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**Request for Applications (RFA)
Terms of Reference (ToR)**

**Appointment of a Service Provider for Basic Community Paralegal
Training Consultancy**

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

Closing date: 27th of November 2025, 16h00: SAST

BID REFERENCE: CCI_GF_1811_02

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 **24th of November 2025 (14h00)**, 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

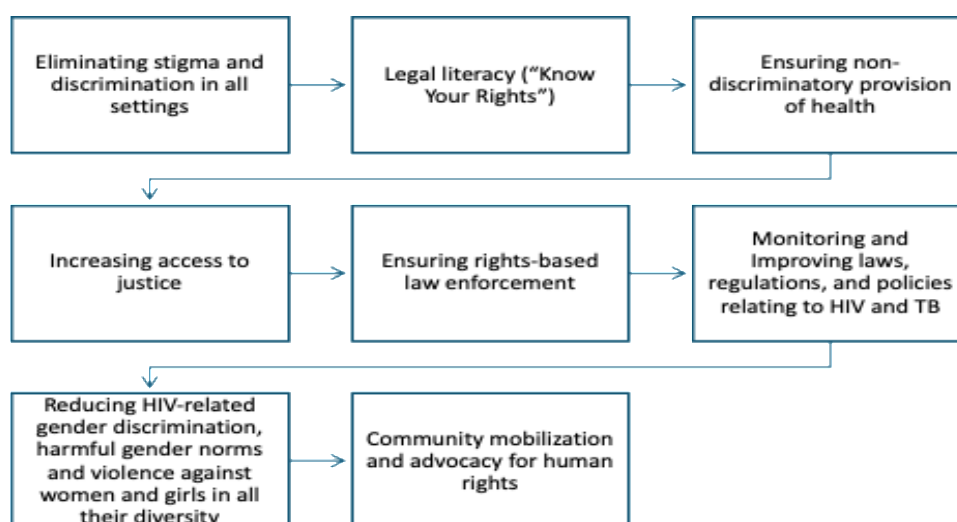
The South African Global Fund Country Coordinating Mechanism (GF CCM) is responsible for overseeing the implementation of Human Immunodeficiency Virus (HIV) and Tuberculosis (TB) programmes funded by the Global Fund to fight Acquired Immune Deficiency Syndrome (AIDS), TB, and Malaria in the country. 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 and CCI is leading on 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 Human Rights Toolkit Master Training and develop policy documents for policy advocacy.

SCOPE OF WORK

This request seeks to appoint a suitable and qualified service provider to fulfil the scope of work outlined below:

OVERVIEW OF THE BASIC COMMUNITY PARALEGAL TRAINING CONSULTANCY

CCI is looking for a suitable and qualified Service Provider to conduct basic 5-days trainings on introductory legal knowledge for community paralegals, human rights reactors and advocacy officers in the Global Fund HIV Program in South Africa. This assignment is to ensure community paralegals have improved capacity, competence and basic legal skills sets to support key and vulnerable priority populations timely and ensure equitable justice outcomes.

The training will be informed by a pre and post-test and a comprehensive evaluation that should inform ongoing mentorship and coaching plans for the attention of each Principal Recipient to provide ongoing support to their team of trained community paralegals within their SRs.

A total of 120 Community Paralegals, Human Rights Reactors and Advocacy Officers at sub-Recipient level without basic legal training should be trained in their KP implementation groups as outlined below:

1. Adolescents and Young People (AYP) Community Paralegals and Reactors without basic legal training (x30).
2. Men who have Sex with Men (MSM) and Transgender (TG) Community Paralegals and Advocacy Officers without basic legal training (x32).
3. People Who Use Drugs (PWID) Community Paralegals and Advocacy Officers without basic legal training (x32).
4. Sex Worker Community Paralegals (x26).

