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Request for Quotations (RFQ)

Terms of Reference (ToR)

**Appointment of a Service Provider to lead the Development of the
National Human Rights and Gender Advocacy Strategy**

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

Closing date: 26th of August 2026, 16h00: SAST

BID REFERENCE: CCI_GF_0408_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 TOEnquiries@ccisa.org.za not later than the 18th of August 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.**
- Any changes to this RFA and any related documents or information will be published on the CCI website. Please check the CCI website regularly.

Table of Contents

INTRODUCTION AND BACKGROUND	3
PROGRAMME OVERVIEW	3
PROGRAMME EXPECTED OUTCOMES	4
PURPOSE OF THE NATIONAL HUMAN RIGHTS AND GENDER ADVOCACY STRATEGY	4
PROJECT SCOPE – OBJECTIVES, TASKS, DELIVERABLES AND DURATION	5
DURATION	5
REPORTING AND SUPERVISION	5
REQUIRED QUALIFICATIONS AND EXPERIENCE	5
PROPOSAL SUBMISSION REQUIREMENTS	6
INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE CONSULTANCY	6
THE FIRST STAGE: ADMINISTRATIVE REQUIREMENTS	7
THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX	9
THE THIRD STAGE: PRICE EVALUATION	11
APPLICATION INSTRUCTIONS	11
KEY DATES	12

INTRODUCTION AND BACKGROUND

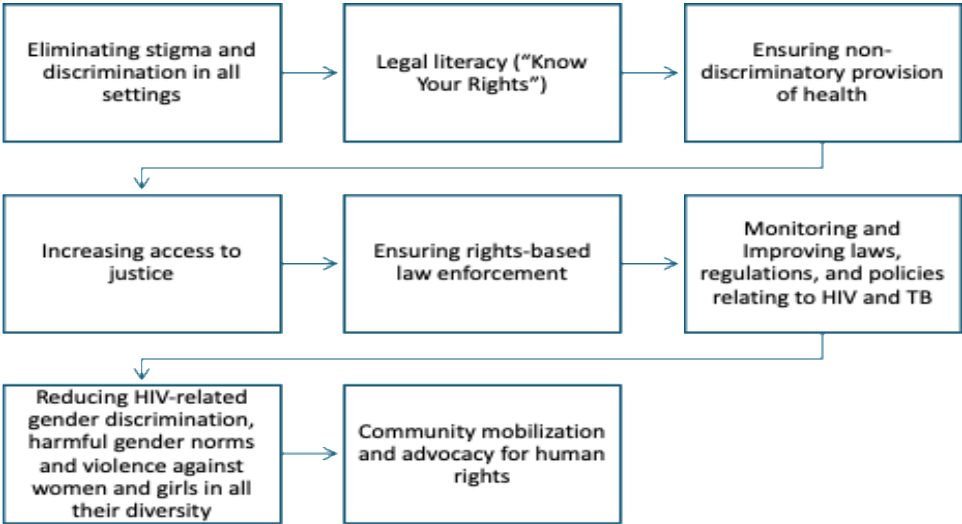
The South African Global Fund Country Coordinating Mechanism (GF CCM) is responsible for overseeing the implementation of Human Immunodeficiency Virus (HIV) and Tuberculosis (TB) programmes funded by the Global Fund to fight Acquired Immune Deficiency Syndrome (AIDS), TB, and Malaria in the country. 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 will implement programmes to be funded by the grant in SA from the 1st of October 2025, until 31st of March 2028, a 30-month programme implementation period. The GF CCM decided that a PR should serve as a grants manager, while sub-recipients (SRs) will be 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, leading the implementation of the Reducing Human Rights-related Barriers to HIV/TB services in the Country as well as coordinating Community Systems Strengthening in North West, Free State and Mpumalanga Provinces and leading the implementation of Community Led Monitoring across all GF supported Districts accordingly and CCI is leading on Reducing Human Rights-related Barriers to HIV/TB Services.

PROGRAMME OVERVIEW

The Human Rights and Gender (HRG) program 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 HRG 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:



PROGRAMME EXPECTED OUTCOMES

The expected outcomes of the program 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.
- Greater 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 is looking for a suitably qualified service provider to lead the Development of the National Human Rights and Gender Advocacy Strategy.

