

OPEN TENDER ADVERTISEMENT

Part B — Full tender notice

B.1 Notice

How this tender is advertised: This document (this notice, together with Part A, Annex A and Annex B) is the full and authoritative tender pack and is hosted at <https://inspire-excellence.net/tender-trauma-informed-leadership-and-governance-training/>. Content shared via social media or the newsletter is for awareness only and links back to this location — only the version at that link is binding.

Tender reference	INSPIRE/GIZ/2026/OT-01
Assignment title	Trauma-Informed Leadership and Governance Training for Renewable Energy Community Trusts
Procurement method	Open tender (public competitive)
Issued by	Initiative for Social Performance in Renewable Energy NPC (INSPIRE), a non-profit company registered in South Africa, NPC Registration: 2022/420733/08 PBO Registration: 930077364, of 96 Rivonia Road, Sandton, Gauteng, South Africa
Funded by	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, under "Strengthening Stakeholder Competence for Inclusive Participation in Renewable Energy Projects". INSPIRE is the contracting authority; GIZ is the funding partner and is not a party to the resulting contract.
Date of publication	29 October 2026
Closing date and time	19 November 2026 at 23:59 (SAST)
Submission address	info@inspire-excellence.net

B.2 About INSPIRE

INSPIRE (Initiative for Social Performance in Renewable Energy NPC) is a female-led, practitioner-driven non-profit organisation based in South Africa, working at the intersection of renewable energy development, community development and social justice. Founded in 2022, INSPIRE's mandate is to ensure that renewable energy deployment under South Africa's Renewable Energy Independent Power Producer Procurement Programme (REIPPPP) delivers equitable and transformative socio-economic benefits to host communities, and it operates as a backbone organisation convening stakeholders, coordinating initiatives and building capacity across the sector. Further information: <https://inspire-excellence.net/>

INITIATIVE FOR SOCIAL PERFORMANCE IN RENEWABLE ENERGY (INSPIRE) NPC

NPC Registration: 2022/420733/08 PBO Registration: 930077364

Directors: H.L. Wlokas, E.C. Hirshon, J. Boca, L. Dlamini, P. Magagula, T. Garner, A. Monteforte

Address: 96 Rivonia Road, Sandton, Gauteng, South Africa

B.3 Purpose of the assignment

INSPIRE seeks a qualified service provider to design and deliver trauma-informed leadership and governance training for community trustees, advisory board members, operating partners and community leaders within selected renewable energy (REIPPPP) community trust eco-systems. Building on INSPIRE's earlier pilots, the assignment responds to evidence that unresolved trauma — rooted in historic inequality, displacement, gender-based violence and economic marginalisation — undermines trust, dialogue and effective governance within community trusts. The training will equip participants to recognise and address trauma, strengthen intra-personal leadership skills, and build sound trust governance practices, including a shift from reactive spending to long-term investment strategies, so that community trusts can function more cohesively and deliver sustained development benefit.

B.4 Scope of work

The successful bidder will be required to:

- Design a three-day, in-person trauma-informed leadership and governance training intervention for trustees, advisory board members, operating partners and community leaders in the selected community trust eco-system, and deliver it three (3) times in the selected communities. Each delivery is expected to reach up to 30 participants, with a minimum of 50% women participants, and will be conducted in English with interpretation into isiXhosa/Afrikaans/SeSotho/Setswana as required.
- Develop training content covering: (i) understanding context and self — REIPPPP community shareholding, leadership and governance opportunities and challenges, needs assessment, psychological safety, introduction to trauma theory and trauma-informed approaches, the neuroscience of leadership, and the psychological and historical legacy of South Africa; (ii) intra-personal skills for leadership — emotional intelligence, personality types, self-care and personal development, and tools for emotional regulation; and (iii) the trust governance maturity journey — organisational development, the psychology of money and financial decision-making within community trusts, organisational functioning, and a trust governance maturity framework and resources.
- Apply a "Do No Harm" approach throughout, recognising that trauma-related content may evoke strong emotions; sessions with trauma content must be facilitated by qualified trauma specialists and must include grounding and debrief exercises.
- Support the selection and preparation of beneficiaries in collaboration with INSPIRE, prioritising trustees and community leaders with significant community investments, willingness to participate and potential to serve as demonstration sites, with deliberate attention to the visibility and support of women trustees and community leaders.
- Conduct a participant needs assessment ahead of each delivery, design and administer pre- and post-training assessments and feedback forms, and collect and report monitoring, evaluation and learning (MEL) data, including attendance disaggregated by sex, in line with INSPIRE's MEL data requirements (to be provided at the contracting stage).
- Coordinate logistics for the in-community training, including venue-related inputs, in collaboration with the INSPIRE project team and other contractors and administrators assigned to the project.
- Produce a post-training report and other materials documenting outcomes, lessons learned and recommendations for scaling the model to other community trust clusters.
- Maintain a Quality Management Plan and a Risk Register throughout the assignment, with the Risk Register explicitly addressing psychological-safety risks arising from trauma-related content, alongside

