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Request for Proposal (RFP)

Terms of Reference (ToR)

Appointment of a service provider to conduct district-level male sensitisation and action planning workshops on Human Rights and Gender for HIV/TB/STI Health Service Access and Uptake.

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

Closing date: 3rd of July 2026, 16h00: SAST

BID REFERENCE: CCI_GF_1506_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 **26th of 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 23rd 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

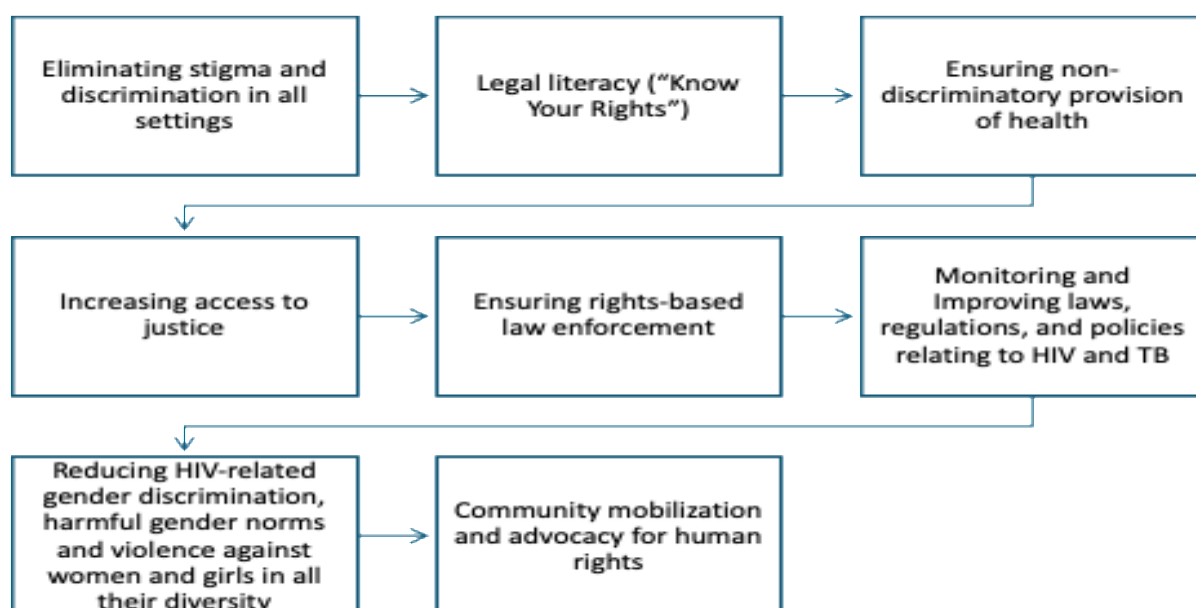
The South African Global Fund Country Coordinating Mechanism (GF CCM) is responsible for overseeing the implementation of Human Immunodeficiency Virus (HIV) and Tuberculosis (TB) programmes funded by the Global Fund to fight Acquired Immune Deficiency Syndrome (AIDS), TB, and Malaria in the country. 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

PROVINCE	DISTRICT (S)
Eastern Cape	1. OR Tambo 2. Buffalo City 3. Alfred Nzo 4. Amathole 5. Nelson Mandela Bay Metro
Free State	6. Mangaung 7. Lejweleputswa 8. Thabo Mofutsayane
Gauteng	9. City of Johannesburg 10. Ekurhuleni 11. Sedibeng 12. Westrand
KwaZulu-Natal	13. eThekweni 14. Umgungundlovu 15. Umkhanyakude 16. Uthungulu (King Cetshwayo) 17. Ugu 18. uThukela 19. Ilembe 20. Zululand
Limpopo	21. Capricorn 22. Mopani 23. Vhembe 24. Waterberg 25. Sekhukhune
Mpumalanga	26. Gert Sibande
Northern Cape	27. Frances Baard
North West	28. Bojanala Platinum
Western Cape	29. City of Cape Town 30. Eden 31. Garden Route

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.

It is against this background that CCI seeks to appoint a qualified service provider to conduct district-level dialogues to strengthen structured engagement with men to lead as male champions in conducting community dialogues that address human rights and gender barriers to accessing and utilizing HIV/TB health services.

SCOPE OF WORK

CCI seeks to appoint a qualified service provider to design and implement a structured programme of district-level male sensitisation and action-planning workshops on Human Rights and Gender (HRG) for improved HIV, TB and STI service access and uptake. The intervention contributes to Programme Area 7 – ‘Reducing HIV-related gender discrimination, harmful gender norms and violence against women and girls in all their diversity.’

