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

**Appointment of a Service Provider to Provide Human Rights and Gender
Sensitisation Workshops with Metro Police in Metropolitan Municipalities**

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

Closing date: 10th March 2026, 16h00: SAST

BID REFERENCE: CCI_GF_2402_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 3rd March 2026 (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 are now leading implementation of programmes funded by the grant in SA, effective 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) are 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. The organisation is also leading the implementation of the Reducing Human Rights-related Barriers to HIV/TB services in the Country as well as coordinating Community Systems Strengthening interventions in North West, Free State and Mpumalanga Provinces. CCI is the sole PR that facilitates implementation of Community Led Monitoring across all the 31 GF supported Districts accordingly and CCI is leading on Reducing Human Rights-related Barriers to HIV/TB Services.

HUMAN RIGHTS AND GENDER (HRG) PROGRAMME OVERVIEW

The Human Rights and Gender (HRG) 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 and psychosocial support 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:



CCI is implementing the HRG Program in eight Metropolitan Municipalities targeted for this activity as indicated on Table 1:

TABLE 1: LIST OF HUMAN RIGHTS AND GENDER (HRG) PROGRAMME PRIORITY GLOBAL FUND GC7 METROPOLITAN MUNICIPALITIES

PROVINCE	METROPOLITAN MUNICIPALITIES SUPPORTED IN GC7
Eastern Cape	1. Buffalo City 2. Nelson Mandela Bay
Free State	3. Mangaung (Bloemfontein)
Gauteng	4. City of Johannesburg 5. City of Tshwane 6. Ekurhuleni
KwaZulu-Natal	7. eThekweni
Western Cape	8. City of Cape Town

PROGRAMME OUTCOMES

The expected outcomes of the programme 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.
- Increased 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 seeks to appoint a qualified service provider to implement sensitisation Training of Trainers (ToT) and support for Metro Police officials across the eight (8) Metropolitan Municipalities in South Africa, using a structured ToT cascade approach.

SCOPE OF WORK

The project aims to strengthen human rights-based, gender-sensitive, and stigma-free policing practices, particularly in interactions with key and vulnerable populations (KVPs), including people living with HIV and TB, sex workers, people who inject drugs, adolescents and young people (especially girls), LGBTQIA+ persons, and other marginalised groups.

This intervention responds to persistent human rights-related barriers within law enforcement settings, including:

- Stigma, discrimination, profiling and harassment;
- Inconsistent understanding of human rights frameworks;
- Weak integration of HRG principles within metro-level enforcement practices;
- Limited coordination between Metro Police, SRs, KP-led organisations, and service providers.

The activity forms part of the HRG Programme's structured interventions aimed at reducing human rights-related barriers to HIV, TB and GBV services.

It positions Metro Police officials as critical enablers of access to services and justice, rather than barriers, by equipping them with the knowledge, skills and ethical grounding required to:

- Identify and prevent human rights violations in law enforcement contexts;
- Reduce stigma, discriminatory practices and harmful profiling;
- Promote access to justice, referral pathways and service integration;
- Strengthen collaboration and referrals with KVP representatives, SRs and municipal structures;
- Foster a culture of accountability, dignity and constitutional compliance within Metro Police services.

PURPOSE AND OBJECTIVES OF THE PROJECT

The contracted Service Provider will conduct a structured Metro Police HRG Sensitisation Programme using a Training of Trainers model that ensures sustainability and scale across all eight (8) Metropolitan Municipalities.

The programme will begin with an audit and identification of previously trained GC6 officials and eligible officers to form a cohort of 40 Master Trainers per metro. These Master Trainers will be capacitated to cascade sensitisation training to additional Metro Police officials within their respective metros.

The intervention is informed by lessons from previous HRG programming and law enforcement engagements in South Africa, highlighting the need for sustained mentorship, structured review platforms, and integration of mental health, HIV, TB, and GBV considerations into policing practices.