CONSULTANCY DELIVERABLES AND TIMELINES

The assignment shall be completed within 213 non-consecutive days between Year 1 and Year 2), from December 2025 until March 2027. The successful consultant will be responsible for the following tasks, deliverables and within the timelines indicated:

Focus Area	Key Activity	Deliverables	Timelines
1. Project Coordination and Administration	• Attend inception meeting with CCI HRG team. • Develop inception report and training plan with schedule for the 4 KP/KVP groups for completion within the agreed timelines. • Attend ongoing planning meetings with CCI HRG Teams on the final venue, set-up and all logistical requirements for each training.	Inception report and final detailed workplan.	15 December 2025

Focus Area	Key Activity	Deliverables	Timelines
	Maintain an organised record of key documents and all processes for administrative and auditing purposes.		
2. Preparation and Facilitation – Develop Basic Paralegal Training Materials	Approved Paralegal Training materials for use at the four trainings: - incorporate existing training materials i.e. Human Rights and Law - Paralegal for KVPs, Communication, Facilitation and Advocacy Skills - Provide knowledge on accessing justice and dealing with discrimination using existing Human Rights and Law. - Provide contextual knowledge and guidance on bi-direction referrals and case management systems and documentation. - Empower community paralegals to support key and priority populations facing stigma, discrimination, prejudices and diverse human rights violations due to HIV status or other marginalised identities. - Provide contextual knowledge on bi-direction referrals and case management systems and documentation co-facilitated with CCI.	Comprehensive Community Paralegal Training Materials approved by key Global Fund Program Stakeholders.	20 January 2026
3. Conduct four (4) Basic Paralegal trainings for KP/key priority population groups of implementers.	- Create a comprehensive schedule for the 5-day training program, detailing daily objectives and session plans and any supplementary materials. - Deliver 5-day training program for 4 groups of 30 Community Paralegals and Advocacy Officers in each group, totalling 120 people on community paralegal basics. - Develop post-training mentorship and cascade plans informed by gaps identified during the training sessions; and consolidated in the training report.	- Training Schedule and Materials approved. - Four (4) groups of 5-days trainings delivered. - Provide attendance records, session pre and post feedback forms, workshop evaluation and training reports. - Provide printed Certificates of Completion for all participants who completed the training programme - Consolidated in-service ongoing mentorship and coaching plan for the Master Trainers informed by the pre and post-tests and training evaluations (identified outstanding capacity gaps).	15 March 2026
4. Mentorship	Provision for 5-days technical on-line coaching support to be provided to each trained group post training as needed.	Final coaching report.	15 September 2026

Focus Area	Key Activity	Deliverables	Timelines
5. Reporting	- Write reports to provide training outcomes, participant feedback, and competency assessments; in consolidated in-service supportive supervision plans that PRs and SRs can further use for ongoing mentorship and coaching initiatives. - Produce a brief report on the outcomes of each workshop. The comprehensive final report will include: - An overview of the participants profiles, capacities and competencies to be Master Trainers; - The results from pre-post assessment surveys/exercises and the comprehensive evaluation; - The level of participation - reflection on content, participants engagement with the thematic areas covered by the manuals and training methodology and approaches; - Facilitators reflections of training outcomes and recommendation for improvement; - Training visuals, sound bites and recordings during the group sessions. - Overall assessment of the project with clear gaps, challenges, opportunities, and recommendations for future activities. - Submit final report timely.	- Four post-training reports. - Final consolidated training report with mentorship plans, evaluation summary and recommendations.	15 March 2027

IMPORTANT

- The approved training manual /material should be developed for the Basic Community Paralegal Training. The content should include components of facilitation, communication and advocacy skills of all trainees.
- Include fact sheets from research on causes and strategies for minimising poor case outcomes informed by KP specific challenges.
- Investigate best practices in South Africa and globally on innovative approaches and systems for strengthening the criminal justice system in HIV service delivery, prevention and response.
- Include clear internal referral and external referral pathways to strengthen referrals, feedback, reporting and documentation loops.

CONSULTANCY DURATION

The consultancy is expected to run for 213 non-consecutive days between December 2025 and March 2027.

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 final detailed workplan agreed upon at the inception

meeting.

Payment

Payment will be made according to an agreed payment schedule and upon approved deliverables submitted.

Review of contracting agreements

The timeframe of this consultancy falls over more than one year cycle as per Global Fund implementation arrangements, commonly referred to as Year 1, Year 2 and Year 3 of the grant. The continuation of services will be reviewed annually and only renewable or provided based on satisfactory deliverables met timely. The timeframe for annual review will be discussed and drafted as part of appointment and formal agreements. If performance is non-satisfactory – the contracting agreements can be terminated by CCI.