This activity aims to address harmful gender norms, stigma, discrimination, gender inequality, violence against women and girls, and other social and behavioural barriers that undermine health-seeking behaviours and access to HIV, TB and STI services. Persistent harmful gender norms, toxic masculinities, stigma, and weak male engagement in GBV prevention and response continue to undermine South Africa’s progress towards the 95-95-95 targets, increase vulnerability to GBV, and weaken family and community cohesion.

The programme will promote positive masculinities, responsible leadership, social cohesion, positive parenting, gender equality, and men’s constructive engagement in supporting equitable access to services for key and vulnerable populations (KVPs), including people living with HIV, sex workers, people who use drugs, LGBTQIA+ persons, adolescent girls and young women and other underserved groups.

The Service Provider should **conduct district-level desk-top research** to identify the community-level context, challenges, drivers and risks that prevent HIV health services access and uptake. This desk review should inform the design, approach, facilitation style and methods, agenda, tools and training aides for the 2 days action planning.

The service provider will support the implementation of **31 district-level Men’s Dialogues and Action Planning Workshops**, informed by Human Rights Charters, Stigma Index findings, Behavioural and Biological Surveillance (BBS Lite) findings, Community-Led Monitoring (CLM) evidence and other relevant HRG data sources.

The Service Provider should utilise CCI’s nationally validated **Brothers for Life (BFL)** manual to conduct the sensitisation and action planning workshops targeting the Men’s Sectors, traditional leaders, faith-based leaders, community influencers and other key stakeholders. CCI has a long-standing track record of implementing evidence-informed male engagement programming through the Brothers for Life (BFL) social movement and resources; and intends to use this structured engagement manual to conduct district-level male engagement workshops within the 31 HRG priority districts; that aim to promote positive masculinities, family-centred approaches, health-seeking behaviours and non-violence. The manual provides balanced content that addresses the intersections of key social determinants of health related to HIV/TB/STI Management and prevention, GBVF, Vulnerability caused by social norms and sexual and reproductive health risks among others. The workshops should strengthen accountability and referral mechanisms and develop practical action plans to improve male engagement and support community-level responses to HIV, TB, STIs, GBV and human rights violations. The intervention positions men as agents of change, community champions and allies who can influence attitudes, behaviours, cultural practices and community systems that affect HIV, TB and STI service uptake. Specifically, the service provider will:

1. Conduct rapid district assessments to identify key barriers, gaps and opportunities affecting male engagement and health service uptake.
2. Support structured engagement with Men’s Sectors, DSD, traditional leaders, faith leaders and other community stakeholders to strengthen coordinated male engagement for HIV/TB/STI Service uptake.
3. Identify, mentor and support male champions to facilitate community mobilisation, awareness raising and advocacy activities to support HIV/TB/STI health service access and uptake.
4. Facilitate 31 district-level HRG sensitisation and action-planning workshops focused on:
 - Reducing HIV-related stigma and discrimination;
 - Challenging harmful gender norms and toxic masculinities;
 - Preventing violence against women and girls;
 - Promoting positive parenting and family-centred approaches;
 - Strengthening social cohesion and community accountability;
 - Improving HIV, TB and STI service access and uptake.

5. Develop district-specific action plans and recommendations to strengthen male engagement and support implementation of HRG priorities.
6. Document lessons learned, good practices and emerging issues to inform ongoing advocacy, programming and policy dialogue within the GC7 HRG Programme.

This activity seeks to foster sustainable social and behavioural change, strengthen community ownership, and support achievement of national HIV, TB and STI goals by creating enabling environments that promote dignity, equality, non-discrimination and access to services for all.

PURPOSE AND OBJECTIVES OF THE PROJECT

The service provider will collate community-level data to inform the male sensitisation and action planning design, facilitate and document district-level male engagement sensitisation workshops using CCI's Brothers for Life structured manual in order to:

- Capacitate men as enablers of social cohesion, allies in reducing stigma and violence, and critical actors in supporting equitable access to services for key and vulnerable populations (KVPs) in HIV/TB and STI prevention and response for improved access to, and uptake of, HIV prevention, testing, treatment and care services;
- Address harmful gender norms and toxic masculinities; and
- Contribute to achieving the 95-95-95 targets across all community settings targeting men.

