CCI
CENTRE FOR
COMMUNITY
IMPACT

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

Appointment of a Service Provider to assist CCI with the Independent Internal Audit function for the Implementation of Prevention Programmes for Sex Workers (SWP), their Clients and Other Sexual Partners grant.

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

Closing date: 18th of January 2026, 16h00: SAST

BID REFERENCE: CCI_GF_0501_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 **14th of January 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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ABBREVIATIONS

AIDS	Acquired Immune Deficiency Syndrome
ART	Anti-Retroviral Therapy
B-BBEE	Broad- Based Black Economic Empowerment
CCI	Centre for Community Impact
CCM	Country Coordinating Mechanism
DOH	Department of Health
DSD	Department of Social Development
FSW	Female Sex Worker
GBV	Gender Based Violence
GF	Global Fund
GF CT	Global Fund Country Team
HIV	Human Immunodeficiency Virus
HIVSS	HIV Self Screening
HTS	HIV Testing Services
I ACT	Integrated Access to Care and Treatment
LFA	Local Fund Agent
M&E	Monitoring and Evaluation
NSP	National Strategic Plan
NSWP	National Sex Work Plan
PCA	Provincial Council for AIDS
PEP	Post-Exposure Prophylaxis
PLHIV	People Living with HIV
PR	Principal Recipient
PrEP	Pre-Exposure Prophylaxis
RFA	Request for Application
SA	South Africa
SANAC	South African National Aids Council
SQL	Structured Query Language
SSL	Secure Sockets Layer
SR	Sub Recipient
SSR	Sub-sub Recipient
STI	Sexually Transmitted Infection
SW	Sex Worker
SWP	Sex Worker Program
TB	Tuberculosis
TUTT	Targeted Universal Testing for TB

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 determines that a PR should serve as a grants manager, while sub-recipients (SRs) will be the main implementers of the programmes.

PURPOSE

The purpose of this engagement is to:

- Provide **independent and objective assurance** on the adequacy and effectiveness of internal control systems, governance processes, and risk management at the PR and SR levels.
- Apply a **structured, risk-based methodology** aligned with the **International Standards for the Professional Practice of Internal Auditing (IIA Standards)**, including the development of a risk-based audit plan.
- Support the PR in **strengthening control systems**, ensuring compliance with grant agreements, and improving operational performance.

CCI OPERATIONS OVERVIEW

The operations department at the CCI under the Global fund (GC7) has multiple units, inclusive of the finance unit, human resource unit, contracts and grants unit, procurement unit, the ICT unit and an office support, travel, logistics, and fleet. The Chief Operations Officer has overall oversight of the units. CCI currently uses SAGE Evolution as its main Finance and Accounting system, SAGE 300 for payroll, and SAGE ESS for leave. The Operations Department supports all the operations of CCI for GC7 as well as the grant management of the SRs.

SCOPE OF WORK

The Centre for Communication Impact (CCI) seeks Internal Audit services to provide independent risk-based assurance over the effectiveness of internal controls, governance processes, and risk management systems across both PR and SR operations. This function will operate as an assurance mechanism, providing objective evaluations and actionable recommendations to strengthen the financial management, program implementation and governance, procurement, operational systems and compliance. The Service Provider will be required to review and evaluate the adequacy, effectiveness, and efficiency of internal controls at both PR level and provide management with timely reports and recommendations for corrective actions for all areas, such as the PR and SR Financial Oversight, Procurement and Supply Chain Management, Compliance and Risk Management, Information Technology and Systems, Human Resources Management, travel and fleet management, and oversight.

The Internal Auditor will begin the engagement with **an initial assessment of CCI's risk management framework** and the development of a **two-year risk-based internal audit plan**, prepared in consultation with management and aligned with the available level of effort (five working days per month). The internal auditor will conduct risk-based audits and follow-up activities in the following areas, prioritized according to the risks identified:

1. **Governance and Oversight**
    - Access the adequacy and effectiveness of governance structures, reporting lines, decision-making processes, and oversight mechanisms at PR and SR levels.

2. **Financial Management**
    - Evaluate the effectiveness of financial accounting systems, financial reporting processes, and internal controls.
    - Review financial transactions to confirm appropriate authorization, documentation, classification, and recording.
    - Assess controls over cash management, bank reconciliations, advances, and compliance with budgetary controls and financial procedures.
3. **Procurement and Supply Chain Management**
    - Review the effectiveness of procurement controls, contract management, vendor selection, and compliance with donor and organisational procurement rules.
    - Assess risks related to value for money, transparency, and supply chain integrity.
4. **Compliance and Risk Management**
    - Evaluate adherence to Global Fund requirements, national legislation, internal policies, and grant agreements.
    - Assess the effectiveness of CCI's risk management framework, including risk identification, monitoring, and mitigation processes.
5. **Information Technology and Systems**
    - Assess general IT controls, data integrity, system access management, cybersecurity safeguards, and the reliability of systems used for financial and program reporting.
6. **Human Resources, Operations, Travel, and Fleet Management**
    - Evaluate HR compliance controls, payroll processes, staff recruitment practices, and adherence to policies.
    - Review operational controls for travel, fleet management, and administrative processes.
7. **Follow-Up and Monitoring of Audit Recommendations**
    - Conduct periodic follow-up reviews to assess the implementation status of previous audit recommendations and report progress to management and Finance and Audit Committee of the CCI Board of Directors.