standard delivery, logistical and reputational risks, together with mitigation measures and contingency arrangements.

B.5 Deliverables and indicative timeline

#	Deliverable	Indicative due date
1	Inception Meeting	5 days post contract signing
2	Workplan, including training content outline, facilitation team, "Do No Harm"/safeguarding protocol, Quality Management Plan, Risk Register and MEL plan (with needs-assessment and pre/post assessment tools)	2-week post inception meeting
3	Support to beneficiary selection and preparation, in collaboration with INSPIRE and the relevant community trust(s)	4 weeks after acceptance of the workplan
4	Production of training and event materials	2 weeks prior to each training delivery
5	Delivery of the three-time three-day trauma-informed leadership and governance training intervention in the selected communities	3-8 months
6	Post-training debrief with participants and the INSPIRE project team after each delivery, and a short training documentation report (including pre/post assessment results and disaggregated attendance data)	Within 2 weeks of each delivery
7	Final report, incorporating outcomes, lessons learned and recommendations for scale-up, and incorporating INSPIRE (and funder, if applicable) comments	4 weeks after final delivery

The delivery period is December 2026 to August 2027 and payment is linked to the acceptance of deliverables as set out in Section B.6.

B.6 Contract particulars

Contract type	Fixed-price, deliverables-based service contract with milestone payments tied to deliverable acceptance
Contract duration	12 months from signature, with an anticipated start of 7 December 2026
Pricing basis	All prices must be quoted in ZAR Professional fees are quoted excluding VAT; VAT at 15% is charged on professional fees only, and only if the bidder is VAT-registered.

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	Travel, accommodation and subsistence, venue hire and catering, participant transport and printing of participant materials are fixed costs preset by INSPIRE at R434,328.00 including VAT (Annex A, Table B). They are final, are not priced by bidders, carry no additional VAT and do not form part of the evaluation of the financial proposal.
Payment terms	Payment is subject to approval of deliverables, submission of a valid invoice, and compliance with contract terms. Unless otherwise stated in the signed agreement, payment is made within thirty (30) days of INSPIRE's written approval of the relevant deliverable and receipt of a valid invoice. No advance payment shall be made unless expressly agreed in writing.
Place of performance	In-person delivery in the selected community trust eco-system, with remote work for preparation, coordination and reporting.
Contracting party	INSPIRE contracts directly with the successful bidder. GIZ is the funding partner and is not a party to the resulting contract.

B.7 Eligibility — mandatory requirements

Bids are screened against the requirements below before technical evaluation. A bid that fails any mandatory requirement is disqualified and is not scored.

Consortium bids are permitted. Where a bid is submitted by more than one entity, the consortium must name one party as the lead bidder, which contracts with INSPIRE and carries full accountability for the performance of the whole team; the consortium must submit a signed consortium agreement setting out each partner's role and scope of work, together with the eligibility evidence required below for each partner.

#	Mandatory requirement	Evidence required with the bid
1	Legally constituted and registered entity, or a registered individual consultant	CIPC registration certificate or equivalent registration document for entities registered outside South Africa
2	Tax compliant in the jurisdiction of registration	Valid SARS tax compliance status PIN or equivalent certificate of tax good standing
3	No conflict of interest with INSPIRE, its Board, its staff, GIZ or the beneficiaries of this assignment	Completed Conflict of Interest declaration, using the form provided by INSPIRE (Annex B)
4	Not subject to insolvency, business rescue, liquidation or debarment proceedings, and not listed on any applicable sanctions or exclusion list	Signed eligibility and integrity declaration, using the form provided by INSPIRE (Annex B)



