



2nd Floor, Block B Lakefield Office Park, 272 West Avenue, Die Hoewes, Centurion, 01574, Tel: +27 012 748 1000

VAT No.: 496 026 5751

RFQ NUMBER:	RFQ002092026
CLOSING DATE:	18 September 2026
CLOSING TIME	16:00 PM
DESCRIPTION OF BID:	Terms of Reference for the Key Populations Technical Consultant: Development of South Africa's Global Fund Grant Cycle 8 (GC8) Request for Funding (Implementation Period: 1 April 2028 – 31 March 2031)
• Proposals must be submitted by email by no later than 16h00pm on 18 September 2026. • Only proposals submitted by email to: rfq@sanac.org.za will be accepted and reviewed– no late proposals will be reviewed. • Please use the reference “Key Populations Technical Consultant: Development of South Africa's Global Fund Grant Cycle 8 (GC8) Request for Funding” in the email subject line. • Address to be put on the Quote: SANAC, Second Floor, Block B, Lakefield Office Park, 272 West Avenue, Centurion, Pretoria, VAT no: 496 026 5751	



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Terms of Reference for the Key Populations Technical Consultant: Development of South Africa's Global Fund Grant Cycle 8 (GC8) Request for Funding (Implementation Period: 1 April 2028 – 31 March 2031)

1. Background

The South African National AIDS Council (SANAC) is a multi-sectoral body established to coordinate South Africa's response to HIV, Tuberculosis (TB) and Sexually Transmitted Infections (STIs). The South African Country Coordinating Mechanism (CCM), hosted by SANAC, is responsible for coordinating the development, consultation and submission of funding requests to the Global Fund to Fight AIDS, Tuberculosis and Malaria and overseeing the implementation of Global Fund grants.

South Africa is preparing its Grant Cycle 8 (GC8) Request for Funding for the implementation period 1 April 2028 to 31 March 2031. The Global Fund has allocated USD 402,982,744 to South Africa to support programmes for HIV, Tuberculosis (TB) and Resilient and Sustainable Systems for Health (RSSH), subject to the submission of a technically robust, evidence-based and competitive Request for Funding.

The Request for Funding must be developed through an inclusive country dialogue process and informed by robust epidemiological, programmatic, financial and operational evidence. The application must align with South Africa's National Strategic Plan for HIV, TB and STIs, the Global Fund Allocation Letter, Funding Request Instructions, Modular Framework, Prioritisation Guidance, Sustainability, Transition and Co-financing (STC) Policy, Technical Review Panel (TRP) review criteria and other applicable Global Fund guidance.

To support the development of a high-quality Request for Funding, SANAC seeks to appoint a Key Populations Technical Consultant to provide technical leadership on HIV prevention, treatment, care and HIV/TB integration for key populations (KPs) - Men who have sex with men, Sex Workers, Transgender people and People who use drugs. The consultant will work closely with the Lead Coordinator, Lead Writer, SANAC Key Populations Lead, technical consultants, CCM structures, various KP sector leads, Principal Recipients and key stakeholders to ensure that the Request for Funding reflects evidence-based, rights-based and people-centred interventions that respond to the needs of key populations.

2. Purpose of the Assignment

The purpose of this consultancy is to develop the key populations components of South Africa's Global Fund Grant Cycle 8 (GC8) Request for Funding, ensuring that interventions are evidence-based, technically sound and fully aligned with Global Fund requirements and national strategic priorities.

As per the GC8 Global Fund Allocation Letter, the Global Fund will support South Africa with prioritised investments for the following HIV areas: a) expanding treatment coverage



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(currently 80%), retention and re-engagement broadly and among key and vulnerable populations and adolescent girls and young women; b) continuing efforts to identify those with advanced HIV disease and ensure access to treatment and the full advanced HIV disease package of care; c) continuing to address HIV prevention coverage gaps in populations with the highest HIV incidence; d) prioritizing scale up of long-acting injectable Lenacapavir (LEN) in line with the national plan; and e) continuing investment to address barriers to accessing HIV prevention and treatment services such as those related to human rights and gender.