PURPOSE OF THE NATIONAL HUMAN RIGHTS AND GENDER ADVOCACY STRATEGY

South Africa has made significant progress in expanding HIV and TB prevention, treatment and care services through a progressive constitutional and legislative framework and sustained investment in public health programmes, according to the National Strategic Plan (NSP) for HIV, TB and STIs (2023–2028). However the Breaking Down Barriers Report (2024) and the most recent Stigma Index 2.0. among other key research reports, state that despite these advances, human rights and gender-related barriers continue to undermine equitable access to HIV, TB and STI services, particularly for people living with HIV, key populations and other vulnerable groups. Persistent stigma and discrimination, gender inequality, gender-based violence, punitive laws and policies, limited legal literacy, weak access to justice, and inconsistent implementation of rights-based policies continue to impede health service uptake and contribute to poor health outcomes. These structural barriers remain among NSP and the UNAIDS 95-95-95 and 10-10-10 targets.

The recently developed South Africa National HIV, TB and Human Rights Plan (2025–2030) recognises that ending HIV and TB requires more than biomedical interventions. It calls for coordinated action to address the legal, policy, social and institutional barriers that continue to exclude key and priority populations from accessing health and justice services. The Human Rights Plan highlights persistent gaps, including weak coordination of advocacy efforts, inconsistent integration of human rights and gender priorities into programme implementation, inactive provincial and district human rights platforms, insufficient community participation in policy processes, and limited use of community-led evidence to influence policy reform and accountability. These challenges have reduced the effectiveness and sustainability of national advocacy efforts.

To address these implementation gaps, the Human Rights Plan prioritises the development of coordinated advocacy mechanisms that strengthen policy coherence, institutional accountability and multisectoral collaboration. These priorities require a structured National Human Rights and Gender Advocacy Strategy that translates the Human Rights Plan into an operational advocacy framework for implementation across government, civil society, communities and Global Fund partners. The Strategy should provide an evidence-informed, multisectoral framework to guide coordinated advocacy, strengthen implementation of the NSP, support law and policy reform, enhance accountability and promote sustained action to eliminate human rights and gender-related barriers to HIV, TB and STI services across South Africa.

PROJECT SCOPE – OBJECTIVES, TASKS, DELIVERABLES AND DURATION

The successful service provider will be responsible for this activity with expectations to implement the following tasks, deliverables and within the timelines indicated:

Objectives	Tasks	Deliverables
- Develop a coherent, evidence-informed National HRG Advocacy Strategy to guide coordinated advocacy across sectors and programmes. - Strengthen alignment between HRG priorities, national policies, and GC7 implementation.	- Conduct a desk review of existing HRG-related policies, advocacy strategies and evidence. - Facilitate iterative, multi-sectoral consultations led by the SANAC TSU/HRG Sector, engaging all SANAC sectors, Principal Recipients (PRs), government departments, CSOs and academia. - Draft the National HRG Advocacy Strategy and lead multiple review cycles until consensus and approval. - Prepare advocacy priorities, messaging and implementation guidance aligned to GC7. - Present the final Strategy at a hybrid national validation session (by December 2026) for endorsement and onward integration into programme implementation. - Present at the Breaking Down Barriers Technical Working Group for endorsement and Technical Task Team for Noting.	- Inception report and workplan with key milestones. - Draft National HRG Advocacy Strategy (Version 1). - Revised Strategy incorporating multi-sectoral feedback. - Final approved National HRG Advocacy Strategy. - Hybrid national presentation and validation report.

DURATION

The assignment shall be completed within 90 non-consecutive days between September 2026 to December 2026.

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.

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 qualifications and experience:

- Minimum Bachelor's Degree in Policy Studies, Governance, Social Sciences, Development Studies, Gender Studies, Public Health, Social Work or related field among key members of the project team.
- Minimum 5 years proven experience in strategic policy advocacy and multi-stakeholder engagement in South Africa as an entity.
- Knowledge of the challenges to accessing and utilising HIV/TB/STI prevention and response health services for key and vulnerable populations in South Africa.