EXPECTED DELIVERABLES

The Internal Audit Services will aim to cover some, but not limited to, the following deliverables:

DELIVERABLE	DESCRIPTION	FREQUENCY
Initial Risk Assessment and Two-Year Audit Plan	Conduct a comprehensive PR/SR risk assessment and develop a two-year risk-based internal audit plan aligned with IIA Standards.	Once at start (updated annually if needed)
Internal Audit Engagement Reports	Issue detailed reports including findings, risk ratings, and recommendations for each audit engagement.	After each audit
Quarterly Summary Report	Provide consolidated summaries of key risks, systemic issues, and recommendation implementation status.	Quarterly
Follow-up Audit Reports	Review and report on the status of implementation of previous audit recommendations.	Semi-annually
Alerts on suspected Fraud and significant control breaches	Immediate notification of suspected fraud or serious control breaches are detected.	As required
Final Consolidated Report	Overall summary of internal audit work, systemic risks, and recommendations over the full engagement period.	End of engagement

DURATION AND LEVEL OF EFFORT

The engagement will run for 24 months (contracted annually based on GC7 financial years). The Internal Audit Service Provider will provide services for approximately five (5) days per month, covering risk-based planning, audit execution, reporting, and follow-up.

REPORTING AND SUPERVISION

The Service Provider will work closely with the Chief Executive Officer, conduct day-to-day engagements with the CCI Managers within the Operations Team (Finance, Procurement, Human Resource, IT, Governance, Contracts, Grants, and Compliance etc.), and shall report functionally to the CCI Board of Directors Audit and Finance Committee.

QUALIFICATIONS AND EXPERIENCE

- Recognized professional qualifications, such as **CIA or membership with IIA/IIA SA** (strongly preferred), for the Lead Consultant/s within the Service Provider.
- Additional relevant professional qualifications **(e.g., CA, CPA, ACCA, CIMA,** or equivalent) will be considered as an advantage for the Lead Consultant/s and any supporting team members within the Service Provider.
- **Minimum of 5 years' experience** in internal auditing of NGO, donor-funded, or public health sector as an organisation.
- Experience with Global Fund grants (PR and SR level) will be an added advantage.
- Demonstrate experience in multidisciplinary expertise (finance, procurement, IT, governance, HR) across the Team Members.

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:

TABLE 1: EVALUATION STAGES

STAGES	EVALUATION PROCESS
FIRST STAGE	Applicants will be screened for completeness and compliance with the **ADMINISTRATIVE REQUIREMENTS.** **All applicants MUST submit all the documents below and all LABELLED as indicated below:** • **Annexure 1: BBBEE Certificate or sworn affidavit for eligible service providers.** • **Annexure 2: Signed Declaration of Conflict of Interest (Form available on the CCI Website)** • **Annexure 3: Signed Global Fund Code of Conduct for Suppliers of Services** • **Annexure 4: A detailed organisational profile of the applicant indicating relevant Global Fund Grants and Compliance experience (3 pages maximum).** • **Annexure 5: Certified ID/s of the proposed Team Members.** • **Annexure 6: Certified Qualification certificates of the Team Members.** • **Annexure 7: Certified Professional certifications of the Team Members.** • **Annexure 8: Detailed technical proposal outlining the methodology and implementation plan to address the scope of work (not more than 5 pages) detailing the Value for Money principle.**

STAGES	EVALUATION PROCESS
	• **Annexure 9: Detailed motivation outlining the key Global Fund Policies and Guidelines which will be used and how each of these will benefit the execution of the Scope of Work (not more than 2 pages).** • **Annexure 10: References: X3 detailed and signed references from 3 contactable references who either supervised, partnered with or had oversight of the service provider's referenced experience.** • **Annexure 11: Detailed Quotation. The Service Provider must provide a complete and transparent cost proposal that includes a blended daily rate for the team, an estimate level of effort per team member indicating the number of days allocated to each activity and a breakdown of how many days each audit activity will require, aligned with the scope of work and the available level of effort (5 days per month)** **Applicants that fail to submit the administrative requirements will not be evaluated further.**
SECOND STAGE	This stage assesses the applicants' **TECHNICAL COMPETENCE** focusing on the ability to fulfil the requirements based on the scope of work, proposed methodology, relevant experience and expertise in internal auditing within Global Fund or comparable donor-funded environment. Applicants must achieve a minimum score of 49 out of 70 points (70% of Technical Score) to progress to the Price Evaluation Stage. The detailed scoring criteria will be published on the CCI website.
THIRD STAGE	This stage assesses the **FINANCIAL PROPOSAL** submitted under **Annexure 11: Detailed Quotation**. The Service Provider must provide a complete and transparent cost proposal that includes a blended daily rate for the team, an estimate level of effort per team member indicating the number of days allocated to each activity and a breakdown of how many days each audit activity will require, aligned with the scope of work and the available level of effort (5 days per month)

