGMA INDEX SURVEY 2.0

South Africa, facing a dual burden of HIV and TB, remains at the epicentre of the global HIV epidemic. As of 2024, approximately 8 million people were living with HIV (PLHIV), and the country continues to experience one of the highest TB incidence rates globally (615 per 100,000 population in 2019). South Africa is committed to the UNAIDS 95-95-95 targets for 2030, aiming to ensure that:

- 95% of PLHIV know their HIV status,
- 95% of those diagnosed are on sustained ART, and
- 95% of those on ART achieve viral suppression.

The country is equally dedicated to achieving the UNAIDS 10-10-10 targets for 2025, calling for:

- Fewer than 10% of countries have legal environments that deny access to justice.
- Fewer than 10% of people with HIV and key populations experience stigma and discrimination; and
- Fewer than 10% of women, girls, PLHIV, and key populations to experience gender inequality and violence.

The National Strategic Plan (NSP) for HIV, TB and STIs 2023–2028 recognises that while South Africa has made global strides in integrating human rights into its HIV response, important gaps remain in ensuring full realisation of the human rights agenda, particularly for key and vulnerable populations. Stigma and discrimination continue to be among the most persistent barriers to prevention, testing, treatment, and care. Goal 1 of the NSP focuses on breaking down barriers to achieving solutions for HIV, TB, and STIs by grounding the national response in human rights principles and approaches. Amongst other areas, the goal seeks to reduce stigma and discrimination, ensure equal treatment for all, and increase access to justice for key and vulnerable populations.

PEOPLE LIVING WITH HIV (PLHIV) STIGMA INDEX

The PLHIV Stigma Index is a global research tool designed to measure how stigma and discrimination affect the lives of people living with HIV (PLHIV). Developed by and for PLHIV, it upholds the Greater Involvement of People Living with HIV and AIDS (GIPA) principle by ensuring that PLHIV lead from study design to data use. The Index is grounded in four key principles:

- **Capacity Building:** PLHIV networks lead implementation with support from national and international partners.
- **Accountability and Ownership:** The entire process, from research design, data collection, and analysis is led by PLHIV networks, ensuring community ownership.
- **Equality and Diversity:** The process promotes gender equality and inclusion of all PLHIV, including key populations such as gay men, transgender people, sex workers, and people who use drugs.

- **Advocacy-Oriented:** The data produced provides evidence for advocacy, helping influence policies and programmes to eliminate HIV-related stigma and discrimination.

In this context, CCI seeks to engage a Technical Expert to work with the PLHIV sector to translate the Stigma Index Survey findings into a set of actionable and evidence-based stigma and discrimination (S&D) reduction interventions aligned with the NSP's Goal 1.

PURPOSE AND OBJECTIVES

The purpose of this consultancy is to support the PLHIV sector in transforming the findings from the national Stigma Index 2.0 Survey into practical, measurable, and impactful stigma reduction interventions that can guide programming, advocacy, and resource mobilisation efforts.

The objectives of the consultancy are:

- Review and interpret the Stigma Index Survey findings within the framework of the NSP for HIV, TB and STIs 2023–2028.
- Identify and prioritise key stigma and discrimination reduction areas for the PLHIV sector.
- Facilitate participatory consultations with PLHIV networks and other stakeholders to validate priorities and co-design strategies.
- Develop an actionable framework and implementation roadmap for S&D reduction, aligned with NSP Goal 1.

DELIVERABLES

- Analytical Summary Report**
 - A comprehensive review and interpretation of the National Stigma Index 2.0 Survey findings, contextualized within the NSP for HIV, TB and STIs 2023–2028, highlighting key drivers and patterns of stigma and discrimination.
- Priority Action Matrix**
 - A validated list and matrix of priority stigma and discrimination (S&D) reduction areas for the PLHIV sector, categorized by urgency, impact, and alignment with NSP Goal 1 outcomes.
- Stakeholder Consultation Report**
 - Documentation of participatory consultations with PLHIV networks, civil society, and other stakeholders, summarizing inputs, consensus areas, and co-designed strategies for S&D reduction.
- S&D Reduction Framework and Implementation Roadmap**
 - A practical, results-oriented framework outlining strategic interventions, implementation pathways, measurable indicators, and resource mobilisation strategies for stigma reduction programming.
- Monitoring and Evaluation (M&E) Framework**
 - An M&E framework with indicators and tools for tracking progress in stigma and discrimination reduction, aligned with NSP Goal 1.
- Capacity-Building Toolkit / Workshop Materials**
 - A training toolkit or facilitation guide for PLHIV networks and implementing partners to apply the new stigma-reduction framework and advocacy tools at provincial or district level.
- Resource Mobilisation Plan**
 - A brief concept or investment case summarising the stigma-reduction priorities and proposed interventions for donor and government engagement, supporting sustainability and scale-up.

