PHYSICAL ADDRESS:
2nd Floor, Building 2
Walker Creek Building
90 Florence Ribeiro Avenue
Muckleneuk
Pretoria, 0181

Request for Applications (RFA)
Terms of Reference (ToR)

Appointment of a service provider to Review and Update Existing GBV/HIV/STI and TB Interlinkage Frameworks and Develop Integrated Guidelines

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

Closing date: 24 November 2026, 16h00: SAST

BID REFERENCE: CCI_GF_0511_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 17th of November 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
HUMAN RIGHTS AND GENDER (HRG) PROGRAMME OVERVIEW 3
PROGRAMME OUTCOMES 4
SCOPE OF WORK 4
PROJECT DELIVERABLES AND TIMELINES 6
PROJECT DURATION 6
REPORTING AND SUPERVISION 6
REQUIRED QUALIFICATIONS AND EXPERIENCE 6
PROPOSAL SUBMISSION REQUIREMENTS 7
INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE PROJECT 7
EVALUATION PROCESS AND CRITERIA 7
THE FIRST STAGE: ADMINISTRATIVE REQUIREMENTS 8
THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX 9
THE THIRD STAGE: PRICE EVALUATION 10
APPLICATION INSTRUCTIONS 11
KEY DATES 11

INTRODUCTION AND BACKGROUND

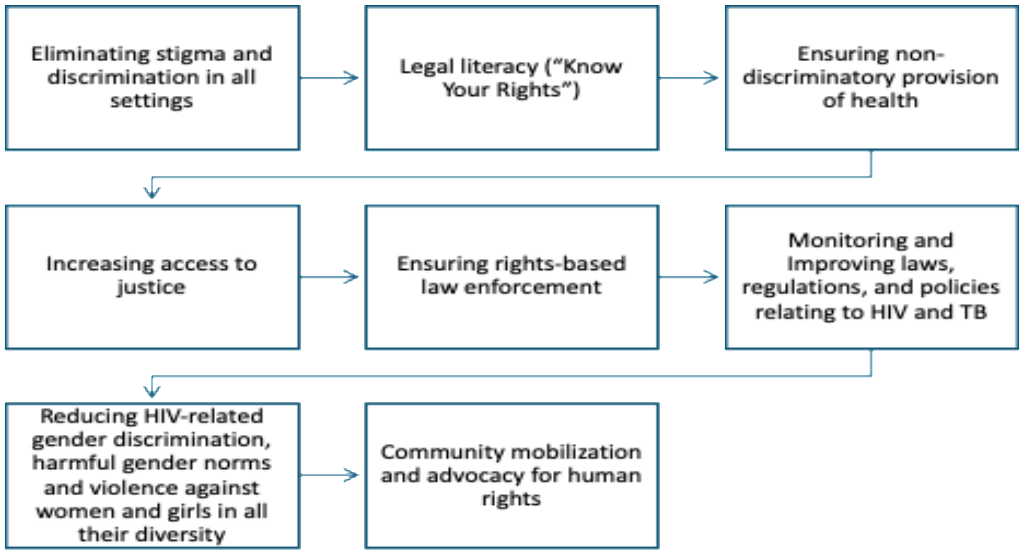
The South African Global Fund Country Coordinating Mechanism (GF CCM) is responsible for overseeing the implementation of Human Immunodeficiency Virus (HIV) and Tuberculosis (TB) programmes funded by the Global Fund to fight Acquired Immune Deficiency Syndrome (AIDS), TB, and Malaria in the country.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

HUMAN RIGHTS AND GENDER (HRG) PROGRAMME OVERVIEW

The Human Rights and Gender (HRG) 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 and psychosocial support 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) PROGRAMME PRIORITY GLOBAL FUND GC7 DISTRICTS

Province	Districts	Province	Districts
Eastern Cape	• OR Tambo • Buffalo City • Alfred Nzo • Amathole • Nelson Mandela Bay Metro	**Gauteng**	• City of Johannesburg • Ekurhuleni • Sedibeng • Westrand
Limpopo	• Capricorn • Mopani • Vhembe • Waterberg • Sekhukhune	**KwaZulu Natal**	• eThekwini • Umgungundlovu • Umkhanyakude • Uthungulu (King Cetshwayo) • Ugu • uThukela • Ilembe • Zululand
Free State	• Mangaung • Lejweleputswa • Thabo Mofutsayane		
Mpumalanga	• Gert Sibande	**North West**	• Bojanala
Western Cape	• City of Cape Town • Eden • Garden Route	**Northern Cape**	• Frances Baard

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.

