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

**Appointment of Medium Sized Community-Based Organizations to
facilitate demand creation activities for various key and vulnerable
populations to increase access to Global Fund Programmes implemented
across communities.**

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

Closing date: 30th of January 2026, 16h00: SAST

BID REFERENCE NUMBERS:

- | | |
|-----------------------|--------------|
| 1. North-West: | DC100 |
| 2. Mpumalanga: | DC200 |
| 3. Free State: | DC300 |

Note:

- Only email applications will be considered. All applicants must follow the instructions laid out below and submit applications to CBOapplications@ccisa.org.za **before the closing date and time indicated above.**
- Any relevant queries and or questions to be submitted to RFAenquiries@ccisa.org.za not later than the 27th January 2026 (14h00), and answers to frequently asked questions will be posted on the CCI website www.ccisa.org.za
- CCI will regularly update our website, www.ccisa.org.za on frequently asked questions that were not addressed at the briefing session.
- **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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ACRONYMS AND ABBREVIATIONS

AYP	Adolescents and Young People
CCI	Centre for Community Impact
CCM	Country Coordinating Mechanism
CSS	Community Systems Strengthening
FS	Free State Province
GC7	Grant Cycle 7
GF	Global Fund
HIV	Human Immunodeficiency Virus
MP	Mpumalanga Province
MSM	Men having sex with other Men
MSO	Medium Sized Organisations
NW	North West Province
PR	Principal Recipient
PWID	People Who Use Drugs
RFF	Request for Funding
SA	South Africa
SR	Sub-Recipient
SW	Sex Worker
TB	Tuberculosis
TG	Transgender People

INTRODUCTION AND BACKGROUND

The South Africa 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 appointed 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 01st October 2025 until 31st 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 Sex Worker program, Human Rights & Gender and Community Systems Strengthening (CSS) module that encompasses capacity building & leadership development and community-led interventions. CCI is the lead CSS Principal Recipient in the Free State (FS), North West (NW) and Mpumalanga (MP) provinces and is therefore expected by Global Fund to appoint medium sized community-based organisations that have undergone capacity building programme during previous Global Fund grant cycles to facilitate activities aimed at creating demand for key populations services provided as part of the package under the Global Fund programmes.

CCI, therefore invites medium sized community-based organisations from the CSS-led provinces of FS, NW & MP to apply for this opportunity.

PROGRAMME OVERVIEW & CAPACITY BUILDING PACKAGE

CSS refers to interventions that support the development and reinforcement of informed, capable, coordinated and sustainable structures, mechanisms, processes and actors through which community members, organisations and groups interact, coordinate and deliver their responses to the challenges and needs affecting their communities. CSS module under Global Fund aims to strengthen community systems to ensure that communities organize effectively, lead social mobilization and advocacy, influence health policy and service delivery, improve accountability and responsiveness of health systems and support equitable access to quality HIV and TB services. The CSS programme aligns with Goals 1– 4 of the National Strategic Plan on HIV, TB, and STIs (2023-2028) with particular emphasis on community leadership and governance, social accountability, monitoring and feedback mechanisms, community mobilization and demand generation, strengthening CBO capacity and sustainability and enhancing the role of communities in HIV/TB prevention, linkage, treatment and retention. Whilst the Global Fund recognizes that a wide range of community systems strengthening interventions can play an important role in a country's response to HIV, TB and Malaria, as well as health in general, for Grant Cycle 7 (GC7) Global Fund prioritizes funding for the following interventions i.e. Social Mobilization, building community linkages and coordination; Community-led monitoring and **Capacity Building and Leadership Development**. The Capacity Building and Leadership Development is done through the contracting of medium sized organisations that will receive a package of support including needs-based trainings to implement key health programs, needs based trainings targeting organizational management and leadership and a "grant" to support core allowances for the organization to conduct identified demand creation activities.

PURPOSE OF THE CAPACITY BUILDING AND LEADERSHIP DEVELOPMENT

The focus of the capacity building and leadership development intervention will be to strengthen the CBOs technical competence, managerial skills and enhancing technical and programmatic skills and knowledge of individuals within the organisations to support service delivery for key populations.

The capacity building package of support consists of the 3 items:

PACKAGE	DESCRIPTION
Needs-based trainings	Integrated training for implementers directly related to the actual work in HIV/TB service delivery (e.g., HIV/TB, health literacy, human rights, GBV, community dialogues etc)
Needs-based trainings	Training related to management/leadership/governance/M&E to strengthen organizational leadership
Core Allowances	Monthly allowance to cover basic minimal running costs to support the CBOs.