- Demonstrated experience facilitating structured multi-sectoral advocacy strategy development especially working with South African National AIDS Council Structures (SANAC) structures .
- Strong understanding of GBV, harmful gender norms, stigma, and human rights-based approaches.
- Have excellent participatory training, presentation, facilitation, writing and communication skills.
- Recently undertaken a similar technical assignment (s) would be an added advantage.

PROPOSAL SUBMISSION REQUIREMENTS

Interested applicants 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, including their qualifications and relevant experience to this scope of work.
- 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).

INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE CONSULTANCY

- 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.
- 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.
- 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.
- 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).
- 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 /deliverable /milestones. Some deliverables require final approval /sign-off by multiple key stakeholders. If several revisions are required to produce acceptable quality, costs of these revisions are to be borne by the Service Provider, until the acceptable quality is approved and CCI will not adjust the approved budget in any form.

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:

THE FIRST STAGE:

- This stage assesses compliance with **ADMINISTRATIVE REQUIREMENTS**.
- All applicants **MUST** submit all the mandatory documents below and all **LABELLED** as indicated in Table 3 below.
- Applicants who fail to submit the administrative requirements will not be evaluated further.

THE SECOND STAGE:

- This stage of the evaluation process assesses **TECHNICAL EVALUATION** 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 4.

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 financial cost application.*

TABLE 2: 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 3 below. Applicants that fail to submit the administrative requirements will not be evaluated further.

TABLE 3: 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
Annexure 5 *	Valid SARS Tax clearance Certificate

ANNEXTURE	DESCRIPTION
Annexure 6 *	VAT Registration Certificate
Annexure 7 *	Valid B-BBEE certificate/Sworn Affidavit
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 IN THE FOLLOWING SECTION.
Annexure 11 (Zip Folder) *	- 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:

- Documents marked with asterisk* are **MANDATORY**.
- 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	Duration (Days)	Unit Cost	Total Cost (ZAR)
PLANNING, PREPARATION AND STAKEHOLDER ENGAGEMENT	Inception meetings, desk review, preparation and planning, coordination; Consultations and Stakeholder meetings/briefing sessions, validation sessions.			
ADVOCACY STRATEGY DEVELOPMENT	Planned days towards this activity (include key sub-tasks)			
	(include key sub-tasks)			
	(include key sub-tasks)			
	(include key sub-tasks)			
SUB-TOTAL				
VAT (if applicable)				
TOTAL				

THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX

TABLE 4: 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.	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 = Major reservations with minimal value-add beyond the basic TOR. 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. The proposition largely mirrors required activities, with limited differentiation, innovation, or added benefit to programme quality, sustainability and implementation readiness. 30 points = Partial fulfilment with reservations regarding clear conceptual approach, 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. 40 points = 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 = Exceptional benefits and value add. 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. Proposal presents a highly compelling value-add proposition that significantly strengthens programme quality, reach, sustainability or impact. Clear evidence of leadership, systems thinking, and long-term contribution.	50
Technical Expertise	CURRICULUM VITAE (CV) OF THE PROPOSED PROJECT TEAM (REVIEW QUALIFICATIONS AND RELEVANCE TO THE EXPERIENCE REQUIRED IN THE SOW)	25

CRITERIA	DESCRIPTION	SCORE WEIGHTING
	• 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 7 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 = All 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. Team members have Master Degree or higher qualifications and extensive experience of more than 7 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.	
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

Bidders 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 5.

TABLE 5: 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 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%

APPLICATION INSTRUCTIONS

All applicants are required to:

- Only email-submitted applications will be considered.
- Mark their applications with **“Application – National Advocacy – 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 – National Advocacy – Name of Provider – BID Reference Number”
 - “Batch 2 - Application – National Advocacy – Name of Provider – BID Reference Number”

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 25th of August 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	6th of August 2026
2. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	18th of August 2026 (14h00: SAST)
3. Deadline for submitting applications. No late applications will be accepted. RFA@ccisa.org.za	26th of August 2026 (16h00: SAST)
4. Evaluation period (indicative) during which additional details may be requested.	27 th August to September 2026