SCOPE OF WORK

CCI seeks to appoint a qualified service provider to strengthen the integration of GBV/HIV/TB/STI in ensuring healh access and uptake. Challenges related to gender inequality, stigma, discrimination and overall structural and behavioural barriers to services interact to increase vulnerability, interrupt prevention and treatment, and undermine equitable health outcomes, particularly among key and vulnerable populations. Existing GBV/HIV/STI/TB interlinkage frameworks require technical review and updating to reflect current evidence, policies and implementation realities, and to provide practical guidance on prevention and response in the context of GBV/HIV/STI/TB programming.

OBJECTIVES AND TASKS OF THE PROJECT

The contracted service provider will critically review, harmonise and update existing GBV/HIV/TB/STI interlinkage frameworks and translate them into evidence-informed, rights-based and operational guidelines that strengthen integrated prevention, identification, response, referral, care and accountability in GBV, HIV, STIs and TB programmes.

SPECIFIC OBJECTIVES

- Assess existing frameworks for relevance, evidence, coherence, implementation gaps and alignment with current national policy and Global Fund HRG priorities.
- Articulate the bi-directional and overlapping pathways linking GBV, HIV, STIs and TB; including structural and service-delivery barriers.
- Develop practical integrated guidelines defining minimum standards, roles, coordination, referral and follow-up mechanisms.
- Validate the framework and guidelines with relevant government, civil society, technical and community stakeholders and produce implementation-ready materials.

PROJECT TASKS - Phased Delivery

Phase 1: Inception and desk review. Review existing interlinkages frameworks, the HRG Toolkit 2025, relevant National Strategic Plans (NPs), legislation, policies, programme evidence, service standards and referral guidance. Submit an inception report with methodology, gap-analysis matrix, consultation plan and workplan.

Phase 2: Technical analysis and consultation. Assess the intersections and bi-directional risks across GBV, HIV, STIs and TB; map service gaps and promising practices; undertake targeted consultations with CCI, government, implementing partners, community representatives and technical specialists.

Phase 3: Draft integrated guidelines. Develop a coherent guideline covering:

(i) conceptual framework and evidence;
(ii) prevention and early identification;
(iii) survivor-centred, trauma-informed, gender-transformative and non-discriminatory service delivery;
(iv) integrated clinical, psychosocial, legal and social support;
(v) consent, confidentiality, safeguarding and data protection;
(vi) clear roles, referral pathways, case coordination and escalation;
(vii) adaptations for key and vulnerable populations, including adolescents; and
(viii) aligned implementation, monitoring and accountability plans.

Include concise decision trees, referral flowcharts, case examples and checklists as relevant.

CROSS-CUTTING TECHNICAL PRINCIPLES

Human rights and gender equality; intersectionality; survivor-centred and trauma-informed practice; meaningful participation of affected communities; disability and adolescent inclusion; confidentiality and informed consent; safeguarding and do-no-harm; integration across health, social justice and community systems.

Phase 4: Stakeholder validation and finalisation. Facilitate a technical validation workshop, document feedback, revise and submit the final guidelines with a concise implementation, monitoring and dissemination plan.

Phase 5: Final reporting. Submit a concise synthesis of findings, consultation outcomes, decisions and priority recommendations.

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).

PROJECT DELIVERABLES AND TIMELINES

The assignment shall be completed within **80 non-consecutive project days** from **December 2026 until March 2027.** The successful service provider will be responsible for the following tasks and deliverables.

Table 2: DELIVERABLES AND INDICATIVE TIMELINES

Deliverable	Timelines*
Inception meeting with CCI HRG Team, approved Inception Report with final methodology, workplan and timelines.	30 November 2026
Desk-review findings, framework gap-analysis and validation plan.	15 December 2026
Draft updated interlinkage framework and integrated GBV/HIV/STI/TB guidelines, including practical tools, implementation plan and aligned Monitoring and Evaluation Plan.	31 January 2026
Stakeholder validation meeting and feedback matrix.	28 February 2027
Final edited guidelines, implementation/dissemination roadmap and final assignment report.	31 March 2027

PLEASE NOTE: Timelines are indicative and subject to the finalisation of the procurement process and agreement at inception through the Inception Meeting.

PROJECT DURATION

The project is expected to run for **80 non-consecutive project days** between **December 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.

REPORTING AND SUPERVISION

The service provider will report to the CCI Human Rights and Gender Technical Lead (or designated focal point), with periodic technical check-ins. All outputs require CCI review and written approval. CCI will support with facilitating access to available source frameworks and relevant stakeholders.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The service provider team members should have the following minimum qualifications and experience:

- Minimum Bachelor's Degree in Social Sciences, Development Studies, Public Health, Gender Studies, Human Rights, Policy Studies or a related field.
- At least five years' relevant experience in GBV and HIV programming, with demonstrable STI/TB integration expertise.
- Proven experience reviewing policy/framework documents and drafting national or programme-level operational guidelines.
- Strong understanding of South African policy, key and vulnerable populations, integrated referral systems and safeguarding.
- Experience in mobilising and facilitating high-levl, provincial and community based multi-sectoral stakeholder engagements.
- Knowledge of local context and experience in research and advocacy in any province in South Africa.
- Demonstrated stakeholder facilitation, technical synthesis and high-quality writing skills; samples of comparable work required.
- Recently undertaken a similar technical assignment(s) would be an added advantage.

