

MY JOURNEY AYP PROGRAMME IN- SCHOOLS – Q&A: CFP-NACOSA-01-2026

QUERY	RESPONSE
Query 1: Following the non-compulsory briefing call yesterday and the discussion around budget, please can you provide responses to the below questions relating to the above referenced bid? This information is needed for CMT to compile our costing. 1. Please can you provide the allocated amounts in your GF budget for the programme components as listed below a. Human Resources – the budget allocation for salaries of all seconded staff (Technical Lead, National Programme Manager, Programme Administrator, 8 x Provincial Programme Officers, 251 x LSAs) b. Training – the budget allocation for i. Orientation training of LSAs ii. PSS Unit (DBE) to provide training on Psychosocial Support (DBE Psychosocial) for LSAs – please confirm if the service provider will have to pay for logistics (venues, transport etc.) and what the allocated amount it iii. Allocation of budget for CSE training in 3 provinces where this was not completed under previous Global Fund grant cycles – it is noted under Printing and Dissemination of materials in the ToR as highlighted in point c below c. Printing and dissemination of materials – the budget allocation for i. CSE materials for Learners with Disabilities ii. CSE materials and provide training in selected provinces 2. For budget purposes, please provide salary bands for all positions seconded to DBE a. Technical Lead b. National Programme Manager	Human Resources: • As per the updated Terms of Reference, a budget is not required for submission but will be negotiated later, upon award. Training • The only approved training is for 251 LSA Orientation and PSS (includes travel, conferencing and accommodation) (Training is 5 Days each - to be confirmed by DBE) • Up to 3 Provincial/District DOE officials is budgeted for Training for conferencing only • Up to 3 staff per SR (e.g. Health & Wellness Counsellors, Nurse, Social Worker) • PSS (DBE) Facilitator will not have a daily facilitation rate. SP to arrange travel, accommodation and conferencing. • CSE Training is not currently budgeted under this Grant Cycle (GC-7) • CSE materials for Learners with Disabilities – Number of Materials to be confirmed (****) • Coordinate the logistics of a (<i>Tender</i>) Service Provider for the Printing and Distributing of CSE materials in selected provinces (5 Sub-Districts) (Free State, Limpopo & Eastern Cape) - Please note that Printing and distribution costs have been calculated. Salary Bands • Salary bands will be confirmed by DBE and NACOSA at award stage.

QUERY	RESPONSE
c. Programme Administrator d. Programme Officers at provincial level e. LSAs	• Salary includes airtime allocation.
Query 2: Based on our review of the documentation and the clarifications provided during the briefing, it is our understanding that NACOSA's expectation is that the appointed Service Provider will fulfil a primarily logistical and coordination role, rather than a service delivery or employer-of-record function. To ensure our proposal is fully aligned with NACOSA and DBE's intent, we kindly request confirmation of the following understanding: 1. Service Provider Scope That the Service Provider's responsibilities are limited to logistical and administrative coordination, including: ○ Printing, formatting, and dissemination of DBE-approved learning and CSE materials (including disability-inclusive formats); ○ Booking and coordination of training venues; ○ Coordination of participant travel, accommodation, and catering for training activities; ○ Administrative coordination related to recruitment processes (without assuming employer responsibility). 2. Employment and Salary Responsibility That the Service Provider is not the employer-of-record for Learner Support Agents (LSAs), Provincial Officers, or TSU staff, and that: ○ Employment contracts, payroll execution, statutory deductions (PAYE/UIF), and salary payments are administered by NACOSA/DBE through the Global Fund grant;	1. Agreed, in addition to travel (logistic) arrangements of National TSU/Provincial Officers 2. The SP is the employer of the respective staff and will second the staff to DBE at National, Provincial and School levels. NACOSA and DBE are not the employer. Office location – is at National DBE, Provincial / District facility 3. The SP is responsible for training logistics 4. Correct 5. Correct

QUERY	RESPONSE
○ The Service Provider is therefore not required to pre-finance salaries or assume labour-law liability. 3. Training Delivery That curriculum development, facilitation, and certification of training remain the responsibility of DBE, with the Service Provider's role limited to logistical coordination only. 4. Monitoring, Evaluation, and Reporting That programme M&E related to learner reach and health outcomes is managed through DBE and Sub-Recipient systems, and that the Service Provider's reporting obligations are limited to: ○ Financial reporting; ○ Administrative and coordination progress reporting. 5. Budget Composition That the Service Provider's budget submission should exclude salary costs for LSAs, Provincial Officers, and TSU staff, and focus solely on: ○ Logistics; ○ Coordination; ○ Printing and dissemination; ○ Approved administrative and overhead costs. We would appreciate written confirmation of the above, or guidance should any aspect of this interpretation require adjustment, so that we may submit a proposal that is fully compliant and appropriately scoped.	
Query 3: We are currently putting together our bid for the above and after the briefing session today, we have the following queries: 1. Deliverable for printing and dissemination of CSE materials to disabled learners	1. Deliverable for printing and dissemination of CSE materials to disabled learners • What are the quantities (how many different products and number to be printed and distributed for 5 districts) - Is already quantified and budgeted for • CSE Materials for Disabled Learners – not yet finalised

