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

Appointment of a Service Provider to Facilitate a National Virtual Webinar on SOGIESC Guidelines and Coordinated Action Planning

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

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

BID REFERENCE: CCI_GF_0311_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 19th of November (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.

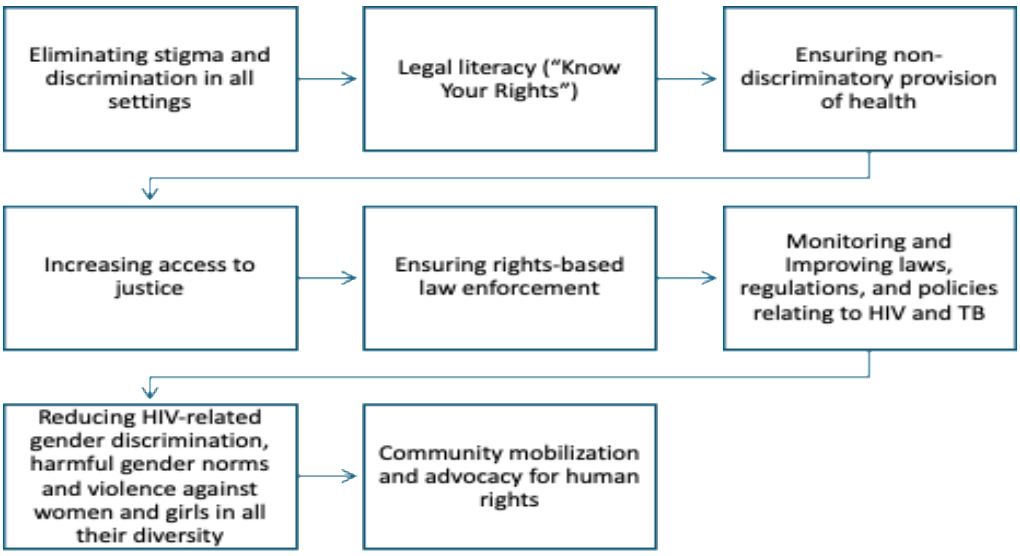
Table of Contents

INTRODUCTION AND BACKGROUND 3
PROGRAMME OUTCOMES 4
SCOPE OF WORK 4
PURPOSE OF THE ASSIGNMENT 4
SPECIFIC OBJECTIVES 4
KEY TASKS - Phased 5
Phase 1: Inception and technical alignment (3 days) 5
Phase 2: Content, stakeholder engagement and webinar preparation (7 days) 5
Phase 3: National virtual dissemination webinar (3 days) 6
Phase 4: Synthesis, dissemination and close-out (7 days) 6
CROSS-CUTTING REQUIREMENTS 6
PROJECT DELIVERABLES AND TIMELINES 6
PROJECT DURATION 7
REPORTING AND SUPERVISION 8
REQUIRED QUALIFICATIONS AND EXPERIENCE 8
PROPOSAL SUBMISSION REQUIREMENTS 8
INSTITUTIONAL AND LOGISTICAL ARRANGEMENTS FOR THE PROJECT 8
EVALUATION PROCESS AND CRITERIA 9
THE FIRST STAGE: ADMINISTRATIVE REQUIREMENTS 9
THE SECOND STAGE: TECHNICAL EVALUATION SCORING MATRIX 10
THE THIRD STAGE: PRICE EVALUATION 11
APPLICATION INSTRUCTIONS 13
KEY DATES 13

INTRODUCTION AND BACKGROUND

The Centre for Community Impact (CCI), a Global Fund Principal Recipient, implements the Human Rights and Gender (HRG) Programme to reduce stigma, discrimination, violence and other human rights-related barriers to HIV and TB services for key and vulnerable populations.

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	**Western Cape**	• City of Cape Town • Eden • Garden Route
Mpumalanga	• Gert Sibande	**North West**	• Bojanala
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

Dissemination of the Sexual Orientation, Gender Identity, Expression and Sex Characteristics (SOGIESC) Guidelines is intended to strengthen awareness, consistent interpretation and practical uptake of rights-based, inclusive approaches among government, service providers, civil society and affected communities.

The assignment seeks to engage relevant government departments and stakeholders to disseminate and discuss applicable SOGIESC guidelines and translate key priorities into coordinated action. Technical alignment should consider current government priorities relating to human rights, non-discrimination, access to justice, prevention and response to hate-motivated violence, safeguarding and inclusive service delivery within the context of HIV/TB/STI prevention and response towards South Africa meeting the Global 95/95/95 targets.

PURPOSE, OBJECTIVES AND TASKS OF THE PROJECT

PURPOSE OF THE ASSIGNMENT

To design, coordinate and facilitate one joint national virtual webinar with relevant government departments and stakeholders in civil society including human rights and gender programming, private sector and media; to disseminate relevant SOGIESC guidelines, clarify complementary departmental mandates and facilitate a practical, jointly informed action-planning process with assigned follow-up responsibilities and monitoring milestones.

