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

Appointment of a service Provider to conduct Harm Reduction Training for Sex Workers Who Inject Drugs (SWID) for the Global Fund-supported Sex Worker Programme.

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

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

BID REFERENCE: CCI_RFQ_2005_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.

A sub-population of vulnerability within the SWP is sex workers who inject drugs (SWID). This group faces heightened risks of HIV and other blood-borne infections such as Hepatitis B and C, driven by unsafe injecting practices, stigma, criminalisation, and limited access to harm reduction services.

Harm reduction interventions are therefore critical to:

- Reduce HIV and blood-borne virus transmission
- Promote safer injecting practices
- Improve linkage to HIV, TB, and other health services
- Strengthening overall health outcomes for SWID and their partners

The SWP aims to scale up community-based harm reduction services, including:

- Distribution of sterile needles and syringes (harm reduction packs)
- Condom and lubricant provision

- HIV testing and counselling (HTS)
- Peer-led education and outreach
- Referral and linkage to care and psychosocial support services

To ensure effective implementation, CCI seeks to engage a qualified service provider to develop training materials, align existing SOPs, and conduct harm reduction training for Peer Educators (PEs) and Peer Coordinators in:

- City of Johannesburg (COJ)
- City of Cape Town (COCT)

PURPOSE AND OBJECTIVES

The purpose of this assignment is to strengthen the capacity of SWP programme staff to, deliver, and monitor comprehensive harm reduction interventions for sex workers who inject drugs.

This includes:

- Development of a standardized harm reduction training package
- Alignment and strengthening of the Harm Reduction SOP
- Delivery of Training SR staff in the 2 districts COCT and COJ districts
- Strengthen knowledge and skills on harm reduction principles and approaches
- Develop and standardise tools and materials for programme implementation
- Build capacity for safe distribution of harm reduction commodities
- Strengthen referral pathways and service integration

SCOPE OF WORK

Centre for Communication Impact (CCI) seeks to engage a qualified service provider to adapt and deliver a Harm Reduction training package targeting Sub-Recipient (SR) staff in City of Johannesburg and City of Cape Town. The service provider will be responsible for the following:

KEY RESPONSIBILITIES

1. DEVELOPMENT OF HARM REDUCTION TRAINING PACKAGE

Review Develop comprehensive, contextually appropriate training package covering, but not limited to the following:

1. Introduction to Harm Reduction
2. Understanding SWID
3. Harm Reduction Service Delivery
4. HIV and Blood-Borne Infection Prevention
5. Safe Handling and Disposal
6. Programme Implementation Guidelines
7. Roles and Responsibilities
8. Referral and Linkage Systems
9. Stakeholder Engagement
10. Safety and Risk Mitigation

2. REVIEW AND ALIGNMENT OF SOP

The service provider will review the existing Harm Reduction SOP to identify gaps and areas for improvement, and ensure alignment with national guidelines, Global Fund requirements, and the SWP implementation

model. Based on this, they will produce an updated, user-friendly SOP that is clearly structured, practical, and accessible to all programme staff to support consistent and effective delivery of harm reduction services.

3. TRAINING DELIVERY

The service provider will conduct a two-day face-to-face Training of Trainers (ToT) for Peer Coordinators and Peer Educators in the City of Johannesburg and the City of Cape Town. The training will utilise participatory and adult-learning methodologies, including case studies, role plays, and simulations, to ensure practical understanding and effective skills transfer for programme implementation.

EXPECTED DELIVERABLES

The service provider will be required to deliver the following;

Phase	Key Activities/Outputs	Timeline
1. Inception Phase	Inception meeting; Inception report and detailed implementation plan	Week 1
2. Training Package Development	Harm Reduction Training Manual; Facilitator Guide; Participant Handbook; Slide decks; Session plans	Weeks 2–3
3. SOP Development	Updated and aligned Harm Reduction SOP	Weeks 2–4
4. Training Implementation	Delivery of 2-day ToT training sessions in City of Johannesburg and City of Cape Town; Attendance registers	Weeks 5–6
5. Training Outputs	Pre- and post-training assessments; Training evaluation results	Weeks 5–6 (during and immediately after training)
6. Final Report	Summary of training conducted; Key findings and lessons learnt; Recommendations for programme strengthening	Week 7
7. Printing	Printed training manuals and materials	Weeks 4–5 (prior to training delivery)

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) **and** Minimum 3 years' experience in training facilitation
- At least 3 years' experience in harm reduction programming
- Proven experience in developing training materials
- Strong understanding of; Harm reduction approaches, Human rights frameworks, Sex work programming
- Experience working with Global Fund programmes

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.
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 (If applying as a company otherwise N/A if applying as an individual)
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:

- i. Documents marked with asterisk* are **MANDATORY as applicable.**
- ii. 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	Experience in harm reduction, HIV, and key populations	15
Methodology and Approach	Understanding of TOR, ToT approach, training methodology	20
Training Material Development	Experience in manuals, SOPs, training tools	10
Team Composition and Expertise	Qualifications and relevant experience	15
Workplan and Timelines	Feasibility and clarity	5
Past Performance and References	Relevant past work	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 – Harm Reduction– 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 – **Harm Reduction** – Name of Organisation – BID Reference Number”
 - “Batch 2 - Application – **Harm Reduction** – 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 Applications	27 May 2026
2. Deadline for submitting applications. No late applications will be accepted. RFA@ccisa.org.za	10 June 2026 (16h00: SAST)
3. Evaluation period (indicative) during which additional details may be requested.	11 to 15 June 2026
4. Appointment of Service provider (Indicative)	22 June 2026