Capacity Building and Leadership Development Approach

The organisational capacity building and leadership development approach will be at four levels:

1. **Institutional capacity:** this includes supporting the organisations with needs-based trainings to aid in development of strategy, governance and policy documents such as human resource policies, resource mobilization strategies and social dialogue strategies etc.
2. **Knowledge and skills:** develop technical and programmatic skills and knowledge of individuals within the organisations to deliver high quality integrated community-led and community-based health services, (HTS, HIV and TB Prevention, TB screening, integrated adherence support and stigma reduction and social dialogues, community mobilization and awareness, identification of Human Rights Violations (HRV), referrals and linkages).
3. **Influencing ability of organisations:** enhance the organisation's ability to form partnerships, be part of local advocacy campaigns and joint planning at different levels.
4. **Adaptive capacity of organisations:** focuses on the organisation's ability to review current operations and models and to investigate new ones, stay relevant and remain sustainable over time.

IMPLEMENTATION DISTRICTS FOR DEMAND CREATION

Table 1: Geographic Areas and Programmes Targeted for the Community Based organisations Programme

PROVINCE	DISTRICT	SUB-DISTRICT/S	# of CBOs	PROGRAMME
Mpumalanga	Ehlanzeni	Mbombela & Thaba Chweu	1	AYP & TB
		Nkomazi & Bushbuckridge	1	AYP & TB
	Gert Sibande	Govan Mbeki, Lekwa, Dipaleseng	1	MSM & TG
		Msukaligwa, Mkondo, Dr Pixley kaSeme, Chief Albert	1	MSM & TG
Free State	Lejweleputswa	Masilonyana, Tokologo, Nala	1	SW
		Tswelopele & Matjhabeng	1	SW
	Thabo Mofutsanyane	Nketoana, Maluti-A-Phofong, Phumelela	1	SW
		Dihlabeng, Setsoto, Mantsopa	1	SW
North West	Bojanala	Moretele, Madibeng, Rustenburg, Kgetlengrivier, Moses Kotane	1	SW, TG, MSM
	Dr Kenneth Kaunda	Jb Marks, City of Matlosana, Maquassi Hills	1	TB
Total Required			10	

DEMAND CREATION ACTIVITIES

The identified and selected ten (10) CBOs will be expected to coordinate the demand creation activities over a period of 24 months from 1st April 2026 until 31st March 2028. The demand creation activities to be facilitated by the CBOs include community dialogues, outreach campaigns on HIV, Human Rights, PrEP, Sexual Reproductive Health and Harm Reduction amongst many others to increase the uptake of services for KPs. It is expected that there will be direct referral to district Sex Worker, TB, AYP, MSM and TG implementers to ensure immediate service delivery related to the demand creation content. The CBOs are expected to report on the number of demand creation events, number of people reached at the events organised and those who were referred and received services by KP implementers. Table below provides a summary of the activities to be implemented by these identified CBOs:

COMMUNITY OUTREACH	SERVICE DELIVERY RELATED ACTIVITIES	ADVOCACY RELATED ACTIVITIES
- Community dialogues and campaigns providing HIV, TB information and education to influence behaviour change of beneficiaries to seek care and remain on treatment, reduce stigma through health literacy sessions. - Provide community support to lost to follow-up clients by linking them to care through working with the existing community networks in the GF supported districts. - Community awareness campaigns on media platforms targeted at KPs and share information about services offered by KP implementers	- Link beneficiaries to SRS implementing KP programmes to access services that include: HTS, TB, ST screening, SRH, Prep - Conduct linkage and referral activities to support treatment adherence and retention to targeted beneficiaries who are on treatment to remain in care as to achieve viral suppression.	- Conduct community dialogues and door-to-door campaigns through engaging families and households to address stigma and discrimination as a barrier to accessing care. - Distribute IEC material to educate communities and raise awareness. - Identify human rights violations perpetrated against KPs (AYP, SWs, TGs, MSM) and refer to KP implementers.

PREQUALIFICATION CRITERIA

- All applicants must have a broad-based black economic empowerment (BBBEE) level one (1) or two (2) or a sworn affidavit for eligible applicants.
- All applicants must have previously undergone and completed the capacity building programme during the Global Fund previous grant cycles with documented and verifiable evidence.

EVALUATION PROCESS AND CRITERIA

The evaluation of submissions will be managed by the Selection Committee, which will prepare a shortlist of applicants that meet the stipulated criteria to conduct demand creation activities to mobilise beneficiaries towards GF programmes.