The project will include the following interlinked technical assistance streams:

1. Audit and Identification of Master Trainers (Pre-Implementation Phase)

- Work with 8 Metros to identify officials previously trained under GC6, using a clear criterion to ensure readiness as Master Trainers.
- Develop and apply clear selection criteria to identify approximately 40 Master Trainers per metro.
- Validate Master Trainer lists with Metro leadership and CCI.

2. Training of Trainers (ToT)

- Review training material from GC6 to ensure relevance for sensitising Metro Police and adapt for ToT training approach. Ensure relevant content for sensitisation of Metro Police within the time allocated for this project.
- Facilitate initial 2-days ToT workshops in each of the 8 metros for 80 officers (2 sessions per metro (640 total Master Trainers) between March and April 2026.
- Deliver structured HRG-aligned curriculum covering the following with Metro Police case studies and referrals pathways outlined:
 - Human rights legal and constitutional frameworks;
 - Gender equality and harmful gender norms;
 - Stigma and discrimination reduction;
 - Policing and KVP engagement;
 - GBV and referral pathways;
 - HIV, TB and STI sensitivity in enforcement contexts;
 - Professional ethics and accountability mechanisms.
- Develop Metro-specific cascading plans during the ToT sessions to reach additional 327 Metro Police Officers in each Metro.

3. Cascading of Training within Each metro

- Co-facilitate and support Master Trainers to cascade sensitisation training to additional Metro Police officials within each metro.
- Support each metro to develop a Metro Police HRG Action Plan aligned to district HRG priorities (this will guide ongoing bi-annual review check in meetings with Metro Police Officers, CCI, SRs, KVP representatives and other key stakeholders).

4. Hybrid Mentorship and Coaching Support

- Provide ongoing hybrid (virtual and in-person) mentorship to Master Trainers as they cascade trainings.
- Conduct quarterly virtual check-ins with each metro.

- Provide technical support to address challenges arising during cascade implementation.
- Review training reports and quality assurance documentation.

5. Bi-Annual Metro-Level Progress Review Meetings

- Co-facilitate with CCI bi-annual Metro-level review meetings.
- Engage Metro Police leadership, KP representatives, SRs and municipal stakeholders.
- Conduct trend analysis on reported violations, complaints, referrals and service integration.
- Document lessons learned and good practices.
- Strengthen accountability and integration within metro-level HRG programming.

METHODOLOGICAL APPROACH

The service provider will apply a human rights-based, participatory and systems-strengthening methodology, grounded in adult learning principles and institutional change theory. The approach recognises that sustainable transformation within law enforcement requires not only knowledge transfer, but also shifts in attitudes, accountability systems and compliance in operational practice. The methodology will consist of five interlinked pillars.

- I. Human Rights-Based Approach (HRBA).
- II. Gender-transformative programming.
- III. Stigma and discrimination reduction frameworks.
- IV. Social norms change theory.
- V. Institutional capacity-building and cascade training models.

Through this structured, multi-level methodology, the programme seeks to embed sustainable HRG-sensitive policing practices across all eight metros.

PROJECT COMPONENTS, TASKS, DELIVERABLES AND TIMELINES

The assignment shall be completed within **100 non-consecutive project days** from **March 2026 until March 2027**. The successful Service Provider will be responsible for the following tasks, deliverables and within the timelines indicated on Table 2:

The Service Provider is expected to demonstrate exceptional value-add beyond the core requirements in this TOR, in their proposal. Value add should contribute to programme quality and sustainability (for example these could include leveraging of partnerships, additional outputs or extended reach and developing databases that will be key reference; without increased financial cost).