REPORTING AND SUPERVISION

The Contracted Service Provider will report to the CCI Human Rights and Gender Technical Lead (or designated focal point) and work closely with the other two CSO PRs (AURUM and NACOSA) to ensure a coordinated approach to the capacity building, mentoring, coaching and supportive supervision of these trained human rights cadres.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The Service Provider should have the following minimum qualifications and experience:

- Institutional credibility that validates the institution's quality and operational standards such as Sector Education and Training Authority (SETA, professional legal bodies such as the Law Society of South Africa (LSSA) or the Legal Practice Council (LPC) and or the Quality Council for Trades and Occupations (QCTO) among others as relevant will be an advantage.
- Legal practice experience with Law qualifications amongst the team members.
- 3 – 5 years proven experience facilitating para-legal trainings in health promotion for key and priority population groups and/or in community development workshop settings.
- Demonstrated ability to analyse and interpret legal and policy instruments governing human rights violations in the context of HIV, TB, and overall Sexual Reproductive Health, incorporating a comprehensive understanding of criminal law procedures to ensure due process and accountability.
- Knowledge of local context and experience in research and advocacy in any province in South Africa.
- Knowledge of best practices nationally, regionally, continentally and beyond; in paralegal training for improved justice outcomes.
- Have strong inter-personal communication skills with keen attention to detail.
- Have excellent participatory training, presentation, facilitation, writing and communication skills.
- Recently undertaken a similar technical assignment (s) would be an added advantage.

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.
- Financial proposal including daily rate and total cost (in ZAR). The service provider is expected to submit a detailed quotation that includes a daily rate, any travel, training aides', communication (including data or other 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 provided and facilitated by CCI; using standard CCI procurement policies so these should be excluded from the

- consultant's quote.
- ii. CCI will cover printing costs for training toolkits and approved course materials including stationary and handouts. The consultant should seek prior approval from CCI on final course materials and quantities.
 - iii. The consultant should negotiate and confirm training dates and other meeting dates with the CCI team and advise CCI timely to ensure timeous planning and coordination by CCI.
 - iv. The consultant is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the activity).
 - v. 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.
 - vi. Consultants are responsible for their own travel arrangements and data costs (to be included in quotation).
 - vii. Payment will be made per agreed milestones after submission and approval of deliverables and according to the agreed payment schedules.

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 in outlined in Table 2. The 80% threshold score is required to proceed to the third and final stage (Price).

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, within effectiveness and efficiency of the cheapest maximum score and highest technical quality.
- **NOTE:** CCI is not obligated to prioritise costing over technical integrity of the applicant, and as such will not automatically select the lowest application.

Table 2: SCORING MATRIX

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 3 below. Applicants that fail to submit the administrative requirements will not be evaluated further.

TABLE 3: 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 *	List of the Project Management Team with abridged CVs and their roles and responsibilities in the Project
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 – 1 page.
Annexure 11 *	Detailed cost proposal (Professional fees including travel, accommodation, communication and additional training aides) – 1 page.
Annexure 12 *	• List of current and completed assignments (past 5 years) – 1 Page. • Three (3) Reference Letters on similar work (within the last 10 years).

Please note:

- Documents marked with 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

CRITERIA	DESCRIPTION	SCORE WEIGHTING
Motivation / Cover Letter	Motivation letter with full contact details, dated, and signed (10 points).	10
Technical Proposal	Detailed proposal and description of the training approach and methodology in the proposal and clear demonstration of the scope of work (20 points).	30
Technical Expertise	Curriculum Vitae (CV) of the proposed Project Team The CVs demonstrate 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 within the past 10 years in the relevant field. (5 points) - Three (3) Reference Letters on similar work (within the last 10 years) submitted. (5 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 – PARALEGAL TRAININGS – Name of Provider – 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 - PARALEGAL TRAININGS – Name of Provider – BID Reference Number”**
 - “Batch 2 - Application - PARALEGAL TRAININGS – Name of Provider – BID Reference Number”**

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 27th 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	18 November 2025
2. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	24 November 2025 (14h00: SAST)
3. Deadline for submitting applications. No late applications will be accepted.	27 November 2025 (16h00: SAST)
4. Evaluation period (indicative) during which additional details may be requested.	28 November to 05 December 2025
5. Appointment of Service provider (Indicative)	08 to 12 December 2025