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

**Appointment of a Service Provider to Deliver a 10-Day HIV Testing
Services (HTS) Training and Certification Support Using the National
Department of Health Approved Curriculum**

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

Closing date: 25th of May 2026, 16h00: SAST

BID REFERENCE: CCI_GF_1105_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 **19th of May 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 Global Fund to Fight AIDS, Tuberculosis and Malaria (GF), supports South Africa's national response to HIV and TB through a multi-stakeholder coordination mechanism led by the Country Coordinating Mechanism (CCM). The CCM is responsible for strategic oversight of programme implementation in alignment with the National Strategic Plan (NSP) for HIV, TB and STIs 2023–2028.

The Centre for Community Impact (CCI) has been appointed as a Principal Recipient (PR) for the Global Fund Grant Cycle 7 (GC7), covering the period 01 October 2025 to 31 March 2028. Under this grant, CCI implements the Sex Worker Programme (SWP) through a network of five (5) Sub-Recipients (SRs) across 18 priority districts in eight (8) provinces.

PURPOSE

The purpose of this assignment is to appoint a qualified service provider to design, adapt, deliver, and report on a 10-day HTS training programme, and support the certification of HTS counsellors using the NDoH-approved curriculum.

OVERVIEW

The Sex workers (SWs) remain a key population in South Africa's HIV response, experiencing disproportionately high HIV prevalence (estimated at ~56% among female sex workers), alongside high burdens of TB, STIs, gender-based violence (GBV), stigma, discrimination, and structural vulnerabilities.

The SWP is a comprehensive, peer-led programme delivering integrated biomedical, behavioural, and structural interventions through:

- Outreach at hotspots (streets, brothels, taverns, truck stops),
- Safe spaces and drop-in centres,
- Mobile and community-based services, and
- Linkages to Department of Health (DoH) facilities.

The programme adopts a differentiated service delivery (DSD) model, tailored to individual risk profiles and needs, with strong emphasis on:

- Peer-led engagement and microplanning
- Community-based service delivery
- Linkage to prevention, treatment, and care services, and
- Human rights and gender-responsive programming.

RATIONALE FOR HTS TRAINING

HIV Testing Services (HTS) serve as a critical entry point to HIV prevention, treatment, and care. Within the SWP, HTS is delivered across diverse community settings, requiring high standards of:

- Technical competence,
- Ethical practice and confidentiality,
- Accurate data capture and reporting, and
- Effective linkage to care.

To strengthen programme quality and performance, CCI seeks to build the capacity of Peer Coordinators to provide HTS services to SWs at point of contact with SWs within the various service delivery points and to support and supervise HTS delivery.

This includes aligning HTS delivery with:

- National Department of Health (NDoH) HTS Guidelines (2025);
- Key population programming standards; and
- Global Fund quality assurance and reporting requirements.

OBJECTIVES OF THE ASSIGNMENT

The specific objectives are to:

- Strengthen the technical capacity of Peer Coordinators to support HTS delivery
- Ensure alignment with national HTS policies, guidelines, and certification requirements;
- Improve quality assurance, ethical standards, and confidentiality in HTS delivery;
- Strengthen data quality, documentation, and reporting practices; and
- Improve linkage to HIV prevention, treatment, and care services.

SCOPE OF WORK

Centre for Communication Impact (CCI) seeks to engage a service provider to deliver a 10-day HTS training programme targeting approximately 270 Peer Coordinators (15 per district) across 18 districts. This assignment is expected to be completed over 180 days.

KEY RESPONSIBILITIES

1. INCEPTION AND PLANNING

The Service Provider shall conduct an inception meeting with CCI, review relevant documents (NDoH HTS guidelines, SWP materials, GF requirements) and submit an inception report and detailed workplan.

2. TRAINING MATERIAL DEVELOPMENT AND ADAPTATION

In developing training materials, it is expected of the Service Provider to adapt the NDoH-approved HTS curriculum for SWP context, and develop a facilitation guide, participant manuals, training tools and presentation, any relevant case studies and assessment tools. CCI encourages Service Providers to ensure alignment with peer-led and outreach service delivery, human rights and stigma-free approaches and SWP service delivery platforms as mentioned above.

3. TRAINING DELIVERY

To ensure a quality and effective training, CCI proposes that the service providers consider a structured 10-day HTS training, propose use of participatory adult learning methodologies, conduct pre and post training assessment and maintain all training attendance records.

4. TECHNICAL CONTENT

In selecting the preferred service provider, CCI will also focus on the technical training content. It is expected of the Service Provider to include amongst others, HIV epidemiology (including key populations with particular emphasis on SWs and their different typologies), HTS guidelines and testing algorithms, Pre- and post-test counselling, risk assessment and screening, HIV self-testing modalities, HIV testing confidentiality and informed consent, linkage to ART, PrEP, TB and STI services, data recording and reporting, quality assurance and control, human rights, stigma and discrimination as well as HTS supportive supervision and mentorship.