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 for GBV, HIV, STIs and TB.

SPECIFIC OBJECTIVES

- Present the purpose, status, key provisions and practical application of relevant government department's SOGIESC guidance accurately, identifying areas of complementarity and differences in departmental mandates.
- Align justice-sector National Intervention Strategy (2023–2027) and current priorities of the National Task Team (NTT), Provincial Task Teams (PTTs) and Rapid Response Teams (RRTs), focusing on preventing and responding to discrimination, hate crimes and human rights violations against LGBTIQ+ persons. Integrate relevant government priorities on social inclusion, non-discrimination, safeguarding, access to services and institutional accountability, with emphasis on strengthening multi-sectoral coordination, referral pathways and practical action planning.

- Mobilise a balanced national audience including relevant government departments national/provincial/district officials, school leadership and learner-support structures, Global Fund Principal Recepients and Sub-Recipients, NTT/PTTs/RRTs, justice actors, civil society including community-led organisations and relevant child protection and health partners.
- Facilitate cross-multi-sector dialogue and a structured action-planning session to identify priority actions, lead and supporting institutions, indicative timelines, coordination/referral mechanisms and follow-up indicators, subject to departmental confirmation.
- Produce an accessible joint dissemination package, documented webinar proceedings and a draft multi-stakeholder action plan with a clear validation and follow-up process.

KEY TASKS - Phased

Phase 1: Inception and technical alignment (3 days)

- Convene an inception meeting with CCI and designated relevant government departments focal persons to confirm the versions/status of relevant SOGIESC guidelines, dissemination permissions, departmental roles, target participants, action-planning expectations, approvals and success measures.
- Review relevant government SOGIESC guideline documents and associated policies: relevant government departments socio-educational inclusion and unfair-discrimination guidance; relevant government departments National Intervention Strategy (2023–2027), NTT/PTT/RRT mechanisms and relevant equality, hate-crime, child protection and GBVF frameworks. Prepare a concise alignment matrix highlighting shared priorities, distinct responsibilities and issues requiring departmental clarification.
- Submit an inception report with an updated 20-day workplan, government stakeholder coordination and approvals plan, stakeholder map, webinar design, mobilization plan, action-planning methodology, accessibility provisions and risks/mitigation measures.

Phase 2: Content, stakeholder engagement and webinar preparation (7 days)

- Develop a joint webinar concept, agenda and facilitation guide with separate relevant government departments technical inputs, cross-sector discussion, moderated Q&A and a dedicated facilitated action-planning session. Confirm speakers and messages with participating government departments before release.
- Prepare an accessible slide deck and resource pack presenting both guidelines distinctly, including school inclusion and anti-discrimination, learner safeguarding and referral; and justice-sector prevention, reporting, case handling, response and oversight. Include a comparative roles matrix and draft action-plan template.
- Coordinate with CCI and departmental focal persons on invitations, speaker identification and briefing, ensuring relevant government departments national/provincial/district participation and relevant government coordination structures representation, together with school governance/support, SAPS/NPA, health, social development, human-rights bodies and SOGIESC community organisations.
- Prepare invitation text, registration form, participant information/consent notice, accessibility arrangements (including captions where feasible), feedback tool and webinar rehearsal/technical checklist. Obtain CCI sign-off before dissemination.

Phase 3: National virtual dissemination webinar (3 days)

- Conduct speaker briefing and a technical rehearsal; coordinate platform hosting, registration, timekeeping and contingency support with CCI.
- Facilitate one national virtual webinar (indicatively 2 to 3 hours, with sufficient time allocated for action planning, subject to CCI and departmental agreement), including relevant government departments guideline dissemination, a moderated dialogue and structured prioritisation of actionable multi-sectoral commitments.
- Ensure trauma-informed, inclusive and safe participation: no disclosure of identifiable case information; clear conduct rules; referral/escalation of safeguarding concerns to appropriate designated services.
- Record participation comments and questions; recording, screenshots and sharing of names require prior CCI authorisation and appropriate consent.

Phase 4: Synthesis, dissemination and close-out (7 days)

- Analyse attendance, stakeholder representation, engagement and participant feedback, including perceived usefulness and intended applications.
- Consolidate a draft action plan capturing each agreed priority, proposed lead and supporting institution, action steps, timelines, required resources/dependencies, indicators, reporting mechanism and review date. Distinguish confirmed commitments from proposed actions awaiting departmental endorsement; circulate for relevant government stakeholders and CCI verification.
- Finalise the webinar report and dissemination pack with approved presentations, guideline summaries, attendance statistics, anonymised Q&A, feedback analysis, decisions, the verified action-planning matrix, outstanding decisions and recommendations for follow-up coordination.
- Hold a close-out meeting and submit editable source files and final approved products by 31 March 2027.

