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**Request for Quotations (RFQ)
Terms of Reference (ToR)**

Appointment of a service Provider to conduct Clients of Sex Workers Training for the staff for Global Fund-supported Sex Worker Programme in the City of Johannesburg and Cape Town.

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

Closing date: 10th of June 2026, 16h00: SAST

BID REFERENCE: CCI_RFQ_1905_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.
- 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. The programme is implemented across 18 priority districts through a network of Sub-Recipients (SRs), using a peer-led, community-based service delivery model.

Clients of sex workers represent a critical but often underserved population in HIV prevention programming. Engaging this group through structured, rights-based and gender-transformative interventions is essential to:

- Reduce HIV Transmission Risk
- Promote safer sexual practices
- Address harmful gender norms and power dynamics
- Strengthen occupational health and safety for sex workers

To address this gap, CCI seeks to engage a qualified service provider to adapt and deliver a Training of Trainers targeting Sub-Recipient (SR) staff in City of Johannesburg and City of Cape Town, who will cascade the training to clients of sex workers.

PURPOSE

The purpose of this consultancy is to:

- Adapt existing clients of sex workers training curriculum and IEC materials to align with SWP priorities
- Design and implement a Training of Trainers (ToT) for SR staff
- Build capacity of Peer Coordinators to cascade training to the clients during outreach
- Strengthen engagement strategies targeting clients of sex workers within SWP service delivery

SCOPE OF WORK

Centre for Communication Impact (CCI) seeks to engage a qualified service provider to adapt and deliver a Training of Trainers targeting Sub-Recipient (SR) staff in City of Johannesburg and City of Cape Town, who will cascade the training to clients of sex workers. The service provider will be responsible for the following:

KEY RESPONSIBILITIES

1. CURRICULUM ADAPTATION AND DEVELOPMENT

- Review and adapt existing training curriculum and IEC materials to align with:
 - SWP model (peer-led, microplanning, DSD approach)
 - Human rights and gender-transformative frameworks
 - Local context (COJ and COCT)
- Develop:
 - Facilitator Guide
 - Participant Handbook
 - Training slide decks
 - IEC materials targeting clients of sex workers
- Ensure materials are practical, culturally appropriate, and accessible

2. TRAINING DESIGN AND IMPLEMENTATION

- Design a structured Training of Trainers (ToT) programme
- Conduct 3-day training for Peer Educators and Programme staff involved in outreach and demand creation
 - Apply adult learning methodologies, including; Case studies, Role plays and scenario-based learning

3. MENTORSHIP AND COACHING

- Provide ongoing mentorship to trained cadres.
 - One session per quarter per district during YEAR 2
- Support quality assurance of cascade training
- Document lessons learned and implementation challenges

4. TECHNICAL CONTENT

The training must cover the following core thematic areas:

- Understanding that sex work is work
- Defining sex work and appropriate terminology
- Understanding clients of sex workers
- Contracting and negotiation between sex workers and clients
- HIV/AIDS prevention and treatment services
- Occupational health and safety for sex workers
- Safe sex practices and risk reduction
- Human rights and legal frameworks
- Gender, power dynamics, and violence prevention

EXPECTED DELIVERABLES

The service provide will be required to deliver the following;

Phase	Key Deliverables	Timeline
Inception Phase	Inception report and implementation plan	Weeks 1–2 (Month 1)
Design & Development Phase	Training package, IEC materials, and assessment tools	Month 1
Implementation Phase	Delivery of ToT sessions, issuance of certificates, and session reports in City of Johannesburg and City of Cape Town	Month 2
Close-out Phase	Final comprehensive training report	Within 10 days post-training
Follow-up Phase	Quarterly mentorship and coaching reports	Quarter following training

QUALIFICATIONS AND EXPERIENCE

Minimum Requirements / Eligibility of Service Providers

- Degree or Diploma in Development Studies, Public Health, or related field
- Minimum 3 years' experience working with key populations (including sex workers)
- Minimum 3 years' experience in training facilitation
- At least 3 years' experience in harm reduction programming
- Proven experience in developing training materials

INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE SERVICE PROVIDER

CCI will provide:

- Training venue and catering
- Travel and accommodation for participants and service provider
- Printing of training materials

The service provider will:

- Provide own work equipment (laptop, data, etc.)
- Coordinate training logistics with CCI
- Delivery services in accordance with agreed timelines

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 as per indicated Annexures in Table 2 below. Applicants that fail to submit the administrative requirements will not be evaluated further.

STAGES	EVALUATION PROCESS
SECOND STAGE	This stage assesses the applicants' TECHNICAL COMPETENCE , focusing on their capacity to fulfil the requirements of the assignment as outlined in the Scope of Work. The evaluation will consider the proposed methodology, work plan and feasibility, team qualifications and experience, organisational capacity, and overall value for money.
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)
Professional Fees	Inception	Days			
Training Development	Materials development, manuals, presentations	Lump sum			
Mentorship Support					
Training Delivery	Facilitator fees	Days			
Project Management/coordination	Coordination, QA, communication				
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	Valid B-BBEE certificate/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 *	Company Registration Documents /CIPC <i>((If applying as a company otherwise N/A if applying as an individual))</i>

ANNEXTURE	DESCRIPTION
Annexure 5*	Valid SARS Tax clearance Certificate
Annexure 6	Organisation Profile
Annexure 7	CVs of Proposed Personnel
Annexure 8 *	Detailed Technical Proposal and Workplan (1 to 3-pages MAXIMUM)
Annexure 9*	Reference List of Similar Assignments Completed in the Past 5 Years
Annexure 10 *	Financial Proposal / Pricing Schedule REFER TO THE PRICING SCHEDULE TEMPLATE INDICATED ABOVE.

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
Relevant Experience of the Firm	Demonstrated experience in HIV prevention, key populations programming (especially sex workers), and gender/human rights-based approaches	15
Understanding of the Assignment	Clear understanding of SWP context, ToT approach, and engagement with clients of sex workers	10
Methodology and Approach	Quality, feasibility, and appropriateness of the proposed approach, including ToT design, cascade model, and adult learning methods	15
Technical Expertise of Team	Qualifications and experience of key personnel in training, facilitation, HIV programming, and gender-transformative interventions	15
Quality of Training Materials Approach	Proposed approach to adapting curriculum, IEC development, and contextualization to SWP needs	10
Workplan and Timelines	Realistic, detailed, and aligned implementation plan	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
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. $PS = (430\ 000/520\ 000) \times 30$ $PS = 24.81 \text{ scored out of 30 for ABC Inc.}$	30%
TOTAL PRICING SCORE OUT OF 30%	30%

SCORING MATRIX

For applicants who satisfy 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 – Clients of SW – 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 – **Clients of SW** – Name of Organisation – BID Reference Number”
 - “Batch 2 - Application – **Clients of SW** – Name of Organisation – BID Reference Number”

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.
- 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.

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 10th of June 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 Quotation	27 May 2026
2. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	3 June 2026 (14h00: SAST)
3. Deadline for submitting applications. No late applications will be accepted. RFA@ccisa.org.za	10 June 2026 (16h00: SAST)
4. Evaluation period (indicative) during which additional details may be requested.	10 to 12 June 2026
5. Appointment of Service provider (Indicative)	15 June 2026