CONSULTANCY DURATION

The consultancy is expected to run for approximately **60 non-consecutive days** between the **17th of November 2025** to the **31st of March 2026**.

Timelines

Implementation and deliverables dates shall be based on the agreed-upon timelines at the inception meeting with the consultant. The consultant shall submit an inception report with a detailed work plan agreed upon at the inception meeting.

REPORTING AND SUPERVISION

The Technical Expert will report to the CCI Human Rights and Gender Technical Lead (or designated focal point) and work closely with the PLHIV Sector leadership and SANAC TSU to ensure ongoing coordination and validation throughout the process.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Degree in Public Health, Social Sciences, Human Rights, or a related discipline.
- Minimum of 5 years' experience in HIV, stigma reduction, or human rights programming.
- Proven experience in translating research or survey findings into actionable programmes or policy frameworks.
- Demonstrated understanding of South Africa's HIV, TB, and STI response, including key population and PLHIV sector dynamics.
- Strong facilitation, analytical, and report-writing skills.
- Experience in participatory approaches and stakeholder engagement processes.

PROPOSAL SUBMISSION REQUIREMENTS

Interested applicants are invited to submit a proposal consisting of all administrative **requirements (see annexures required)** including the following:

- Technical proposal (**max 3 pages**) outlining the applicant's understanding of the assignment, approach, and methodology. Include a work plan and timeline detailing key activities and deliverables. Include time for implementation and approval of the final training materials and reports.
- The technical expert is expected to submit a detailed quotation that includes a daily rate inclusive of any travel, training aides, communication or information technology (IT) costs.

INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE CONSULTANCY

- i. All full conferencing venue hire, catering, travel and participant logistics for all training days will be facilitated by SANAC in partnership with CCI, so these should be excluded from the consultant's quote.
- ii. The consultant should negotiate and confirm the dates with the CCI team and advise CCI timely to ensure timeous planning and coordination by CCI.
- iii. The Consultant is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the activity).
- iv. CCI will provide all training toolkits and materials (additional stationery and handout needs should be communicated timely manner and submitted to CCI for procurement). CCI will cover the printing of approved course materials, including stationery and handouts. The consultant should seek prior approval from CCI on the final course materials and quantities.
- v. Consultants are responsible for their own travel arrangements and data costs (to be included in quotation).
- vi. Payment will be made per agreed milestones after submission and approval of deliverables and according to the agreed payment schedules.
- vii. **IMPORTANT:** This project /assignment will be considered successfully completed after submission and approval of final products /deliverable /milestones. Some deliverables require final approval /sign-off by multiple key stakeholders. If several revisions are required to produce acceptable quality, costs of these revisions are to be borne by the service provider/ consultant, until the acceptable quality is approved and CCI will not adjust the approved budget in any form.

EVALUATION PROCESS AND CRITERIA

The evaluation of submissions will be managed by CCI and the appointment of the successful service provider by CCI.

The evaluation process will be conducted according to the following stages:

THE FIRST STAGE:

- This stage assesses compliance with **Administrative Requirements**.
- All applicants **MUST** submit all the mandatory documents below and all **LABELLED** as indicated in Table 1 below.
- Applicants who fail to submit the administrative requirements will not be evaluated further.

THE SECOND STAGE:

- This stage of the evaluation process assesses **Technical Evaluation** focusing on the ability to fulfil the requirements based on the scope of work.
- Proposal quality, experience, and methodology. Supporting documents will be scored. The technical evaluation breakdown is outlined in Table 2. The 70% threshold score is required to proceed to the fourth and final stage (Price and BBEE).

THE THIRD STAGE:

- This final stage will evaluate the cost-effectiveness and value for money aspects of all proposals. Professional fees should be within the available budget for the activity. Proposals will be scored, with the cheapest scoring maximum score.
- **NOTE:** *CCI is not obligated to prioritise costing over technical integrity of the applicant, and as such will not automatically select the lowest application.*

SCORING MATRIX	
Technical Evaluation Score	80%
Price	20%
TOTAL	100%

THE FIRST STAGE: ADMINISTRATIVE REQUIREMENTS

Applicants **MUST** submit all the mandatory documents below and all **LABELLED** as indicated in Table 1 below. Applicants that fail to submit the administrative requirements will not be evaluated further.