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- What are the quantities (how many different products and number to be printed and distributed for 5 districts) - Confirm that the CSE materials for disabled learners have already been developed - Budget allocated for this exercise 2. Deliverable: LSA recruitment - Please confirm that LSAs will be paid at the normal rate publicised by DBE? Or is there an allocated amount for them, and does that amount need to include transport. - The DBE rep mentioned that LSAs are currently paid from conditional grants - Will the LSAs need laptops or tablets? 3. Deliverable training: - Please confirm that DBE will lead all training on CSE materials for LSAs, the SP will coordinate and arrange it 4. Deliverable Provincial officers - Since they will be seconded to DBE and districts, will they be based/housed there? Will they be able to use facilities in the national and district offices? - Will the officers need to be supplied with laptops and other equipment? 5. Lastly, please may you provide the set amounts referred to this morning for training, HR and admin (as set out in the organogram)	- CSE Materials for Disabled Learners is budgeted for the My Journey AGYW 19 Sub-Districts 2. Deliverable: LSA recruitment - LSA will be reimbursed as per GF approved rate. - LSAs will not be allocated electronic devices from the GC-7 budget 3. There is no CSE training for LSAs – but CSE information will be shared at Orientation Session 4. The SP is the employer of the respective staff and will second the staff to DBE at National, Provincial and School levels. NACOSA and DBE are not the employer. Office location – is at National DBE, Provincial / District facility. - The National TSU and Provincial officers will be supplied with laptops. 5. Budgets will be sent to the successful bidder post award
Query 4: Overall Questions: 1) It seems that the start date is March 6, 2026 but the deliverables start in February 2026. Please clarify the period of performance and the corresponding dates of deliverables.	Overall Questions: 1. This was amended in the Revised TOR 2. A consortium or joint venture is required to provide one consolidated B-BBE Certificate for the consortium.

QUERY	RESPONSE
2) Is the B-BBEE certificate required of the prime bidder, or may a consortium meet this eligibility requirement as long as one of the consortium members has a B-BBEE certificate? Pricing Instruction: 1) Is there a budget template required? 2) Is there a budget ceiling, or has NACOSA established a competitive range for this procurement? 3) In the Pricing Instructions (page 9): The TOR states that the bidder should “Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies.” Please can you provide more clarity about what is meant by excluding VAT. Are Global Fund activities VAT-exempt? Technical Questions: 1) Thank you for providing the LSA Allocation per province. Within a province, is it possible to please provide more information about the distribution of LSAs: a. How many schools will this project work in? b. Is the number of schools linked to the number of LSAs? 251 Is it one LSA per school? 2) Are these health or education districts? (This is important because sometimes there aren’t enough schools in a health district to meet the targets. Given that we are only in 4 classes high school, the enrolment in high schools is much lower than in primary schools. High school learners are mostly from age 14-18 years. So grade 8 is excluded if we start at 15). 3) On a high level what is the role of the TSU? Are the provincial Programme Officers office based? They are placed in the province, and the schools are in the districts.	Pricing Instruction: As per the updated Terms of Reference, a budget is not required for submission but will be negotiated later, upon award. Technical Questions: 1. Number of Schools – Proposed 251 schools in 19 Sub-Districts Yes, it is linked 2. Health District 3. TSU role is Management, Coordination and Oversight of the Provincial Officers and LSAs. Office location – is at National DBE, Provincial / District facility.

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Query 5: 1. Please confirm whether the application process requires us to use only the bidding application platform for this grant. 2. Kindly clarify the target age group for the grant: should we plan for beneficiaries aged 15–19 years or 15–24 years? 3. What is the overall beneficiary target for the Western and Eastern sub-districts, respectively? 4. Should the budget include the full cost of implementation resources (e.g. staffing, programme materials, operational costs)? 5. Lastly, please confirm whether this application is for a sub-recipient or a sub-sub recipient role.	1. Completion of application form and provision of supporting documents for technical evaluation 2. The beneficiaries aged 15–19 years 3. The target will be shared upon post award. Please note that we expect the SERVICE PROVIDER to cover all districts, not only Western Cape. 4. The SP Budget will be shared post award. As per the updated Terms of Reference, a budget is not required for submission but will be negotiated later, upon award. 5. This role is for a Service Provider Contract – and not a SR or Sub SR Role.
Query 6: In preparation for the budget for this proposal, could you share the proposed costs linked to for example, LSA remuneration and other broader cost categories which was mentioned in the briefing that could not be publicly published, but could be shared with a partner.	As per the updated Terms of Reference, a budget is not required for submission but will be negotiated later, upon award.
Query 7: 1. We have taken note this morning that the DBoE will select the high schools in each district, however in terms of learners' targets, is there a specific number of schools to reach per district and number of learners per school? 2. Valued Citizens Initiative will select a team of young people from the communities we serve representing a multi-disciplinary team of LSA and our Technical Support Unit will train LSAs for each district?	1. The target will be shared upon award 2. The SR Health & Wellness Counsellors and Social Worker will offer support