TABLE 2: KEY ACTIVITIES, DELIVERABLES AND TIMELINES

FOCUS AREA	KEY TASKS	DELIVERABLES	TIMELINES
Project Preparation and Stakeholder Engagement	• Attend inception meeting with CCI HRG team and Metro Police leadership representatives. • Develop inception report, including Metro-specific implementation plan and ToT roll-out schedule (March). • Develop Master Trainer selection criteria and audit framework. • Attend ongoing planning meetings to coordinate logistics for 8 Metro ToTs. • Maintain organised records of documentation for administrative and auditing purposes.	• Inception report and detailed workplan. • Master Trainer selection criteria. • Audit and Identification of Metro Police Master Trainers • Assess training gaps and readiness for ToT participation. • Finalised ToT implementation schedule for 8 Metros.	30 March 2026

FOCUS AREA	KEY TASKS	DELIVERABLES	TIMELINES
Conduct Training of Trainers (ToT) Workshops – 8 Metros	- Review and update GC6 training materials to ensure relevance for sensitising Metro Police and adapt for ToT approach. - Conduct baseline pre-training knowledge and attitude assessments - Facilitate 16 ToT workshops (80 officers per Metro at 40 officers per session). - Develop Metro-specific cascading plans to reach and sensitise additional 327 Metro Police Officers per Metro. - Conduct post-training assessments and reports.	16 ToT workshops completed (640 officers trained). - Pre- and post-assessment summary results. - Metro-specific cascading implementation plans. - Certificates issued. - Metro-specific ToT Training reports with pre-post and evaluation analysis incorporated.	30 April 2026
Support Cascading of Trainings within each Metro	- Provide hybrid (virtual and in-person) mentorship and coaching to Master Trainers. - Support Master Trainers to cascade training to additional Metro Police officials. - Conduct quarterly virtual and in-person check-ins.	- Quarterly mentorship reports (per Metro). - Cascading training records (attendance, summaries, pre/post results). - Metro HRG Action Plans.	31 December 2026
Bi-Annual Metro-Level Review and Service Integration Meetings	- Co-facilitate bi-annual Metro-level review meetings with Metro Police leadership, KVP representatives, SRs and stakeholders. - Support CCI to conduct trend analysis on complaints, profiling, referrals and HRG compliance. - Co-facilitate lessons sharing and corrective action planning. - Support strategies to strengthen referral pathways and service coordination.	- Bi-annual Metro review meeting reports. - Documented action plans for improved service integration. - Lessons learned and best practice documentation.	31 March 2027
Reporting	- Produce brief reports after each ToT and review meeting. - Produce consolidated national report including: - Pre/post assessment results; - Participation and engagement analysis; - Reflections on behavioural and institutional shifts; - Key gaps, challenges, and opportunities; - Recommendations for sustainability and integration. - Submit final report within agreed timelines.	- Post-training reports; and Final consolidated national report with mentorship outcomes and recommendations (31 December 2026). - Final Report (31 March 2027).	31 December 2026

PROJECT DURATION

The assignment is expected to run for 100 non-consecutive project days between **March 2026** to **March 2027**.

Timelines

Implementation and deliverables dates shall be based on the agreed-upon timelines at the inception meeting with the Service Provider. The Service Provider 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 project 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 contact persons at the Metro Police to ensure a coordinated approach to the sensitisation, mentoring, coaching and supportive supervision.

REQUIRED QUALIFICATIONS AND EXPERIENCE

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

- Minimum Bachelor's Degree in Social Sciences, Development Studies, Law, Human Rights, Public Health, Gender Studies, Criminology or related field.
- A minimum of 5 years' institutional experience in human rights, gender equality, GBV prevention, HIV/TB programming, or justice-sector reform.
- Minimum of 5 years of demonstrated experience working with law enforcement agencies, Metro Police, SAPS or justice-sector institutions, security services, or public sector officials.
- Demonstrated experience delivering ToT models at scale, including cascade training approaches across multiple geographic sites. Strong expertise in Training of Trainers methodologies and adult learning facilitation.
- Knowledge of local context and experience in research and advocacy in any province in South Africa.
- Have strong inter-personal communication skills with excellent participatory training, presentation, facilitation and writing skills.
- Proven experience facilitating sensitive discussions on stigma, discrimination, GBV, sexual orientation and gender identity issues within institutional settings.
- Demonstrated experience in multi-sectoral coordination and institutional systems strengthening.
- Excellent analytical, facilitation and high-level report writing skills.
- Preference will be given to Service Providers with the following:
- Prior experience engaging Metro Police within South Africa's 8 metropolitan municipalities.
- Demonstrated collaboration with SANAC, DOJ&CD, National Prosecuting Authority (NPA), Sub Recipients (SRs) or Human Rights and Gender Sector stakeholders and structures.
- Experience facilitating dialogues between law enforcement and KVP-led organisations.
- Familiarity with GC6 or GC7 HRG programme implementation contexts.