5. CERTIFICATION SUPPORT

The 10-day HTS training will be accredited and as such, the service provider is expected to provide certificate upon successful completion of the training. It is therefore, expected that the SP will conduct participant assessments, maintain training records and support the certification process aligned and acceptable to the NDoH requirements.

6. REPORTING

The Service Provider shall submit a comprehensive final report. The final report should include training outcomes, assessment results, completed POEs, knowledge improvement analysis and recommendations for program strengthening.

EXPECTED DELIVERABLES

1. INCEPTION DELIVERABLES

- Inception report.
- Training workplan and schedule.
- Facilitator guide.
- Participant manual.

2. IMPLEMENTATION DELIVERABLES

- Delivery of 10-day training.
- Attendance registers.
- Pre- and post-test results.
- Completed POEs and Certification
- Training evaluation summary.

3. FINAL DELIVERABLES

- Comprehensive final report.
- Recommendations linked to programme performance.
- All training materials (electronic copies).

QUALIFICATIONS AND EXPERIENCE

The Service Provider should have the following minimum qualifications and experience in their team of facilitators

Minimum Requirements / Eligibility of Service Providers

- Relevant tertiary qualifications in Public Health, Nursing, Social Sciences, or a related field
- Accredited Certification in HTS training or facilitation.
- Minimum of five (5) years demonstrated experience in HIV and/or HTS programming
- Proven experience in facilitating accredited HTS training programmes using the NDoH-approved curriculum
- Demonstrated experience working with Key Populations, particularly sex workers
- Demonstrated experience in facilitating participatory workshops working with key populations
- Experience in community-based and outreach service delivery settings, and
- Experience in supporting HTS quality assurance, supervision, and mentorship

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: Motivation / Cover Letter • Annexure 2: Signed Declaration of Conflict of Interest • Annexure 3: Signed Global Fund Code of Conduct for Suppliers of Services • Annexure 4: CIPC • Annexure 5: Valid SARS Tax clearance Certificate • Annexure 6: VAT Registration Certificate • Annexure 7: Valid B-BBEE certificate/Sworn Affidavit • Annexure 8: List of the Project Management Team with abridged CVs and their roles and responsibilities in the Project • Annexure 9: Technical Proposal and Implementation Plan (3-pages) • Annexure 10: Detailed cost proposal in Excel. (1-page). REFER TO THE PRICING SCHEDULE TEMPLATE INDICATED BELOW. • Annexure 11: Provide a list of current and completed assignments 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 of the service provider's capacity to deliver high-quality, HTS training within the Sex Worker Programme context. Minimum technical threshold: 49 out of 70 points. Only bidders scoring 49 or more points will proceed to financial evaluation
THIRD STAGE	This stage assesses the FINANCIAL PROPOSAL submitted as per the pricing schedule template indicated.

PRICING SCHEDULE TEMPLATE

COST CATEGORY	DESCRIPTION	UNIT	UNIT COST (ZAR)	QUANTITY	TOTAL (ZAR)
Inception Phase	Inception meeting and consultations, Review of SWP documents and tools, Development and submission of inception report				
Curriculum Development	Adaptation of NDoH HTS curriculum and development of training materials (facilitator guide, participant manual, tools, assessments)				

Training Delivery	Delivery of 10-day training, facilitator and assistant facilitator fees, preparation and debrief time, certification support in the 18 districts				
Monitoring, Evaluation and Reporting	Pre/post assessments, analysis of results, and final training report development.				
Reporting & Evaluation	Training evaluation analysis				
	Final training report development				
Post-Training Support	Follow-up technical support sessions and mentorship to reinforce training outcomes				
Sub-Total (Excl VAT)					
VAT					
TOTAL Incl VAT					

NB: All bidders are required to submit a detailed budget in excel guided by the pricing schedule above as this will be used for evaluation purposes.

THE FIRST STAGE: ADMINISTRATIVE REQUIREMENTS

Applicants MUST submit all the mandatory documents below and all LABELLED as indicated in Table 2 below. Annexure 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	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 *	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 *	Company Registration Documents /CIPC (If applying as a company otherwise N/A if applying as an individual)
Annexure 5*	Valid SARS Tax clearance Certificate
Annexure 6	VAT Registration Certificate
Annexure 7	Valid B-BBEE certificate/Sworn Affidavit

ANNEXTURE	DESCRIPTION
Annexure 8 *	List of the Project Management Team with abridged CVs and their roles and responsibilities in the Project
Annexure 9*	Technical Proposal and Implementation Plan Outlining approach, methodology, implementation plan as guided by the scope of work and should include value addition (3-pages)
Annexure 10 *	Detailed cost proposal in Excel. (1 Page). REFER TO THE PRICING SCHEDULE TEMPLATE INDICATED BELOW.
Annexure 11*	Provide a list of current and completed assignments undertaken over the past 5 years, accompanied by at least three reference letters for similar work completed within the last 5 years.