Working closely with the Country Coordinating Mechanism (CCM), SANAC Secretariat, Request for Funding Sub-Committee, Lead Coordinator, Lead Writer, CCM Secretariat, Technical Support Unit (TSU), technical consultants, Principal Recipients and other key stakeholders, the consultant will lead the development of the key populations content, ensuring that HIV prevention, treatment, care, HIV/TB integration, human rights and community systems interventions are appropriately reflected throughout the Request for Funding.

The consultant will ensure that all key populations interventions are aligned with the proposed programme design, GC8 Prioritisation Guidance, Modular Framework, Performance Framework, Detailed Budget, Sustainability, Transition and Co-financing (STC) requirements, Prioritised Above Allocation Request (PAAR) and other applicable Global Fund guidance.

The consultant will also participate and lead technical consultations, writing retreats, validation workshops and stakeholder engagements, ensuring that the perspectives and priorities of key populations are appropriately reflected throughout the development of the Request for Funding. In addition, the consultant will support the finalisation of the application and respond to comments from the Global Fund Country Team and TRP, as required.

3. Scope of Work

3.1 Inception

The consultant will participate in an inception meeting with SANAC, the Request for Funding Sub-Committee, Lead Writer and relevant stakeholders to confirm the scope of work, methodology, deliverables, reporting arrangements and timelines for the assignment.

The consultant will prepare an inception report and detailed workplan outlining the proposed methodology, stakeholder engagement approach, quality assurance mechanisms, deliverables, timelines and potential risks to successful completion of the assignment.

3.2 Evidence Review, Programme Analysis and Technical Development



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The consultant will review epidemiological, programmatic, strategic and operational evidence relating to key populations, including previous Global Fund investments, programme performance, national strategies and implementation experience. Working closely with team members and stakeholders, the consultant will identify programme gaps, implementation challenges, service delivery priorities and investment needs to inform the development of evidence-based interventions.

The consultant will assess sustainability risks associated with the continued reliance of key population programmes on external funding and develop and integrate recommendations with regards to sustainability planning, transition pathways with the National Department of Health and domestic co-financing priorities for GC8.

The consultant will develop the technical content on key populations, ensuring that HIV prevention, treatment, HIV/TB integration, community systems, human rights, gender equality, enabling environment interventions, and sustainability and transition considerations are appropriately reflected throughout the Request for Funding and supporting annexes.

3.3 Development, Consultation and Validation

The consultant will coordinate the preparation of all technical content relating to key populations and ensure consistency between the funding request narrative and supporting documents.

The consultant will participate in technical working groups, country dialogue sessions, bilateral consultations, writing retreats, validation workshops and relevant CCM meetings, presenting technical analyses, facilitating discussions where required, and ensuring that stakeholder inputs are appropriately reflected in successive drafts. In addition, the consultant will review the current geographic distribution of implementing districts, assess the implications of PEPFAR's exit on the availability and continuity of services for key populations, identify resulting service delivery gaps, and recommend evidence-based options for reprioritising implementing districts to address these gaps and maximise the impact of the programme.

Working closely with the Lead Coordinator, Lead Writer, SANAC Key Populations Lead and other technical consultants, the consultant will ensure that all proposed interventions are technically sound, evidence-based, costed and aligned with national priorities and Global Fund requirements.

3.4 Finalisation and Submission

The consultant will finalise all key populations technical content for submission to the Global Fund – ensuring that key population interventions are reflected throughout the Request for Funding narrative, Programmatic Gap Tables, Funding Landscape Tables, Performance Framework, Detailed Budget, Sustainability, Transition and Co-financing (STC) framework and other supporting annexes.



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The consultant will also collaborate closely with the Community Systems Strengthening, Monitoring and Evaluation, Costing and Budget, and Sustainability and Transition consultants to ensure that key population interventions are fully integrated throughout the Request for Funding and supporting annexes.

The consultant will undertake final quality assurance of all relevant sections and ensure consistency across the Request for Funding and supporting annexes and revise the technical content in response to comments from SANAC, the CCM, the Global Fund Country Team and the TRP, as required.

