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**Request for Proposal (RFP)
Terms of Reference (ToR)**

**Appointment of a Service Provider to Conduct District-level Sensitisation
and Action Planning workshops with Traditional Leaders on Reducing
Human Rights and Gender Barriers to HIV Prevention and Service Access**

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

Closing date: 11th of June 2026, 16h00: SAST

BID REFERENCE: CCI_GF_2605_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 6 June 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.**
- **COMPULSORY BRIEFING SESSION** on the 4th of June 2026 at 12h00 to 13h00.
- 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, referred to as Grant Cycle 7 (GC7). 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.

PROGRAMME OVERVIEW

The HRG programme 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 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 31 Global Fund Districts listed below:

TABLE 1: LIST OF HUMAN RIGHTS AND GENDER (HRG) ADVOCACY PRIORITY GLOBAL FUND GC7 DISTRICTS

Eastern Cape Province 1. OR Tambo 2. Buffalo City 3. Alfred Nzo 4. Amathole 5. Nelson Mandela Bay Metro	KwaZulu Natal Province 1. eThekweni 2. Umgungundlovu 3. Umkhanyakude 4. Uthungulu (King Cetshwayo) 5. Ugu 6. uThukela 7. Ilembe 8. Zululand	Limpopo Province 1. Capricorn 2. Mopani 3. Vhembe 4. Waterberg 5. Sekhukhune
Free State Province 1. Mangaung 2. Lejweleputswa 3. Thabo Mofutsayane	Western Cape 1. City of Cape Town 2. Eden 3. Garden Route	Gauteng 4. City of Johannesburg 5. Ekurhuleni 6. Sedibeng 7. Westrand
Mpumalanga Province 1. Gert Sibande	Northern Cape Province 1. Frances Baard	North West Province 1. Bojanala Platinum

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.

This consultancy supports Programme Area 7 of the Human Rights and Gender Programme, which focuses on reducing HIV-related gender discrimination, harmful gender norms and violence against women and girls in all their diversity. Persistent harmful social norms, unequal power relations, stigma, and weak male engagement continue to undermine progress towards the 95-95-95 targets, increase vulnerability to HIV and GBV and weaken family and community systems.

BACKGROUND AND CONTEXT

Traditional leaders play a critical governance and social influence role in rural and peri-urban South African communities. They shape social norms, cultural practices, dispute resolution systems and community mobilisation, making them essential actors in addressing structural drivers of HIV and other barriers to accessing health service. Traditional leaders are increasingly engaged in HIV prevention, GBV response and social cohesion initiatives including community dialogues, awareness campaigns and mobilisation efforts. They contribute to reducing stigma and harmful practices, and facilitate linkages between communities and health/social services.

However, engagement remains inconsistent and often ad hoc, with key gaps evidenced and cited in the Breaking Down barriers Assessment (2024), the NSP for HIV/TB/STIs (2023 -2028), Stigma Index 2.0, UNAIDS Global AIDS

Updates and Country Fact Sheets and several World Health Organisation Documents. Key ongoing challenges cited¹include:

- **Limited** structured capacity building on HRG frameworks and legal literacy;
- **Weak integration** into formal HIV/GBV referral and case management systems;
- **Insufficient** action-oriented planning and accountability mechanisms; and
- **Limited alignment with provincial and district HRG priorities**, data systems and NSP targets among others.

Under GC6, traditional leaders were trained on HRG principles. Current relevant knowledge needs to be translated into structured, implementable action plans that reflect on various relevant key recent studies; and strengthen their role in addressing human rights and gender-related barriers to HIV service uptake.

It is against this background that CCI seeks to appoint a qualified service provider to conduct district-level sensitisation and action planning workshops with traditional leaders on human rights and gender barriers to accessing and utilizing HIV/TB/STI health services for prevention, access and improved service uptake.

SCOPE OF WORK

The service provider is expected to conduct provincial-level action planning workshops with traditional leaders that were trained previously in GC6 on human rights and gender, review key actions conducted since they were trained and facilitate action planning for key priority activities in their communities in GC7 and beyond; to support sustainability even after this Global Fund Cycle in March 2028.

The traditional leaders who were capacitated under GC6 will be further supported to translate current relevant research evidence into structured, context-specific action plans that strengthen their role in addressing stigma, discrimination, gender-based violence (GBV), harmful gender norms and other structural barriers that limit equitable access to HIV/TB/STI health services.

PURPOSE AND OBJECTIVES OF THE PROJECT

The Service Provider should design and facilitate 2-day provincial action planning workshop sessions with traditional leaders trained in GC6 to:

- Strengthen their capacity to identify and support referral of human rights violations in their communities;
- Develop, implement and monitor HRG action plans;
- Institutionalise their role in community-led HIV prevention and response;
- Enhance their contribution to reducing stigma, discrimination, GBV and harmful gender norms; and
- Support community access to and uptake of HIV/TB services.