#	Mandatory requirement	Evidence required with the bid
5	A background in psychology or a related trauma-informed field (formal registration with a professional body is not required), with a track record of delivering trauma-informed leadership and/or governance training in community or organisational development contexts in South Africa	Relevant qualifications, see B.9 items 3, 6 and 7 (CVs, proof of qualification, and three (3) references for comparable assignments).
6	A proposed team of at least three (3) different people (Lead Facilitator, Co-Lead Facilitator, Research & M&E Specialist) meeting the minimum experience in Part A, Section 3.1 (Lead Facilitator: 5 years; Co-Lead Facilitator: 5 years; Research & M&E Specialist: 3 years), with proficiency in at least one of isiXhosa, Afrikaans, Sesotho or Setswana held by at least one team member	Curricula vitae of the proposed team (B.9 item 3) and references (B.9 item 6)

Advantageous (non-mandatory) experience

The following experience will be considered an advantage during evaluation but is not mandatory. Bidders who do not demonstrate this experience will not be disqualified, provided they meet all mandatory requirements above; advantageous experience will supplement, but will not outweigh or compensate for, the mandatory evaluation criteria.

- Experience facilitating trauma-informed or psychologically safe processes for community trusts, IPPs or similar stakeholders within the renewable energy or REIPPPP ecosystem.
- Experience contributing to sector-level knowledge products, practice development or innovation in renewable energy social performance.
- Prior engagement with INSPIRE's work, e.g. through INSPIRE Learning Events, Communities of Practice or related collaborative initiatives.

B.8 Evaluation criteria

Bids that pass the mandatory screening are evaluated against the published criteria and weightings below. No other criteria are applied.

Criterion	What is assessed	Weight
Technical approach and methodology	Understanding of trauma theory and trauma-informed leadership and governance practice; soundness and feasibility of the proposed three-day curriculum and facilitation methodology; quality of the "Do No Harm" and psychological safety protocol.	30%
Relevant experience of the service provider(s)	Comparable trauma-informed leadership, governance or community-development training assignments completed in	15%



Criterion	What is assessed	Weight
	the renewable energy or related sectors in South Africa, verifiable by reference.	
Team composition and key personnel	Qualifications and assignment-specific experience of named personnel, including the lead trauma specialist/facilitator; appropriateness of the level of effort proposed.	25%
Quality assurance and risk management	Strength of the proposed Risk Register (esp. psychological-safety incidents), contingency planning, referral pathways for participant distress	10%
Financial proposal	Value for money of the professional fees proposed (excluding VAT) assessed against the scope and level of effort proposed. The lowest price does not automatically prevail.	20%
Total		100%

Minimum technical threshold: bids scoring below 70% on the combined technical criteria (technical approach, team, experience, and quality assurance/risk management) will not proceed to financial evaluation and are disqualified from award.

Scoring method: each technical sub-criterion is scored on a 0–5 scale by at least three independent evaluators (0 = not addressed, 3 = adequate, 5 = exceptional), converted to the weighted percentage above, then reconciled in a panel discussion with scores and rationale recorded.

Financial scoring: the lowest compliant, technically qualifying total of professional fees (excluding VAT) receives full marks on the financial criterion; other compliant bids are scored proportionally using: Financial score = (lowest compliant price ÷ bid's professional fees (excluding VAT)) × financial weight. The fixed costs preset in Annex A, Table B are identical for all bidders and are excluded from financial scoring.

B.9 What to submit

Bidders must submit the following. Incomplete submissions may be disqualified.

#	Document	Status
1	Technical proposal, not exceeding 15 pages, addressing each of the evaluation criteria in Section B.8, and briefly describing the bidder's approach to quality assurance and to identifying and mitigating delivery risks, including psychological-safety risks during trauma-related sessions	Mandatory
2	Financial proposal in the format at Annex A, itemised by deliverable or activity, with daily rates and level of effort shown. Bidders price professional fees only; the fixed costs in Annex A, Table B are preset, include VAT and must not be changed	Mandatory