KEY TASKS

The below key tasks are required to be provided by the service provider:

1. Conduct desk review of district-level needs assessments to identify gaps, risks and opportunities within existing male engagement, GBV prevention and response and HIV-related programming.
2. Develop a database of men's fora and leaders who can lead, facilitate and influence activities that build social cohesion, positive parenting, reduce toxic masculinities and strengthen family and community supportive systems for healthier living, health services access and uptake.
3. Identify male champions who can lead community mobilisation, sensitisation sessions and dialogues with men, decision-makers, and cultural leaders; positioning men as agents of positive social change.
4. Facilitate 31 district men's sensitisation workshops over 2 days using the Brothers' for Life manual and:
 - Align contextual content with recommendations in the Provincial Human Rights Charters, Stigma Index 2.0. findings the BBS Lite (2024) findings and other relevant evidence and policy resources.
 - Include content on challenging toxic masculinities and harmful gender norms; social cohesion and community accountability; diverse Men's health-seeking behaviour and HIV service uptake; HRV and GBV prevention, response and referral pathways in supporting HIV prevention and response.
 - Develop district-specific action plans with strategies to strengthen family-focused approaches, positive parenting practices, and social cohesion initiatives that reinforce non-violence and shared responsibility.
5. Generate evidence, learning and recommendations in district-level reports; to inform adaptive programming, systems strengthening and policy advocacy within the GC7 HRG Programme.

METHODOLOGICAL APPROACH

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

- Social Ecological Model;
- Positive masculinities and family-centred frameworks;
- Stigma reduction and rights-based programming;
- Community dialogue and participatory learning methodologies.

The service provider is expected to describe how the methodology for this assignment will inform the technical approach and processes to ensure the planned deliverables and outcomes will be met timely and efficiently.

Value-Add Proposal - The Service Provider is expected to demonstrate exceptional value-add beyond the core requirements in this TOR, in their proposal. Value add should contribute to implementation readiness, as this

activity needs to be initiated urgently, programme quality and sustainability (for example these could include evidence of previous implementation of a similar activity, leveraging of partnerships, additional outputs or extended reach without increased financial cost etc).

Demonstrate and provide evidence of implementation readiness to use the Brothers for Life Manual and implement all tasks in these Terms of Reference.

PROJECT DELIVERABLES AND TIMELINES

The assignment shall be completed within **120 non-consecutive project days** from **February 2026 to March 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 desktop rapid assessment to identify district-level existing Men's Sector platforms and assess opportunities for building social cohesion and strengthened referral for HIV/TB/STI health prevention and response services uptake. - Develop a database of men's fora and leaders who can lead facilitate and influence activities that build social cohesion, positive parenting, reduce toxic masculinities and strengthen family and community supportive systems for healthier living, health services access and uptake.	- Comprehensive Inception Report. - Updated Workshop implementation and Training Plans - Desktop rapid assessment report - Draft workshop agenda - Draft Men's Leaders and Fora Database.	15 July 2026
2. Facilitation of District-Level Men's Dialogues	Facilitate 31 structured Men's Sensitisation and Action Planning Workshops across the 31 Global Fund districts. Apply Brothers for Life evidence-informed methodologies for engaging Men through capacity building and sensitisation focusing on: - Challenging toxic masculinities and harmful gender norms; - Social cohesion, community accountability and support systems; - Diverse Men's health-seeking behaviour and HIV service uptake; - HRV and GBV prevention, response, and referral pathways. - Support identification and strengthening of Male Champions and Men's Sector leadership.	- Finalise list of attendees with District contact persons. 31 Men's Sensitisation and Action Planning Workshops held - Produce 31 district-level workshop reports documenting: - Key dialogue outcomes; - Identified gaps and barriers; - Recommended strategies to strengthen male engagement and HIV outcomes.	30 December 2026

FOCUS AREA	KEY ACTIVITY	DELIVERABLES	TIMELINES
3. Reporting and Knowledge Products	Consolidate learnings across districts to inform programme improvement and advocacy.	Consolidated Dialogues report - consolidate learning across districts to inform programme improvement and advocacy.	31 March 2027

DURATION

The project is expected to run for 120 days between July 2026 to March 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 or designated focal point.

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, Social Work or related field of all team members of the service provider.
- Minimum 10 years proven experience facilitating social cohesion, male engagement and men-championing-change dialogues for key and priority population groups and/or in community development workshop settings.
- Knowledge of the South African local context related to this consultancy.
- Demonstrated experience facilitating structured male dialogues, community mobilisation, sensitisation and capacity building.
- Proven knowledge and track record of using the Brothers for Life manual for structured male engagement.
- 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.
- Have excellent participatory training, presentation, facilitation, writing and communication skills.
- Recently undertaken a similar technical assignment (s) would be an added advantage.
- Demonstrate and provide evidence of implementation readiness.