Please note:

- Documents marked with asterisk* are **MANDATORY as applicable.**
- Documents such as, tax clearance, affidavit, or certified company registration copies where applicable, are valid only if obtained /certified within 6 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	EXPERIENCE IN HTS TRAINING, HIV PROGRAMMES, KEY POPULATION (KP) PROGRAMMING (SEX WORKERS ESSENTIAL), AND PUBLIC HEALTH. 0 points = No relevant HTS training experience. No demonstrated experience with sex workers or KP programmes. Team qualifications are unclear or insufficient. 5 points = Minimum experience (±5 years). Some HTS/HIV training experience. Limited experience with sex workers. Team meets basic qualification requirements. 10 points = Strong experience in HTS and HIV training. Demonstrated work with key populations including sex workers. Team qualifications relevant. 20 points = Extensive, specialised experience in HTS within sex worker/KP programmes. Highly qualified multidisciplinary team. Proven large-scale or national training experience. Strong references and evidence of impact.	20
Understanding of ToR and SWP Context	UNDERSTANDING OF HTS WITHIN SWP, INCLUDING HIV RISK DYNAMICS, STIGMA, GBV, HUMAN RIGHTS, AND PEER-LED SERVICE DELIVERY 0 points = Limited understanding of HTS in SWP context. Generic proposal. No reference to KP dynamics or human rights. 5 points = Basic understanding of HTS and HIV linkages. Mentions sex workers but lacks depth 10 points = Good understanding of SWP context. Demonstrates knowledge of HTS guidelines and KP programming. Proposal tailored to outreach settings.	10

Proposed Methodology and Training Approach	CLARITY, STRUCTURE, ADULT LEARNING APPROACH, PRACTICAL HTS COMPETENCIES, PARTICIPATORY METHODS, AND ALIGNMENT TO NDOH HTS CURRICULUM. • 0 points = Methodology unclear or generic. No structured 10-day plan. No adult learning approach. • 5 points = Basic structure provided. Limited participatory methods. Minimal practical application. • 15 points = Well-structured methodology with clear daily breakdown. Includes role plays, case studies, and practical HTS exercises. • 20 points = Highly structured, competency-based methodology. Strong use of simulations, role plays, and real-life scenarios. Clear alignment with NDOH HTS curriculum and SWP tools. Demonstrates strong contextual adaptation to peer-led and outreach models.	20
Training Design and Materials	QUALITY AND RELEVANCE OF CURRICULUM, FACILITATOR GUIDE, PARTICIPANT MANUAL, TOOLS, AND ASSESSMENT METHODS • 0 points = Minimal or no detail on materials. No structured curriculum. • 5 points = Basic curriculum outline provided. Limited detail on materials. • 10 points = Detailed curriculum with clear training materials, manuals, and assessment tools. • 15 points = Comprehensive, high-quality, and fully developed materials tailored to SWP context. Includes practical HTS tools, job aids, case studies, and implementation toolkit aligned to NDOH standards.	15
Monitoring, Evaluation, and Post-Training Support	APPROACH TO ASSESSMENT, REPORTING, CERTIFICATION SUPPORT, AND POST-TRAINING FOLLOW-UP. • 0 points = No clear monitoring or reporting plan. • 3 points = Basic reporting approach. Limited detail on assessments or follow-up. • 5 points = Clear evaluation framework including pre/post assessments and structured reporting.	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: $PS = (P_{min}/P_t) \times P$ 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. $PS = (430\ 000/520\ 000) \times 30$ 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 – HTS– 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 – HTS– Name of Organisation – BID Reference Number”
 - “Batch 2 - Application – HTS – Name of Organisation – BID Reference Number”
- CCI reserves the right to appoint one service provider for all the districts or separate service providers per district, depending on evaluation outcomes and value for money.

AWARDING OF CONTRACT

CCI reserves the right to:

- Verify all information submitted
- Contact references
- Cancel or amend the RFA
- Negotiate with the preferred bidder
- Reject bids affected by conflict of interest, misrepresentation, or non-compliance
- 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 25th of May 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	11 May 2026
2. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	19 May 2026 (14h00: SAST)
3. Deadline for submitting applications. No late applications will be accepted. RFA@ccisa.org.za	25 May 2026 (16h00: SAST)
4. Evaluation period (indicative) during which additional details may be requested.	26 May to 5 June 2026
5. Appointment of Service provider (Indicative)	5 June 2026