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

Appointment of a service Provider to Design, facilitate, and Support the Peer Education and Microplanning training for the Global Fund-supported Sex Worker Programme.

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

Closing date: 9th of June 2026, 16h00: SAST

BID REFERENCE: CCI_RFQ_2105_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.

Peer Educators (PEs) are central to programme implementation and are responsible for:

- Outreach and recruitment of sex workers
- Delivery of peer-led HIV prevention and health education
- Linkage to biomedical, behavioral, and structural services
- Implementation of microplanning for targeted service delivery and follow-up

To strengthen programme quality, standardization, and effectiveness, CCI seeks to appoint a qualified service provider to conduct a 3-day training course for Peer Educators in:

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

PURPOSE AND OBJECTIVES

The purpose of this assignment is to equip Peer Educators with technical knowledge, practical skills, and tools required to effectively implement; Peer education, Microplanning, Outreach and follow-up strategies.

The specific objectives of the training are to:

- Strengthening understanding of the SWP model and continuum of care
- Build capacity in delivering structured, rights-based peer education
- Equip PEs with skills in microplanning, including:
 - Hotspot mapping
 - Zoning
 - Place profiling
 - Risk stratification
- Improve use of programme tools for:
 - Enrolment
 - Service tracking
 - Follow-up
- Strengthen demand creation, referral, and retention strategies
- Integrate human rights, GBV response, and safeguarding into outreach

SCOPE OF WORK

Centre for Communication Impact (CCI) seeks to engage a qualified service provider to deliver the required training package targeting Sub-Recipient (SR) staff in City of Johannesburg (COJ) and City of Cape Town (CoCT).

One training will be conducted per district, targeting approximately 39 Peer Educators per site. The service provider shall facilitate one training per district, each delivered over 3 full training days, using participatory adult learning methods. Each participant must complete practice facilitation sessions, and the service provider must assess participant readiness to cascade the curriculum.

KEY RESPONSIBILITIES

The service provider will deliver 3-day-in-person training in both COJ and CoCT;

1. DAY 1: PEER EDUCATION FOUNDATIONS

- Overview of SWP and service delivery model
- Roles and responsibilities of Peer Educators
- Principles of peer education
- Communication and interpersonal skills
- Ethics, confidentiality, and safeguarding
- Human rights, stigma, and discrimination

2. DAY 2: MICROPLANNING AND OUTREACH

- Introduction to microplanning
- Hotspot mapping and zoning
- Place profiling (risks, peak times, stakeholders)
- Population estimation basics
- Risk assessment and segmentation
- Use of microplanning tools (peer plans, logs, registers)

3. DAY 3: SERVICE DELIVERY AND APPLICATION

- Linkage to services (HIV, TB, STI, SRH, PrEP, ART)
- Demand creation and treatment literacy
- Retention and defaulter tracing

- Referral pathways and documentation
- Practical exercises:
 - Role plays
 - Case studies
 - Development of peer outreach plans

ASSESSMENT AND REPORTING

The service provider will:

- Conduct pre- and post-training assessments
- Maintain attendance registers
- Evaluate participant performance
- Submit a training report including:
 - Summary of training
 - Assessment results
 - Key gaps
 - Recommendations

EXPECTED DELIVERABLES

The service provide will be required to deliver the following;

Phase	Key Activities/Outputs
1. Inception Phase	Approach, methodology, and workplan
2. Training Curriculum	Standardized 3-day curriculum
3. Training Materials	Facilitator guide, participant handbook, presentations
4. Assessment Tools	Pre- and post-tests
5. Training Delivery	Conduct training in CoJ and CoCT
6. Attendance Registers	Signed participant lists
7. Training Report	Consolidated report with findings and recommendations

DURATION AND REPORTING

The assignment will be implemented in phases:

- Inception and preparation: 1–2 weeks
- Training delivery: 6 days (3 days per district)

The service provider will report to:

- CCI SWP Technical Lead (primary oversight) and Provincial Programme Officers (operational coordination)

QUALIFICATIONS AND EXPERIENCE

Minimum Requirements / Eligibility of Service Providers

- Minimum 5 years' experience in HIV/key populations programming
- Proven experience in peer education and microplanning
- Experience working with sex worker programmes (preferred)
- Strong facilitation and adult training skills
- Knowledge of human rights and GBV programming
- Experience with Global Fund programmes (advantage)

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:

- Documents marked with asterisk* are **MANDATORY** as applicable..

THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX

TABLE 3: TECHNICAL COMPETENCY EVALUATION

CRITERIA	DESCRIPTION	SCORE WEIGHTING
Relevant Experience	Experience in HIV, key populations, SW programmes	15
Microplanning Expertise	Demonstrated experience in microplanning approaches	10
Training Experience	Experience conducting similar trainings	15
Technical Approach	Quality and relevance of methodology	15
Workplan	Feasibility and clarity of timelines	5
Team Composition	Qualifications and experience of team	10
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 9th 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	9 June 2026 (16h00: SAST)
3. Evaluation period (indicative) during which additional details may be requested.	10 to 12 June 2026