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 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, technical approach and methodology describing **how** the activity will be implemented efficiently, effectively and timely. 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 team members, including their qualifications and relevant experience to this scope of work as per the required qualifications and experience in these terms of reference.
- List of previous similar work conducted in the past ten (10) years.
- At least Two (2) reports of previous similar work done within the past five (5) years.
- Three (3) references from past clients.
- Financial proposal including daily rate and total cost (in ZAR). The service provider is expected to submit a detailed quotation that includes a daily rate, any travel, training aides', communication (including data or other information technology (IT) costs).

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 **23rd of 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)

ANNEXTURE	DESCRIPTION
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 10 years) – 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:

- i. Documents marked with asterisk* are **MANDATORY AS APPLICABLE.**
- ii. Documents are valid only if obtained /certified within 6 months of the closing date.

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	Unit (e.g Days)	Cost (e.g. Daily Rate)	Total (ZAR)
PLANNING, PREPARATION AND STAKEHOLDER ENGAGEMENT	Inception meetings, consultation meetings, desk review, stakeholder consultations and periodic reporting.			
DISTRICT-LEVEL WORKSHOPS	Conduct 31 Men's Sensitisation and Action Planning Workshops			
REPORTS AND KNOWLEDGE MANAGEMENT	31 District and 1 Consolidated Reports (summarizing the training sessions, including attendance, key outcomes, feedback from participants and recommendation from participants).			
TOTAL				

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. • 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 service provider 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 service provider is highly interested in providing the services and shows their track record.	5
Technical Proposal and 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 = Training 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 • 25 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. • 40 points = Satisfies the requirement. Service provider 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 service provider 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	50

CRITERIA	DESCRIPTION	SCORE WEIGHTING
	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 (REVIEW QUALIFICATIONS AND RELEVANCE TO THE EXPERIENCE REQUIRED IN THE SOW) • 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 of 10 years of experience doing related work though not quite similar. Team unable to implement this work in teams thereby prolonging implementation according to the SOW requirements. • 15 points = Some team members have minimum Bachelor's Degree relevant to the requirements in the SOW and minimum of 7 years' experience doing similar work. Team can be divided to implement activity concurrently. • 25 points = Satisfies the requirement with additional benefits fully and exceptionally. All team members have Bachelor's Degree or higher qualifications and extensive experience of more than 10 years doing similar work in different settings. The service provider demonstrates adequate team abilities to meet the requirements of the scope for work. All team members' qualifications and experience are adequate and will add value to ensure full capability to fully conceptualise, implemented and document all aspects of this activity. Response identifies factors that demonstrate added value, with evidence to support the response fully without any reservations. All team members are able to implement the activity concurrently.	25
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

CRITERIA	DESCRIPTION	SCORE WEIGHTING
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 or previous work submitted and relevant to the SOW in the last 10 years. • 10 points = 2 or more reports of previous work submitted and relevant to the SOW in the last 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. - o 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%

APPLICATION INSTRUCTIONS

All applicants are required to:

- Only email-submitted applications will be considered.
- Mark their applications with **“Application – Men’s District-level Workshops – 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 – Men’s District-level Workshops – Name of Provider – BID Reference Number”
 - “Batch 2 - Application – Men’s District-level Workshops – Name of Provider – BID Reference Number”

AWARDING OF CONTRACT

- The Service Provider/s who are selected could undergo a further organisational assessment by CCI, which could lead to disqualification. The Bid Evaluation Committee reserves the right to request the Service Provider to clarify any part of the submission.
- CCI is not bound to accept the lowest or any proposal.
- The Bid Evaluation Committee may, entirely at its discretion, decide to:
 - Award contracts for sections of the scope of work, but invite new proposals for other sections of the work
 - Delay the awarding of contracts for certain sections of the scope of work (considering, among others, the timing of funding availability)

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 3rd of July 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	15th June 2026
2. Compulsory Briefing Session	23rd June 2026, 12h00 to 13h00 SAST
3. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	26th June 2026 (14h00: SAST)
4. Deadline for submitting applications. No late applications will be accepted. RFA@ccisa.org.za	3rd July 2026 (16h00: SAST)
5. Evaluation period (indicative) during which additional details may be requested.	3rd July 2026 – 10th July 2026
6. Appointment of Service provider (Indicative)	30 th July 2026