PROPOSAL SUBMISSION REQUIREMENTS

Interested applicants can apply as a company or a team; and 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 a clear value-add proposal that will contribute to quality, efficiencies, effectiveness and the sustainable outcomes of the activity.
- Profiles (CVs) of facilitators, including their qualifications and relevant experience to this scope of work.
- List of previous similar work conducted in the past ten (10) years.
- At least Two (2) reports of previous similar work done within the past five (5) years.
- Three (3) references from past clients.
- Submit a Financial Proposal in excel spreadsheet including daily rate and total cost (in ZAR). The service provider is expected to submit a detailed quotation that includes a daily rate and communication needs (including data or other information technology (IT) costs).

INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE PROJECT

- i. CCI will provide full conferencing (venue hire and catering), travel and accommodation for all Service Providers and participants. The Service Provider should not include these costs in their quotation.
- ii. CCI will provide the materials for the sensitisation of Metro Police. The service provider should adapt these for Training of Trainers approach within the time/days allocated for this project.
- iii. CCI will cover the printing of approved course materials, including stationery and handouts. The Service Provider should seek prior approval from CCI on the final course materials and quantities for CCI to approve and print after the inception meeting.
- iv. The Service Provider 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.
- v. The Service Provider is expected to provide their own work tools (laptop, cell phone, airtime /data, and other basic work tools related to the activity).
- vi. Service Providers 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.

EVALUATION PROCESS AND CRITERIA

The evaluation of submissions and the appointment of the successful service provider will be managed 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 3 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 4.

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: SCORING MATRIX

SCORING MATRIX	
Technical Evaluation Score	70%
Price	30%
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 – – This must show understanding of the assignment and interest in supporting this activity. – (Include reference number and full contact details, dated and signed by the Service Provider).
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 <i>(If applying as a company otherwise N/A if applying as an individual)</i>
Annexure 5 *	Valid SARS Tax clearance Certificate <i>(If applying as a company otherwise N/A if applying as an individual)</i>
Annexure 6 *	VAT Registration Certificate <i>(If applying as a company otherwise N/A if applying as an individual)</i>
Annexure 7 *	Valid B-BBEE certificate/Sworn Affidavit <i>(If applying as a company otherwise N/A if applying as an individual)</i>
Annexure 8 *	List of the Project Management Team with abridged CVs and their roles and responsibilities in the Project
Annexure 9 *	Technical Proposal, Implementation Plan and Value-Add Proposal Outlining approach, methodology, implementation plan as guided by the scope of work and details of Value-add Proposal (3-pages)
Annexure 10 *	Detailed cost proposal in Excel – Professional fees (daily rate) including communication (1-page). REFER TO THE PRICING SCHEDULE TEMPLATE IN THE BELOW SECTION.
Annexure 11 *	• List of current and completed assignments (past 10 years) – 1 Page. • Minimum of three (3) Reference Letters on similar work (within the last 5 years). • Minimum of two (2) reports of similar work done in the past five (5) years.

Please note:

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

PRICING SCHEDULE TEMPLATE

NB: All bidders are required to complete the pricing schedule as per the format below as this will be used for evaluation purposes.