The specific objectives are to:

1. Support traditional leaders to translate HRG knowledge into practical, district-aligned action plans;
2. Strengthen understanding of human rights, gender equality and legal frameworks within traditional leadership systems;
3. Facilitate integration of traditional leaders into referral pathways and multi-sectoral coordination platforms;
4. Promote community-driven approaches to addressing stigma, GBV and harmful social norms;
5. Establish monitoring and accountability mechanisms for implementation of action plans

¹ Global Fund (2024) *Breaking Down Barriers Initiative: Baseline/Progress Assessment – South Africa*. Geneva: The Global Fund.
South African National AIDS Council (SANAC) (2023) *National Strategic Plan for HIV, TB and STIs 2023–2028*. Pretoria: SANAC. | UNAIDS (2023) *The Path that Ends AIDS: Global AIDS Update 2023*. Geneva: UNAIDS. | World Health Organization (WHO) (2021) *Consolidated Guidelines on HIV, Viral Hepatitis and STI Prevention, Diagnosis, Treatment and Care for Key Populations*. Geneva: WHO.

KEY TASKS

The below key tasks are required to be provided by the service provider at the 2-days provincial-level workshops:

1. Desk Review, Planning and Preparation

- Conduct a rapid desk review of:
 - GC6 training outcomes for traditional leaders
 - District HRG priorities (refer to Stigma Index 2.0, BBS Lite, Human Rights Charters and other recent relevant data and research documents)
- Work with CCI's HRG Team to identify and mobilise 40 key traditional leaders per province; to ensure comprehensive representation and participation at the provincial-level workshops.
- Map existing traditional leadership structures and roles in HIV/GBV response
- Develop a 2-day action planning workshop agenda with clear objectives and outcomes, contextualised Facilitation Guides and Materials for each province.

2. 2-Day Provincial Action Planning Sessions

Facilitate nine (9) structured provincial sessions with traditional leaders:

Day 1: Strengthening HRG Current Knowledge and Understanding

- Refresher on:
 - Human rights, gender equality and HIV-related legal frameworks
 - Stigma, discrimination, GBV and harmful cultural practices
 - Human Rights Violations impacting HIV/TB/STI health access and uptake
- Role of traditional leaders in:
 - Promoting positive social norms and community accountability
 - Supporting HIV prevention, testing, treatment and adherence in care
- Case studies and participatory dialogue approaches on:
 - Real community HRV/GBV scenarios
 - Cultural practices impacting HIV vulnerability

Day 2: Action Planning and Systems Integration for Sustainability

- Develop district-specific HRG Action Plans, including:
 - Community dialogues and awareness campaigns
 - Integration into referral pathways (health, social services, justice)
 - Engagement with men, youth and key populations
- Establish and Define:
 - Roles and responsibilities
 - Timelines and priority actions
 - Monitoring and reporting mechanisms
 - Referral linkages with district HRG coordination platforms

3. Post-Workshop Technical Support and Coordination

- Provide ongoing guidance technical support to:
 - Finalise and refine **action plans**
 - Align plans with **district and provincial HRG priorities**
- Participate in other multi-stakeholder strategic workshops, meetings and programme implementation sessions aimed at strengthening multi-sectorial coordination and integrated programming on HRG.

EXPECTED OUTCOMES

This intervention should result in:

- **Strengthened** leadership and accountability of traditional leaders in HIV/HRG response;
- **Improved** community mobilisation and social norm change;
- **Increased** uptake of HIV/TB services among key and vulnerable populations;
- **Reduced** stigma, discrimination and GBV at community level.

METHODOLOGICAL APPROACH

The service provider will apply an evidence-informed, participatory and human rights-based approach grounded in:

- **Social Ecological Model** – addressing individual, community and structural drivers.
- **Human Rights-Based Approach (HRBA)** – promoting dignity, equity and access.
- **Gender Transformative Approaches** – challenging harmful norms and power imbalances.
- **Community Dialogue and Participatory Learning** – leveraging indigenous knowledge systems.
- **Culturally Responsive Facilitation** – integrating traditional leadership systems and practices.

IMPORTANT

Value-Add Proposal - The service provider should demonstrate exceptional value-add beyond core requirements in the proposal, approach and implementation planning that demonstrates contribution to programme quality and outcomes.