THE FIRST STAGE: ADMINISTRATIVE REQUIREMENTS

Applicants MUST submit all the mandatory documents below and all LABELLED as indicated in Table 2 below. Annexture detail and structure outlined and detailed in Table 1 above.

All applications will be screened for completeness and compliance, and only compliant submissions will proceed to the technical evaluation stage.

TABLE 2: ADMINISTRATIVE COMPLIANCE

ANNEXTURE	DESCRIPTION
Annexure 1 *	**BBBEE Certificate or sworn affidavit**
Annexure 2 *	**Signed Declaration of Conflict 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 *	**Detailed Organisational Profile**
Annexure 5 *	**Certified ID/s of the proposed Team Members**
Annexure 6 *	**Certified Qualification certificates of the Team Members**
Annexure 7 *	**Certified Professional certifications of the Team Members**
Annexure 8 *	**Detailed Technical Proposal**
Annexure 9 *	**Detailed Motivation**
Annexure 10 *	**References**
Annexure 11 *	**Detailed Quotation**

Please note:

i. Documents marked with asterisk* are **MANDATORY as applicable.**
ii. Documents are valid only if obtained /certified within 3 months of the closing date.

THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX

TABLE 3: TECHNICAL COMPETENCY EVALUATION

CRITERIA	DESCRIPTION	SCORE WEIGHTING
Team qualifications and experience	**REVIEW OF THE SERVICE PROVIDER'S TEAM QUALIFICATIONS AND EXPERIENCE ON THE RELEVANT TO THE TOR REQUIREMENTS.** • **0 points =** Satisfies the requirement with major reservations. Considerable reservations regarding the Team ability of the Service Provider to meet this requirement, with little or no evidence to support the response. • **5 points =** Satisfies the requirement with minor reservations. Some minor reservations regarding the Team ability of the Service Provider to meet this requirement, with limited evidence to support the response. • **10 points =** Satisfies the requirement. Service Provider demonstrated its Team ability to meet this requirement. Response identifies factors that demonstrate added value, with limited evidence to support the response. • **15 points =** Satisfies the requirement with additional limited other additional benefits. The Service Provider demonstrates additional Team abilities to meet the requirements of the scope for work. Response identifies factors that demonstrate added value, with evidence to support the response fully without any reservations. • **20 points =** Exceeds the requirement. Exceptional demonstration by the Service Provider of its Team's ability to meet the requirements of the scope of work, with evidence to support the response beyond the expectations of the scope of work.	**20**
Detailed organisational profile, capacity and ability	**REVIEW OF THE SERVICE PROVIDER'S DETAILED ORGANISATIONAL PROFILE, CAPACITY AND ABILITY TO DELIVER SIMILAR ASSIGNMENTS INCLUDING RELEVANCE TO GLOBAL FUND EXPERIENCE.** • **0 points =** The Service Provider provided limited evidence in their organisational profile indicating no sufficient Global Fund experience or any experience of similar work to deliver the Scope of Work. • **5 points =** The Service Provider provided partial evidence in their organisational profile indicating limited Global Fund experience of any similar work and experience. • **10 points =** The Service Provider provided adequate evidence in their organisational profile providing and indicating sufficient Global Fund experience in delivering similar Scope of Work. • **15 points =** The Service Provider provided ample evidence, added value and benefits in their organisational profile presenting more than sufficient Global Fund experience and ample examples of similar work and experience to deliver the Scope of Work.	**15**