DELIVERABLE	DESCRIPTION	UNIT (e.g Days)	COST (e.g. Daily Rate)	TOTAL (ZAR)
PROJECT PREPARATION AND STAKEHOLDER COORDINATION	Inception meetings, consultation meetings, detailed training and implementation planning and consultation meetings with all stakeholders.			
TRAINING OF TRAINERS WORKSHOPS	- Review and adapt materials for ToT - Conduct 16 ToT workshops – 2 days sessions with 40 participants per training for 2 sessions per metro			
SUPPORT CASCADING OF TRAININGS LED BY TRAINERS	Support cascading of 9 sessions in each of the 8 metros of 40 people per session at 2-days sessions informed by the cascading plans developed by each Metro at the ToTs.			
CO-FACILITATE 1 DAY BI- ANNUAL METRO- LEVEL REVIEW MEETINGS	Preparations, facilitation and reporting			
REPORTS	Reports summarizing the ToTs and cascaded trainings; with in-service mentorship and coaching plans			
SUB-TOTAL				
VAT (IF APPLICABLE)				
TOTAL				

THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX

TABLE 4: TECHNICAL EVALUATION

CRITERIA	DESCRIPTION	SCORE WEIGHTING
Motivation / Cover Letter	MOTIVATION LETTER WITH FULL CONTACT DETAILS, DATED AND SIGNED. 0 points = No motivation letter submitted 2 points = Motivation letter submitted with major reservations. No contact details; not dated; not signed and content is not justifying interest in providing the service. 4 points = Motivation letter submitted with minor reservations. Has contact details; it is not dated and/or not signed, but it is on a letter head and content justifies that the service provider is suitable and interested in providing the service. 5 points = Motivation letter submitted with no reservations. Has contact details; it is dated; it is signed and it is on a letter head or written as a formal letter; and content justifies that the service provider is highly interested in providing the services.	5
Technical Proposal, Implementation Plan, and Value-Addition	DETAILED PROPOSAL AND SCOPE OF WORK THAT DESCRIBES THE TECHNICAL APPROACH, METHODOLOGY, IMPLEMENTATION PLAN AND ADDED STRATEGIC VALUE TO PROGRAMME QUALITY AND OUTCOMES. 0 points = No technical proposal submitted. No clear methodology, implementation plan, or value-add presented. 10 points = Satisfies the requirement with major reservations. Training approach not aligned to the scope of work, unclear methodology that does not fully describe the full scope on how the activity will be implemented and no implementation plan as per the requirements of the TOR. Limited value-add. Proposal shows minimal value-add beyond the basic TOR. The proposition largely mirrors required activities, with limited differentiation, innovation, or added benefit to programme quality or outcomes. 25 points = Satisfies the requirement partially with some reservations regarding clear conceptual approach, some irrelevant methodology not fully explained and unclear implementation plan that does not fully detail processes and responsible persons working together to implement the tasks in the scope of work. Adequate or partial value-add. Proposal meets core requirements and includes some value-add, but this is limited in scope or depth and may lead to additional costs to CCI. Additional elements are relevant but not well articulated. 40 points = Satisfies the requirement. Service provider demonstrated satisfactory conceptual clarity and approach that substantially aligns with the scope of work. The methodology and scope of work is explained with minimal vague and unclear details. The implementation plan lacks some crucial information. Very strong value-add. Proposal offers clear and meaningful value-add that enhances delivery and outcomes. The proposal includes strong complementary elements that add significant value beyond core requirements. 50 points = Satisfies the requirement with additional benefits. The service provider demonstrated clear understanding of the scope of work and provided a comprehensive technical proposal with clear conceptual approach, that flows logically, detailed methodology and fully detailed implementation plan with all details on key activities, milestones,	50