PROPOSAL SUBMISSION REQUIREMENTS

Interested Service providers 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.
- At least two (2) reports of previous similar work done within the past five (5) years.
- Two (2) references from past clients within 5 years.
- Submit a Financial Proposal in excel spreadsheet including daily rate and total cost (in ZAR). The service provider is expected to submit a detailed quotation that includes a daily rate and communication needs (including data or other information technology (IT) costs).

INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE PROJECT

i. The service provider will develop a detailed project plan informed by milestones and key timelines in Table 2.
ii. All consultations and Validation Workshops should be done virtually through online webinars. The service provider should liaise with CCI in planning, coordinating and hosting the virtual consultations.
iii. 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).
iv. 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 and the appointment of the successful service provider will be managed 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 below.

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.*

Table: 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**
Annexure 6	**VAT Registration Certificate**
Annexure 7	**Valid B-BBEE certificate/Sworn Affidavit**
Annexure 8 *	**Detailed CV (s) with summary of roles and responsibilities of team member (s) in the Project**
Annexure 9 *	**Technical Proposal and Implementation Plan** Outlining approach, methodology, implementation plan as guided by the scope of work and should include value addition (**3-pages**)
Annexure 10 *	**Detailed cost proposal in Excel.** ¬ Professional fees (daily rate) including communication **(1-page).** **REFER TO THE PRICING SCHEDULE TEMPLATE INDICATED BELOW.**
Annexture 11 *	• **Minimum of two (2) 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.**

THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX

CRITERIA	DESCRIPTION	SCORE WEIGHTING
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. 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 beyond the basic TOR. The proposal largely mirrors the TOR details with limited innovation, or added benefit to programme quality or outcomes. • **20 points =** Satisfies the requirement partially with some reservations regarding clear conceptual approach, logic, 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. Partial value-add; limited in scope or depth and may lead to additional costs to CCI. • **25 points =** Satisfies the requirement with clear details of methodology and scope of work. The implementation plan lacks some crucial information. Very strong value-add. Proposal offers clear and meaningful value-add that enhances delivery and outcomes. • **30 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 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.	**30**
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 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 required years of experience per TOR doing related work though not quite similar. • **15 points =** All team members have minimum Bachelor's Degree relevant to the requirements in the SOW and minimum years' experience doing similar work. • **20 points =** Satisfies the requirement with additional benefits fully and exceptionally. Team members have required qualifications per the TOR and extensive experience of more than 5 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	**20**

CRITERIA	DESCRIPTION	SCORE WEIGHTING
	document all aspects of this activity. Response identifies factors that demonstrate added value, with evidence to support the response fully without any reservations.	
References in past 5 years	**MINIMUM TWO (2) REFERENCES** • **0 points =** No no references. • **5 points =** 1 reference letter submitted but not well aligned to the SOW. • **8 points =** 2 reference letters submitted and aligned to the TOR. • **10 points =** 2 reference letters submitted and all well aligned to the TOR and shows exceptional examples of doing similar work with some projects more recently completed within 5 years.	**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. • **5 points =** 1 report and/or previous work submitted but not relevant to the scope of work. • **10 points =** 2 report an/or previous work submitted and relevant to the SOW within 5 years.	**10**
	TOTAL	**70**
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. **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			
GUIDELINES 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			

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 = (Pmin/Pt) x P**	30%

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) X 30** **PS = 24.81 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 – Framework – 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 – **Framework** – Name of Provider – BID Reference Number"
  - "Batch 2 - Application – **Framework** – Name of Provider – BID Reference Number"

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 24th of November 2026 (16h00: SAST). The key dates for the application process are shown in the table below.

CCI reserves the right not to award this to bidders who do not meet the requirements of this TOR.

STAGE	DATE / PERIOD
1. Publication of the Request for Applications	**6th of November 2026**
2. Deadline for questions and request for information. Such must be directed to TORenquiries@ccisa.org.za	**17th of November 2026 (14h00: SAST)**
3. Deadline for submitting applications. No late applications will be accepted. Submit to RFA@ccisa.org.za	**24th of November 2026 (16h00: SAST)**
4. Evaluation period (indicative) during which additional details may be requested.	**25th November – 3rd December 2026**