PROJECT DELIVERABLES AND TIMELINES

The assignment shall be completed within **180 non-consecutive project days** from **June 2026 to December 2027**. The successful service provider will be responsible for the following tasks and deliverables within the timelines indicated:

FOCUS AREA	KEY ACTIVITY	DELIVERABLES	TIMELINES
1. Planning, Preparation and Stakeholder Engagement	• Submit an inception report and detailed workplan aligned to the activity timelines. • Conduct a rapid desk review of GC6 training outcomes, district HRG priorities (Stigma Index 2.0, BBS Lite, Human Rights Charters and other relevant data).	• Comprehensive Inception Report with updated Workshop Implementation and Training Plan.	30 June 2026
	• Map traditional leadership structures (provincial and district/sub-district level with national alignment) and their roles in HIV/GBV prevention and response. • Mobilise and confirm participation of traditional leaders across provinces. • Develop a contextualised 2-day action planning workshop, agenda, facilitation guide and materials.	• Desktop Rapid Assessment Report. • Final Workshop Agenda and Facilitation Guide. • Comprehensive database of Traditional Leaders and Leadership Structures (national, provincial and district/sub-district).	30 September 2026
2. Facilitation of Provincial-level Traditional Leaders Action Planning Sessions	Facilitate nine (9) provincial 2-day sensitisation and action planning workshops with traditional leaders trained under GC6, focusing on: • Human rights, gender equality and HIV-related content legal frameworks; • Addressing stigma, discrimination, GBV and harmful cultural practices; • Strengthening the role of traditional leaders in promoting social norm change, community accountability and HIV service uptake;	• Finalised list of participants and provincial coordination plans. • 9 Provincial 2-day Action Planning Workshops conducted. • Provincial and district-level HRG Action Plans developed and validated. • Workshop Reports for each province documenting (Key outcomes and commitments; Identified human rights and gender barriers; Priority actions and strategies;	30 December 2026

FOCUS AREA	KEY ACTIVITY	DELIVERABLES	TIMELINES
	- Supporting integration into referral pathways and district HRG coordination systems; - Development of district-specific HRG Action Plans with clear roles, priorities, timelines and monitoring mechanisms.	Strengthened referral and coordination mechanisms).	
3. Post-Workshop Support	Provide technical support to refine and align action plans with district and provincial HRG priorities: - Provide continuous remote and/or in-person technical support to traditional leaders and district stakeholders. - Support problem-solving on implementation challenges and adaptation of action plans - Participate in planning, activity implementation and co-facilitate other program activities requiring inclusion and engagement with traditional leaders and required by CCI.	- Technical Support Log Sheet updated monthly (documenting support sessions, issues raised, and actions taken) - Quarterly progress report narrative (short summaries of implementation progress, challenges, and recommendations) on ongoing support on the implementation of provincial and district action plans.	30 September 2027
4. Reporting and Knowledge Products	- Consolidate learnings, best practices and lessons from all provincial workshops and ongoing technical support. - Develop recommendations to strengthen the institutionalisation of traditional leaders in HRG programming and HIV response.	- Consolidated National Report capturing cross-provincial learning, key trends, and recommendation. - Finalised HRG Action Plans (all provinces). - Knowledge products and policy-relevant recommendations to inform programme improvement and advocacy.	31 December 2027

DURATION

The project is expected to run for **180 non-consecutive days** between **June 2026** to **December 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 consultancy 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 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.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The service provider should have the following minimum qualifications and experience in their team of facilitators:

- Minimum Bachelor's Degree in Social Sciences, Development Studies, Gender Studies, Public Health or related field of all team members of the service provider.
- Minimum 5 years' experience in HRG programming, HIV/GBV prevention, community engagement and traditional leadership systems strengthening for HIV prevention and response.
- Minimum 5 years proven experience facilitating structured dialogues and action planning with traditional leaders and within key community fora towards advancing the interests of key and priority population groups and/or in community development workshop settings in HI/TB/STI prevention and improved response.
- Demonstrated experience in facilitating participatory workshops and action planning processes and working with multi-sectoral stakeholders including the SANAC traditional leadership sector.
- Strong understanding and practical knowledge sharing on the South African legal and policy frameworks; and cultural and traditional governance systems
- Knowledge of the South African local context related to this consultancy.
- Strong understanding of GBV, harmful gender norms, stigma, and human rights-based approaches.
- Experience working with multi-disciplinary and multi-sectoral community structures including civil society and community leaders.
- Have strong inter-personal communication skills, excellent participatory training, presentation, facilitation, writing and communication skills.
- Recently undertaken a similar technical assignment (s) would be an added advantage with a reference letter as proof of such recent work.

INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE SERVICE PROVIDER

- 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 in their quotation.
- ii. CCI will cover printing costs for all the workshop stationery and handouts. The service provider should not include these in their quote but the selected Service Provider will be requested to submit a full list with final quantities for CCI to approve after the inception meeting.
- iii. 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.
- iv. 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).
- v. 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 /deliverables /milestones.