CRITERIA	DESCRIPTION	SCORE WEIGHTING
	responsible persons, timelines. Exceptional value-add. Proposal presents a highly compelling value-add proposition that significantly strengthens programme quality, reach, sustainability, or impact. Demonstrates innovation, strong strategic insight, and additional benefits that go well beyond the requirements in this TOR, without compromising focus. Clear evidence of leadership, systems thinking, and long-term contribution.	
Technical Expertise	CURRICULUM VITAE (CV) OF THE PROPOSED PROJECT TEAM OF THE SERVICE PROVIDER <i>(REVIEW QUALIFICATIONS AND RELEVANCE TO THE EXPERIENCE REQUIRED IN THE SOW)</i> • 0 points = No CVs submitted. • 5 points = Satisfies the requirement with major reservations regarding the relevance of the qualifications and experience of the team's ability to meet the requirements of the scope of work, with little or no evidence to support the response. • 10 points = Satisfies the requirement partially. Minimum of 5 years of experience doing related work though not quite similar. Team unable to implement this work in teams thereby prolonging implementation according to the SOW requirements. • 15 points = All team members have minimum Bachelor's Degree relevant to the requirements in the SOW and minimum of 5 years' experience doing similar work. • 25 points = Satisfies the requirement with additional benefits fully and exceptionally. Team members have Master Degree or higher qualifications and extensive experience of more than 5 years doing similar work in different settings. The service provider demonstrates adequate team abilities to meet the requirements of the scope for work. All team members' qualifications and experience are adequate and will add value to ensure full capability to fully conceptualise, implemented and document all aspects of this activity. Response identifies factors that demonstrate added value, with evidence to support the response fully without any reservations. All team members are able to implement the activity concurrently.	25
Past and or present Project list (10 years) and three references in past 5 years	LIST OF PREVIOUS PROJECTS AND REFERENCES • 0 points = No list submitted, no references. • 3 points = List submitted but projects not relevant to the SOW; 1 reference letter submitted. • 5 points = List submitted and some projects are relevant to the SOW but older than 10 years; 2 reference letters submitted but not well aligned to the SOW. • 8 points = List submitted and most projects are aligned and relevant to the SOW within 10 years; 2 reference letters submitted and aligned to the TOR. • 10 points = Satisfies the requirement with additional benefits fully and exceptionally. List is fully aligned and shows exceptional examples of doing similar work with some projects more recently completed within 5 years. Three reference letters for work done in the past 5 years submitted and all well aligned to the TOR.	10

CRITERIA	DESCRIPTION	SCORE WEIGHTING
Project reporting experience	MINIMUM TWO (2) SAMPLES OF PREVIOUS WORK AND OR REPORTS SIMILAR TO THIS ASSIGNMENT • 0 points = No previous work and/or reports submitted. • 3 points = 1 report and/or previous work submitted but not relevant to the scope of work. • 5 points = 1 report an/or previous work submitted and relevant to the SOW but older than 10 years. • 10 points = 2 reports and/or previous work fully relevant to the SOW and within 10 years.	10
TOTAL		100
TOTAL TECHNICAL EVALUATION TO BE AVERAGED OUT OF 70%		

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: $PS = (P_{min}/P_t) \times P$ Where: - PS = Price Score - P_t = Price of the tender/offer under evaluation - P_{min} = Lowest acceptable tender/offer. - o Points scored will be rounded off to the nearest 2 decimal places - P = Maximum points Example - P = Maximum points to be obtained is 30. - P_t = Price of the tender/offer under evaluation, for example ABC Inc. quoted R520 000.00. - P_{min} = Price of lowest acceptable tender/offer, for example Jane Wesson Inc. quoted R430 000. $PS = (430\ 000/520\ 000) \times 30$ PS = 24.81 scored out of 30 for ABC Inc.	30%
TOTAL PRICING SCORE OUT OF 30%	30%

APPLICATION INSTRUCTIONS

All applicants are required to:

- Only email-submitted applications will be considered.
- Mark their applications with **“Application – Metro Police Sensitisation and Support – 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:
 - o “Batch 1 - Application - **Metro Police Sensitisation and Support** – Name of Provider – BID Reference Number”
 - o “Batch 2 - Application - **Metro Police Sensitisation and Support** – Name of Provider – BID Reference Number”

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 10th of March 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	24 th February 2026
2. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	4 th March 2026 (14h00: SAST)
3. Deadline for submitting applications. No late applications will be accepted. Applications to RFA@ccisa.org.za	10 th March 2026 (16h00: SAST)
4. Evaluation period (indicative) during which additional details may be requested.	11 th March 2026 – 13 th March 2026
5. Appointment of Service provider (Indicative)	18 th March 2026