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3. May we employ social work practitioners to render certain services, Learning and Talents Manager and Monitoring and Evaluation Manager to evaluate our impact and report according to the requirements of all partners and stakeholders? 4. May we develop a budget from preparation to evaluation phase or is there a specific format?	As per the updated Terms of Reference, a budget is not required for submission but will be negotiated later, upon award.
Query 8: As a prospective service provider, we would like to request that you furnish us with the costing estimates for the Secondary School Component of the My Journey Adolescent and Young People Programme: CFP-NACOSA-01-2026: In-School Component.	As per the updated Terms of Reference, a budget is not required for submission but will be negotiated later, upon award.
Query 9: 1. In the City of Cape town it was mentioned Eastern and Western, What are those schools exactly? 2. How do we compile a proposal? Is there a link or application forms ? 3. How much budget should we make or is there an amount of this grant?	Please refer to the updated terms of reference on submission requirements as published on the NACOSA website and please note that a budget is not required for submission but will be negotiated later, upon award.
Query 10: Regarding the above-mentioned call we just want to inquire which areas/province will also be included in this call.	8 provinces excluding Northern Cape – 19 Sub – Districts

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Submission Questions

1. Is there a page limit for the technical proposal?

Technical Questions

1. Since the Technical Support Unit (TSU) and Learner Support Agents (LSAs) are seconded to the Department of Basic Education (DBE), which entity remains the 'employer of record' for the purposes of COID, UIF, and disciplinary procedures?
2. The milestones indicate recruitment and appointment for 251 LSAs must occur between February and March 2026. Given the scale, is there a pre-approved database of LSAs, or is the service provider responsible for the full end-to-end recruitment process within this 60-day window?
3. Regarding the printing and dissemination of CSE materials for Learners with Disabilities: Are there specific quantities/volumes anticipated for the 19 sub-districts, and are these to be delivered to individual schools or central district offices?

Budget Questions

1. Please clarify the anticipated budget ceiling for the duration of the project that bidders should align to?
2. What is the preferred budget template for the submission?
3. Since the contract runs until March 2028 and the pricing must be 'fixed and final,' are bidders permitted to include a standard annual percentage escalation (e.g., CPI) for staff salaries within the multi-year budget?

1.

2. This was amended in the Revised TOR

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4. For the 8 Provincial Programme Officers, what are the expected travel requirements to rural sub-districts, and should these travel costs be budgeted as a fixed cost or a reimbursable expense?	
Wendy Lessing director@khululeka.org As we prepare our proposal submission, we would appreciate clarity on the points below: 1. Staffing Model and Salary Scales 1. Please share the salary scales to be used for budgeting purposes. 2. Please confirm that the 251 Learner Support Agents (LSAs) staff salaries are to be included in the bid, in addition to the following: ○ Technical Support Unit (TSU): 11 ○ HR / Payroll: 1–2 FTE ○ Finance / Programme Administration: 1 FTE ○ Logistics / Operations: 1 FTE 3. Should employment-related costs such as UIF, leave provision, medical aid, etc. be included in the staffing budget? 2. Training and Conference Logistics 4. Please confirm whether training costs should be budgeted as a conference package per province, and if so: ○ Is this one training per province (8 provinces)? ○ How many participants per province should be costed for?	

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5. Should the conference package include transport, accommodation, catering, venue hire, and materials, or are any of these provided separately? 6. While DBE will provide trainers, should we include transport, accommodation, and per diems for trainers in our budget? 7. Are there any training materials (manuals, toolkits, equipment, etc.) that we are expected to produce or cost for? 3. Printing and Distribution 8. You indicated that DBE has a set printing cost. Please clarify: ○ What is the unit cost and what does it cover? ○ Should printing be included in our budget, or will DBE manage and cover this cost directly? 9. Please confirm the expected distribution responsibility: ○ Should we budget for distribution from Cape Town to 3 provincial offices only, or ○ For distribution from provincial offices to schools, including rural and hard-to-reach areas? 4. Operational and Running Costs 10. While Khululeka will manage the HR function, should we also budget for staff operational costs in each province, such as airtime/data, local transport and field travel and subsistence? 11. Will DBE provide vehicles and transport support for field staff, or should these costs be estimated and included in the bid?	

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pinky@lefikalaka.org.za We need confirmation on the following: 1. Is it one service provider to implement across eight provinces 2. Or, multiple service providers(1 per District) The clarification will assist in aligning the proposal appropriately with intended scope and implementation ,model.	One service provider , please refer to the updated terms of reference