4. Deliverables

Deliverable	Description	Payment
1. Inception Report and Workplan	An inception report outlining the methodology, stakeholder engagement approach, workplan, timelines, quality assurance process and risk mitigation measures for the assignment.	15%
2. KP Analysis Prioritisation Note	Develop the KP situational analysis, and prioritisation note	10%
3. Draft 1 KP Technical Content	Prepare the first complete draft of the KP narrative, sustainability plan, budget, funding landscape analysis and all related annexes for the Request for Funding.	15%
4. Draft 2 KP Technical Content	Prepare the second draft of the KP narrative, sustainability plan, budget, funding landscape analysis and all related annexes for the Request for Funding.	20%
5. Final KP Technical Content	Submit the final KP narrative, sustainability plan, funding landscape analysis and all supporting documentation, ensuring alignment with the overall Request for Funding and Global Fund requirements.	25%
6. TRP Responses	Prepare responses to comments received from the Global Fund Country Team and the Technical Review Panel and revise all documentation until completion of the application review process. If no comments received the balance is paid to the consultant.	15%

Specific timelines for each deliverable will be agreed during the inception phase and incorporated into the consultancy contract. However, timelines may change depending on submission and feedback timelines to and from the Country Team.

5. Duration, Reporting and Administrative Arrangements

- The consultancy will be undertaken over the period 1 November 2026 to 30 November 2027, with an estimated level of effort of 80 consultancy days. The consultancy is funded through and contracted through the Gates Foundation.
- While the consultancy spans thirteen (13) months, the assignment is milestone driven. The consultant will be expected to manage and allocate the consultancy days in line with the Request for Funding development schedule, with limited inputs during the inception



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phase in 2026 and more intensive support required during the development, review and finalisation of the Request for Funding. The highest level of effort is anticipated during the drafting and refinement of the Request for Funding (March to June 2027), submission of the Funding Request (July 2027), Thereafter, the TRP comments, anticipated during October and November 2027.

- The consultancy is primarily based in South Africa, and travel may be required in accordance with SANAC policies, subject to prior approval.
- Payments will be made upon satisfactory completion and approval of agreed deliverables in accordance with the payment schedule outlined in these Terms of Reference.

6. Qualifications, Experience and Competencies

6.1 Qualifications

- A postgraduate qualification (Master's degree or higher) in Public Health, Social Sciences, Epidemiology, Medicine or another relevant discipline.

6.2 Experience

- At least ten (10) years' experience in HIV programming, key populations programming, HIV/TB integration or related public health programmes.
- Demonstrated experience in grant writing and supporting a successful Global Fund Request for Funding or comparable international donor-funded programmes.
- Extensive knowledge of HIV prevention, treatment, care, HIV/TB integration, human rights and community systems for key populations.
- Strong understanding of Global Fund Funding Request Instructions, Modular Framework and Technical Review Panel expectations.
- Experience facilitating stakeholder consultations involving government, civil society, community-led organisations and development partners.
- Demonstrated experience in technical writing, strategic planning and programme design.
- Excellent analytical, report writing and communication skills.
- Ability to manage consultations with KP sectors

6.3 Competencies

- Strong technical expertise in key populations programming.
- Excellent analytical, facilitation and stakeholder engagement skills.
- Strong coordination and teamwork skills.
- Excellent written and verbal communication skills.
- Ability to synthesise complex technical information into high-quality funding request documentation.
- Ability to work under pressure and meet tight deadlines.

7. Applications will be evaluated using the following criteria:

The RFQ will be evaluated in 3 stages as mentioned below:



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- Stage 1: SCM Administrative requirements.
- Stage 2: Technical / Functional evaluation.
- Stage 3: Price and BEE.

7.1 Stage 1: SCM Compliance requirements

Bidders must provide the following documents:

1.	Valid B-BBEE Certification/affidavit, if applicable.
2.	Recent copy of CSD report.
3.	Valid Tax Pin / TCC certificate
4.	Completed SBD Forms (SBD 4 & 6.1)

7.2 Stage 2: Technical / functionality evaluation

The proposals will be evaluated on functionality. An evaluation panel will allocate points in respect to functionality according to the criteria set out in the functionality table.