CROSS-CUTTING REQUIREMENTS

All activities must apply constitutional equality and dignity, non-discrimination, community participation, intersectionality, accessibility, informed consent, confidentiality, data minimisation, safeguarding and do-no-harm. Materials should be technically accurate, in plain English, suitable for national dissemination and aligned with the approved Guidelines. The consultant is facilitating dissemination, not undertaking a substantive rewrite of the Guidelines or implementing a national training cascade.

PROJECT DELIVERABLES AND TIMELINES

The assignment shall be completed within **20 non-consecutive project days** from **November 2026 until March 2027.** The successful service provider will be responsible for the following tasks and deliverables.

Table 2: DELIVERABLES AND INDICATIVE TIMELINES

Deliverable	Required evidence / outputs	Duration	Indicative deadline
1. Inception and alignment package	Approved inception report; relevant government stakeholders guideline-status and alignment matrix; 20-day schedule; joint stakeholder and approvals map; action-planning method and risks.	3 days	15 December 2026
2. Webinar design and readiness package	Joint concept, approved agenda, separate departmental speaker briefs, slides/resource pack, roles matrix, action-plan template, invitations, registration/feedback tools, facilitation and technical plans.	7 days	31 January 2027
3. Webinar delivery package	One jointly facilitated national virtual webinar; relevant government departments guideline presentations; facilitated action-planning session; anonymised participation data, Q&A and prioritised action record.	3 days	28 February 2027
4. Final dissemination and close-out package	Final report and dissemination materials; feedback and participation analysis; draft action plan with leads, timelines, indicators, status of endorsement and follow-up dates; departmental review log; editable files.	7 days	31 March 2027

PROJECT DURATION

The project is expected to run for **20 non-consecutive project days** between contract commencement and 31 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 consultant reports to the CCI Human Rights and Gender Technical Lead, coordinating technical content and action-plan validation through designated relevant government departments focal persons. CCI retains contractual oversight and final acceptance authority. All substantive outputs require CCI review and written approval; participating government departments review content concerning their mandates.

REQUIRED QUALIFICATIONS AND EXPERIENCE

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

- Minimum Bachelor's Degree or relevant degree in human rights, law, public health, gender studies, social sciences or a related field; postgraduate qualification advantageous.
- At least five years' experience in SOGIESC/LGBTQIA+ rights, education inclusion, equality, justice-sector advocacy, GBV or HIV programming, with demonstrated ability to bridge school/learner safeguarding and access-to-justice systems.
- Proven experience facilitating national multi-stakeholder virtual engagements and translating technical guidelines into accessible presentations.
- Working knowledge of relevant government departments social inclusion and anti-discrimination policy processes, school safeguarding/referral structures, and relevant government departments NTT/PTT/RRT coordination and hate-crime response; demonstrated multi-stakeholder action-planning experience.
- Strong moderation, stakeholder coordination, reporting, safeguarding and virtual facilitation skills; relevant work samples and references.
- 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 (maximum three pages): understanding, methodology, relevant government departments guideline alignment, joint webinar design, departmental approvals, stakeholder mobilisation, facilitated action-planning approach, risk management, 20-day workplan and value-add.
- CV(s) and responsibilities of the proposed technical expert/team; two comparable assignments or work samples and two client references from the last five years.
- Itemised financial proposal in ZAR showing day rate × 20 days, webinar/IT and accessibility costs (if any), VAT (if applicable), and total cost.
- CCI procurement compliance documents, including conflict-of-interest declaration and applicable supplier documentation, as specified in the final RFA pack.

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**

ANNEXTURE	DESCRIPTION
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	**30**

CRITERIA	DESCRIPTION	SCORE WEIGHTING
	plan with all details on key activities, milestones, responsible persons, timelines. Exceptional value-add. Proposal presents a highly compelling value-add proposition that significantly strengthens programme quality, reach, sustainability, or impact. Demonstrates innovation, strong strategic insight, and additional benefits that go well beyond the requirements in this TOR, without compromising focus. Clear evidence of leadership, systems thinking, and long-term contribution.	
Technical Expertise	**CURRICULUM VITAE (CV) OF THE PROPOSED PROJECT TEAM** *(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 document all aspects of this activity. Response identifies factors that demonstrate added value, with evidence to support the response fully without any reservations.	**20**
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/Daily Rate	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** **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) X 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 – SOGIESC Guidelines – 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 – SOGIESC Guidelines – Name of Provider – BID Reference Number"
  - "Batch 2 - Application – SOGIESC Guidelines – Name of Provider – BID Reference Number"

KEY DATES

The deadline for the submission of a fully completed application, including all relevant attachments, is the 26th 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	**19th of November 2026 (14h00: SAST)**
3. Deadline for submitting applications. No late applications will be accepted. Submit to RFA@ccisa.org.za	**26th of November 2026 (16h00: SAST)**
4. Evaluation period (indicative) during which additional details may be requested.	**26th November – 3rd December 2026**