Detailed technical proposal, its relevance and feasibility	**REVIEW OF THE DETAILED TECHNICAL PROPOSAL, ITS RELEVANCE AND FEASIBILITY OF THE PROPOSED RISK-BASED METHODOLOGY AND ALIGNMENT WITH THE PROPOSED SCOPE OF WORK**. • **0 points =** The Service Provider provided an irrelevant methodology in the proposal to deliver the Scope of Work. • **5 points =** The Service Provider provided limited and relevant methodology to address the scope of work in the proposal. The proposal presents major reservations and gaps. • **10 points =** The Service Provider provided partially relevant methodology to address the scope of work in the proposal. The proposal presents some reservations and some gaps. • **15 points =** The Service Provider provided an adequate, relevant methodology to address the scope of work in the scope of work. The submission presents sufficient proposals with no gaps. • **20 points =** The Service Provider provided ample relevant methodology to address the scope of work in the proposal. The submission presents more than sufficient proposals with added value and benefits.	**20**
Understanding of Global Fund Policies and Guidelines and the execution of SOW	**EVALUATE UNDERSTANDING OF GLOBAL FUND POLICIES AND GUIDELINES AND HOW THEY WILL INFORM EXECUTION OF THE SCOPE OF WORK.** • **0 points =** The Service Provider provided no evidence indicating sufficient understanding and experience of Global Fund Policies and Guidelines in order to deliver the Scope of Work. • **2 points =** The Service Provider provided limited evidence indicating major gaps in understanding and showcasing experience of Global Fund Policies and Guidelines in order to deliver the Scope of Work. • **4 points =** The Service Provider provided partial evidence indicating some understanding and experience of Global Fund Policies and Guidelines in order to deliver the Scope of Work. • **7 points =** Service Provider provided adequate evidence indicating sufficient understanding and experience of Global Fund Policies and Guidelines in order to deliver the Scope of Work. • **10 points =** Service Provider provided ample evidence, added value and benefits, indicating sufficient understanding and experience of Global Fund Policies and Guidelines in order to deliver the Scope of Work.	**10**
References	**Assess relevance and quality of the references provided by the service provider.** • **0 point =** Reference letters provided but no evidence of experience. • **2 points =** Reference letters provided with limited evidence of experience. • **4 points =** Reference letters provided but adequate evidence of experience. • **5 points =** Reference letters provided but ample evidence of experience.	**5**
	TOTAL	**70**
TOTAL TECHNICAL EVALUATION TO ACCOUNT FOR 70% OF OVERALL SCORE		

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 scoring will be calculated using the formula indicated below in Table 4.

TABLE 4: PRICE EVALUATION

PRICE	SCORE (MAX 30%)
Shortlisted service providers demonstrate exceptional capability to meet the requirement supported by evidence will be assessed with the 70/30 Point System. **A maximum of 30 points is allocated for price on the following basis:** **PRICE EVALUATION ASSESSMENT** - The calculation formula for price points will be conducted as follows: **PS = (Pmin/Pt) x P** **Where:** - PS = Price Score - Pt = Price of the tender/offer under evaluation - Pmin = Lowest acceptable tender/offer. ○ Points scored will be rounded off to the nearest 2 decimal places - P = Maximum points **Example** - P = Maximum points to be obtained is 30. - Pt = = Price of the tender/offer under evaluation, for example ABC Inc. quoted R520 000.00. - Pmin = Price of lowest acceptable tender/offer, for example Jane Wesson Inc. quoted R430 000. **PS = (430 000/520 000) X 30** **PS = 24.81 scored out of 30 for ABC Inc**.	30%
TOTAL PRICING SCORE OUT OF 30%	30%

SCORING MATRIX

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

SCORING MATRIX	
Technical Evaluation Score	70%
Price	30%
TOTAL	**100%**

APPLICATION INSTRUCTIONS

All applicants are required to:

- Only email-submitted applications will be considered.
- Mark their applications **with "Application – INTERNAL AUDIT – 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 – INTERNAL AUDIT – Name of Organisation – BID Reference Number"
    - "Batch 2 - Application – INTERNAL AUDIT – Name of Organisation – BID Reference Number"

AWARDING OF CONTRACT

Additional information linked to the Scope of Work are listed below:

- The Service Provider/s who are selected could undergo a further organisational assessment by CCI, which could lead to disqualification.
- The Bid Evaluation Committee reserves the right to request the Service Provider to clarify any part of the submission.
- CCI is not bound to accept the lowest or any proposal.
- The Bid Evaluation Committee may, entirely at its discretion, decide to:
    - Award contracts for particular sections of the scope of work, but invite new proposals for other sections of the work
    - Delay the awarding of contracts for certain sections of the scope of work (considering, among others, the timing of funding availability)
- These Terms of Reference do not commit CCI to award, nor does it commit CCI to pay any cost incurred in the submission of the proposal, or in making necessary studies or designs for the preparation thereof, nor procure or contract for services or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract award.

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 18th of January 2026 (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	**05 January 2026**
2. Deadline for questions and request for information. Such must be directed to **TORenquiries@ccisa.org.za**	**14 January 2026 (14h00: SAST)**
3. Deadline for submitting applications. No late applications will be accepted.	**18 January 2026 (16h00: SAST)**
4. Evaluation period (indicative) during which additional details may be requested.	**19 to 22 January 2026**
5. Appointment of Service provider (Indicative)	**26 to 30 January 2026**