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, clearly demonstrating their qualifications and relevant experience to this scope of work.
- List of previous similar work conducted in the past five (5) years.

- At least Two (2) reports of previous similar work done within the past five (5) years.
- Three (3) references from past clients.

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:

PREQUALIFICATION STAGE:

- **CCI will conduct a mandatory briefing where all prospective applicants MUST attend. This COMPULSORY BRIEFING SESSION will form part of the initial review and prequalification process of the administrative requirements.**
- **COMPULSORY BRIEFING SESSION** will be held virtually via Microsoft Teams on **4 June 2026** from **12h00-13h00 SAST**.
 - Contact TORenquiries@ccisa.org.za as an expression of interest to attend and applicable meeting link.
- All prospective applicants are expected to attend the full briefing session and an attendance register will be downloaded as part of the prequalification stage.
- Suppliers who did not attend the compulsory briefing session, will not be evaluated further.

THE FIRST STAGE:

- This stage assesses compliance with **ADMINISTRATIVE REQUIREMENTS**.
- All applicants **MUST** submit all the mandatory documents that are applicable to a company or a team, and all submissions must be **LABELLED** as indicated in Table 2 below.
- Applicants who fail to submit the applicable administrative requirements will not be evaluated further.

THE SECOND STAGE:

- This stage of the evaluation process assesses **TECHNICAL COMPETENCE** 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 3.

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.*

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 2 below. Applicants that fail to submit the administrative requirements will not be evaluated further.

TABLE 2: 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 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 – Professional fees (daily rate) including communication (1-page). – REFER TO THE PRICING SCHEDULE TEMPLATE BELOW.
Annexure 11	– List of current and completed assignments (past 5years) – 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 AS APPLICABLE**.
- Documents are valid only if obtained /certified within 6 months of the closing date where submitted.

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 (May add sub-tasks as relevant)	Unit (e.g Days)	Cost (e.g. Daily Rate)	Total (ZAR)
PLANNING, PREPARATION AND STAKEHOLDER ENGAGEMENT				
DISTRICT-LEVEL WORKSHOPS				

Deliverable	Description (May add sub-tasks as relevant)	Unit (e.g Days)	Cost (e.g. Daily Rate)	Total (ZAR)
FACILITATION OF PROVINCIAL-LEVEL TRADITIONAL LEADERS ACTION PLANNING SESSIONS				
POST-WORKSHOP SUPPORT,				
TOTAL				

THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX

TABLE 3: 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 as per the TOR and SoW. 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 technical expert 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 technical expert is highly interested and has expertise that are aligned to providing the services as per the TOR and SoW.	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. Technical 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. 20 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.	50

CRITERIA	DESCRIPTION	SCORE WEIGHTING
	• 40 points = Satisfies the requirement. Technical expert 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 technical expert 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, 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 TECHNICAL EXPERT (REVIEW QUALIFICATIONS AND RELEVANCE TO THE EXPERIENCE REQUIRED IN THE TOR) • 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 Bachelors (or similar) Degree with minimum 5 years of experience doing related work though not quite similar. Limited experience per requirements outlined in the scope of work. • 15 points = Minimum Bachelors (or similar) 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. Bachelors (or similar) Degree or higher qualifications and extensive experience of more than 5 years doing similar work outlined in the TOR. The technical expert demonstrates adequate team abilities to meet the requirements of the scope for work. Qualifications and experience are adequate and will add value to ensure full capability to fully conceptualise, implement and document all aspects of this activity. Response identifies factors that demonstrate added value, with evidence to support the response fully without any reservations.	25

CRITERIA	DESCRIPTION	SCORE WEIGHTING
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
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 - 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	30%

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. $PS = (430\,000 / 520\,000) \times 30$ $PS = 24.81 \text{ scored out of 30 for ABC Inc.}$	
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 – Traditional Leaders – 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:
 - “Batch 1 - Application – Traditional Leaders – Name of Provider – BID Reference Number”
 - “Batch 2 - Application – Traditional Leaders – Name of Provider – BID Reference Number”

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 27th 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	27 May 2026
2. Compulsory Briefing Session	4 June 2026, 12h00 to 13h00 SAST
3. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	6 June 2026, (14h00: SAST)
4. Deadline for submitting applications. No late applications will be accepted. RFA@ccisa.org.za	11 June 2026, (16h00: SAST)
5. Evaluation period (indicative) during which additional details may be requested.	12 to 26 June 2026
6. Appointment of Service provider (Indicative)	7 to 11 July 2026