The evaluation process will be conducted in stages as follows:

STAGES	EVALUATION PROCESS
FIRST STAGE	This stage assesses for compliance with PRE-QUALIFICATION CRITERIA. • Applicants must have a broad based black economic empowerment (B-BBEE) level one (1) or two (2) only. A valid B-BBEE certificate, or applicable Sworn Affidavit is required. • Applicants must have previously undergone capacity building programme during the Global Fund previous grant cycles with documented and verifiable evidence. APPLICATIONS THAT DO NOT COMPLY WILL NOT BE EVALUATED FURTHER
SECOND STAGE	This stage assesses compliance with ADMINISTRATIVE REQUIREMENTS • All applicants MUST submit all the documents below and all LABELLED as indicated below: - Annex 1: Board resolution authorising submission of application. - Annex 2: Proof of registration as an NPC and/or NPO - Annex 3: Profile of the organisation, including history and work experience relevant to this application. (1 page length) - Annex 4: List of Board Members and Management, their job titles and certified copies of IDs - Annex 5: Valid SARS tax clearance certificate with tax compliance status pin. - Annex 6: VAT Registration certificate– mandatory for all applications - Annex 7: Recent reviewed or audited Annual Financial Statements signed by Board chairperson. If your last audited annual financial statement is older than 2 years, then supply the most recent management accounts pack signed by the preparer. - Annex 8: Organogram for all management and administrative positions (Human Resources, Finance, M&E, Project Management). - Annex 9: Policies and procedures addressing financial management, human resources and inventory management - Annex 10: Programme report from previous or current projects – Maximum 3 pages. - Annex 11: Letter confirming participation in district coordination structures of the district you are applying for. e.g. the District Aids Council (DAC). - Annex 12: Letter of recommendation from government department/s, for supporting related programmes.
THIRD STAGE	• This stage of the evaluation process assesses the TECHNICAL COMPETENCY focusing on the ability to fulfil the role of the CBO to coordinate and facilitate demand creation activities in the designated Global Fund districts aligned to the implemented key population programmes. • Applicants need to achieve a score of at least 50 points of the technical competency requirements to progress further. Scoring criteria shall be posted on CCI website.

For applicants that satisfy the pre-qualification criteria and the administrative requirements, the weighting of the overall score is as follows:

Table 2: SCORING MATRIX

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

APPLICATION INSTRUCTIONS

Applicants are required to:

- Clearly mark their applications with **“CCI Global Fund CSS Demand Creation Application 2025 – Name of Organisation – BID Reference Number”** in the email subject line (see the correct BID Reference Number on the 1st page of the TOR).
- Applications should use the same reference number in the email subject line.
- If the email files are too big on email, please submit in different batches as indicated below until all batches are submitted:
 - Application for CSS Demand Creation – Name of Organisation – BID Reference Number – Batch 1**
 - Application for CSS Demand Creation – Name of Organisation – BID Reference Number – Batch 2**
- Ensure completeness of the application (including the attachment of all necessary supporting documentation) in line with each section.
- Confirm by signing the application form that the information and statements made in the proposal submission are true and accept that any misrepresentation contained in it may lead to disqualification.
- Ensure timely submission of all documents and reports if requested as part of the assessment of the organisation’s ability to continuously fulfil the CBO role.
- Submit applications to CBOapplications@ccisa.org.za before the deadline.

APPLICATION FORM COMPLETION

THE APPLICATION CONSISTS OF FIVE (5) SECTIONS THAT MUST BE COMPLETED:

- General Information:** This must be completed in full. No evaluation points will be applied to this section
- Legal Status:** Information about the organizations’ registration, board, staffing, financial reporting, policies and statutory registrations
- Self-Capacity Assessment:** Capacity to fulfil minimum requirements to receive funds from a donor.
- Previous HIV/TB/GBV Program Implementation Experience:**
- Geographic Coverage:** Districts where you currently implementing and relationship with local and government structures in the implementation district/s.

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 30th of January 2026 (16h00: SAST). The key dates for the application process are shown in the table below.

STAGE	DATE / PERIOD
1. Publication of a call for applications	9 January 2026
2. Non-compulsory Briefing Meeting Date	22 January 2026 (14h00-16h00)
3. Deadline for questions and request for information. Such must be directed to RFAenquiries@ccisa.org.za	27 January 2026 (14h00 SAST)
4. Deadline for submitting applications. No late applications will be accepted.	30 January 2026 (16h00 SAST)
5. Application Evaluation Period.	2 to 6 February 2026
6. Final CBO selection and decision (communicating the outcomes of applications to applicants)	Week ending 13 February 2026

BRIEFING SESSIONS

CCI will convene non-compulsory **virtual** briefing session to provide clarification and additional information to potential applicants and disseminate information as widely as possible. Organisations interested in attending the session should contact Centre for Community Impact at the following address RFAenquiries@ccisa.org.za for further details and the **virtual session link**. Any additional material shared at briefing sessions shall also be made available to potential applicants on CCI's website at www.ccisa.org.za.

APPEAL PROCESS

The CCI CBO selection team will present its evaluation outcome to the CEO for consideration and a decision on the final list of CBOs to be recruited for demand creation activities. CBOs will be notified of the outcome of their application **no later than 11 February 2026**. Aggrieved applicants can lodge an appeal within five working days of receiving official of receiving official communication of the selection decision, clearly stating the grounds for appeal, and providing the necessary evidence.

Such emails must be sent to RFAenquiries@ccisa.org.za with the subject: **"RFA Appeal – Name of Organisation"**