Evaluation Criteria	Weight Outline	Weight
Qualifications A postgraduate qualification, preferably a Master's degree or higher, in Public Health, Social Sciences, Epidemiology, Medicine or another relevant discipline.	• Qualification not provided / Qualification not relevant = 0 • Relevant qualification = 10 • Relevant qualification at master's degree level or higher = 25	25
Experience Bidder to provide CV demonstrating the experience supporting development of Requests for Funding (added advantage would be given to Global Fund experience) .	• No CV provided / less than 10 years' experience = 0 • At least ten (10) years' experience in HIV programming, key populations programming, HIV/TB integration or related public health programmes = 10 • Demonstrated experience supporting a successful Global Fund Request for Funding or comparable international donor-funded health programmes = 15 • Strong understanding of Global Fund Funding Request Instructions, Modular Framework and Technical Review Panel expectations = 10	65



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	• Extensive knowledge of HIV prevention, treatment, care, HIV/TB integration, human rights and community systems for key populations = 5 • Experience facilitating stakeholder consultations involving government, civil society, community-led organisations and development partners = 5 • Experience managing consultations with KP sectors = 10 • Demonstrated experience in technical writing, strategic planning and programme design = 5 • Excellent analytical, report writing and communication skills = 5	
Contactable references Letters The Bidder must provide three (3) relevant contactable reference letters as evidence of similar assignments undertaken.	• No reference letter provided / reference letters not relevant/ less than 3 reference letters provided = 0 • 3 relevant reference letters provided = 10	10
Total		100

Bidders who obtained 70 on Functionality will be evaluated on Price & BEE

7.3 Stage 3: Price and BEE

Preference point system (80/20)	Weighting percentage (Must add up to 100)
Price	Price 80 of 100
BEE:	20 of 100 Points
Total	100

i. Price Calculations

A maximum of 80/20 point system has been allocated to this bid on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration



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Pt = Price of bid under
consideration Pmin = Price of
lowest acceptable bid

ii. Point awarded for BBE status level of contributor

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8. Confidentiality and Reservation of Rights

- All information, reports, analyses, assessments, programme designs, technical documents, funding request narratives, budgets, annexes and other materials developed or obtained during the course of this assignment shall remain the sole property of SANAC and CCM.
- The consultant shall maintain strict confidentiality and shall not disclose, reproduce, publish or use any information obtained through this assignment without the prior written approval of SANAC.
- All intellectual property, technical outputs, reports, presentations, tools, datasets and supporting documentation developed during the assignment shall become the property of SANAC and the CCM upon submission.
- SANAC reserves the right to accept or reject any proposal, cancel or amend the procurement process at any stage without assigning reasons, and negotiate with the



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preferred consultant where necessary. Appointment will be subject to successful contract negotiations, satisfactory reference checks and the availability of funding.

9. Proposal Format

- A detailed CV in response to this ToR is due on **18 September 2026** containing all the information required to evaluate the bid against the requirements stipulated in these terms of reference document. Please send your proposals to rfq@sanac.org.za the following should be attached to the proposal as annexures:
- **Annexure A:** Summary of experience. Please attach CV/s and qualification of proposed team members, where applicable which show the range of similar assignments they have undertaken and the size of these assignments and three letters of reference
- **Annexure B:** Consultant/Company Profile
- **Annexure C:** Valid Tax Pin / TCC certificate
- **Annexure D:** Recent Central Supplier Database Report (CSD)
- **Annexure E:** Pricing information. Price proposals should include VAT and should be fully inclusive of ALL costs (including travel) to deliver the outputs indicated in the terms of reference. Budget notes should be provided to justify all expenses.
- **Annexure F :** Completed SBD Forms (SBD 4 & 6.1)
- **Annexure G:** Valid B-BBEE Certification/affidavit, if applicable.