TABLE 1: ADMINISTRATIVE DOCUMENTATION

ANNEXTURE	DESCRIPTION
Annexure 1 *	Motivation / Cover Letter (include reference number and full contact details, dated and signed by the Lead Consultant)
Annexure 2 *	Declaration of Interest - A declaration confirming the absence of any Conflict of Interest (COI); or alternatively a declaration stating any existing relationship with CCI employees or Directors. (Refer to COI Form to be completed).
Annexure 3 *	Signed Global Fund Code of Conduct for Suppliers of Services
Annexure 4 *	Proof of CIPC Legal Entity (If applying as a company otherwise N/A if applying as an individual)
Annexure 5 *	Valid SARS Tax clearance Certificate (If applying as a company otherwise N/A if applying as an individual)
Annexure 6 *	VAT Registration Certificate - (If applying as a company otherwise N/A if applying as an individual)
Annexure 7 *	Valid B-BBEE certificate/Sworn Affidavit (If applying as a company otherwise N/A if applying as an individual)

Annexure 8 *	Copies of relevant qualification certificates (Degree certificates etc.). Any certificates /recognition of achievements related to the advertised assignment. CV -of the Technical Expert and if there are any additional team members, all CVs should be submitted. (include 2–3 contactable references) NOTE: Experience in doing similar work.
Annexure 9 *	Technical Proposal – (Outlining methodology and approach as guided by the scope of work, 3-pages.)
Annexure 10 *	Implementation plan with realistic deliverables and timelines.
Annexure 11 *	Detailed cost proposal (Professional fees including travel, and additional stationery and handouts of training aides).
Annexure 12 *	List of current and completed assignments (past 5 years).

Please note:

- Documents marked with an asterisk* are **MANDATORY as applicable for a company or an individual, and Annexures 4-7 will not be applicable if applying as an individual.**
- Documents are valid only if obtained /certified within 3 months of the closing date.

THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX

The Technical Evaluation will be scored as outlined below;

CRITERIA	DESCRIPTION	SCORE WEIGHTING
Motivation / Cover Letter	Scoring Criteria: - Motivation letter with full contact details, dated, and signed (10 points). - Motivation letter partially completed (5 points). - No motivation letter (0 points).	10
Technical Proposal	Scoring Criteria: Maximum points awarded as below; Detailed proposal and description of the training approach and methodology in the proposal. (30 points).	30
Technical Expert	Curriculum Vitae (CV) of the Technical Expert The CV demonstrates the human resource capacity to deliver the required, guidance, reporting and training as required. Experience is demonstrated and applicable to the required need. (20 points)	20
Past and or present Project list	Evidence of relevant experience operating for more than 3-5 years in the relevant field. (10 points)	10
Project reporting experience	Maximum of two (2) examples of reports of recent similar work completed (in the past 10years). (10 points)	10
Implementation Plan	Implementation plan is detailed and demonstrates a clear understanding of the scope of work with realistic deliverables and applicable timelines. (10 points)	10
Cost effectiveness	Review of any value-add or value for money benefit as per of technical and/or costing proposal. (10 points)	10
TOTAL		100
TOTAL TECHNICAL EVALUATION TO BE AVERAGED OUT OF 80%		

THE THIRD STAGE: PRICE EVALUATION

Bidder whom have successfully met all the administrative and technical evaluation on stage 1 and stage 2 will be further evaluated in stage 3 (Price).

PRICE	Score (Out of 20%)
Within 10% out of range of the budget (over or under) = 20 points	20%
Within 11 - 20% out of range of the budget (over or under) = 10 points	10%
Within 21% out of range of the budget (over or under) = 5 points	5%

APPLICATION INSTRUCTIONS

All applicants are required to:

- Only email-submitted applications will be considered.
- Mark their applications with **“Application – STIGMA INDEX – Name of Organisation – BID Reference Number”** in the email subject line.
- Should the application submission be too big for one email, applicants must submit batches as detailed below until all batches are submitted:
 - “Batch 1 - Application - STIGMA INDEX – Name of Provider – BID Reference Number”
 - “Batch 2 - Application - STIGMA INDEX – Name of Provider – BID Reference Number”

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 16th of November 2025 (16h00: SAST). The key dates for the application process are shown in the table below.

STAGE	DATE / PERIOD
1. Publication of the Request for Applications	10 November 2025
2. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	13 November 2025 (14h00: SAST)
3. Deadline for submitting applications. No late applications will be accepted. RFA@ccisa.org.za	16 November 2025 (16h00: SAST)
4. Evaluation period (indicative) during which additional details may be requested.	17 – 19 of November 2025
5. Appointment of Service provider (indicative)	20 – 21 of November 2025