#	Document	Status
3	Curricula vitae of proposed key personnel (including the lead trauma specialist/facilitator), not exceeding 5 pages each	Mandatory
4	Company registration document and valid tax compliance evidence	Mandatory
5	Completed Conflict of Interest, eligibility and integrity declaration, using the form provided by INSPIRE (Annex B)	Mandatory
6	Three contactable references for comparable trauma-informed training assignments completed in the last five (5) years	Mandatory
7	Proof of the lead trauma specialist/facilitator's psychology or related trauma-informed qualification.	Mandatory
8	Signed bid submission (covering) letter on company letterhead, confirming acceptance of the tender conditions in Section B.13	Mandatory
9	Company/consortium profile (maximum 2 pages), confirming the lead bidder where a consortium is proposed	Mandatory if consortium
10	Signed consortium agreement (where a consortium bid is proposed)	Mandatory if consortium
11	VAT registration certificate (if applicable)	Mandatory if applicable
12	Valid B-BBEE certificate (if applicable)	Mandatory if applicable
13	Bank confirmation letter	Mandatory

B.10 How to submit

Method	By email to info@inspire-excellence.net . Submissions sent to any other INSPIRE address, or to an individual staff member, will not be considered.
Subject line	Bidders must use exactly: Tender Reference — Trauma-Informed Leadership and Governance Training for Renewable Energy Community Trusts — Bidder Name
File format	The technical proposal must be submitted as a single PDF file. The financial proposal must be submitted using the Annex A financial proposal template, kept in its original Excel (xlsx) format so that formulas remain visible and can be checked. The two files must be submitted as separate attachments.
File naming	BidderName_Technical_TenderReference.pdf and BidderName_Financial_TenderReference.xlsx
Size limit	Total attachments must not exceed 25 MB. Where a submission exceeds this, bidders must email the tender inbox before the clarification deadline to agree

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	an alternative transfer method. Links to file-sharing services are not accepted unless agreed in advance in writing.
Confirmation	INSPIRE will acknowledge receipt within two (2) working days. A bidder who does not receive an acknowledgement must contact the tender inbox before closing time. The onus of ensuring that a bid is received rests with the bidder.
Deadline	Bids must be received by 19 November 2026 at 23:59 (SAST). Receipt is determined by the arrival time recorded in the INSPIRE tender inbox.
Validity of offers	Offers must remain valid and open for acceptance for ninety (90) days from the closing date.

B.11 Clarifications

All questions must be submitted in writing to operations@inspire-excellence.net by Wednesday, 11 November 2026 at 23:59 (SAST). Questions received after this time will not be answered.

Questions and INSPIRE's answers will be consolidated, anonymised and published at INSPIRE's website, LinkedIn page and Facebook page by 12 November 2026 and circulated to every bidder who has submitted a question. Only written clarifications issued through this process form part of the tender documents; no verbal information given by any INSPIRE representative is binding.

B.12 Key dates

Milestone	Date	Time (SAST)
Advert published	29 October 2026	—
Deadline for clarification questions	11 November 2026	23:59 SAST
Consolidated answers published	12 November 2026	—
Closing date for bids	19 November 2026	23:59 SAST
Evaluation period	20 November 2026 to 24 November 2026	—
Anticipated notification of outcome and contracting award	25 to 27 November 2026 (last week of November)	—
Anticipated contract start	7 December 2026	—

Advertising period: 21 calendar days (29 October 2026 to 19 November 2026), in line with INSPIRE's Open Tender Guide recommended minimum of 21 calendar days for GIZ-funded open tenders.

B.13 General conditions

- **Right not to award:** INSPIRE reserves the right to accept or reject any bid in whole or in part, to award to more than one bidder, to cancel or reissue this tender at any stage, and not to make any award. INSPIRE is under no obligation to award a contract as a result of this advert.
- **Costs of bidding:** Bidders bear all costs of preparing and submitting a bid. INSPIRE will not reimburse any such cost under any circumstances, including where the tender is cancelled.
- **Late bids:** Bids received after closing time will not be considered, regardless of the reason, including electronic transmission failure or delay.
- **No canvassing:** Any attempt by a bidder or its representatives to influence the outcome of this tender, including approaching members of the INSPIRE Board, staff, evaluation panel or funder personnel outside the clarification process set out in Section B.11, will result in disqualification.
- **Conflict of interest:** Bidders must disclose any actual, potential or perceived conflict of interest, including any relationship with an INSPIRE Board member, employee, contractor or with the funder. Non-disclosure will result in disqualification and may result in the termination of any contract subsequently awarded.
- **Integrity and anti-corruption:** INSPIRE applies a zero-tolerance approach to fraud, corruption, collusion, coercion and obstructive practice. Bidders may not offer any gift, inducement or benefit to any person involved in this procurement. Collusive tendering, including price-fixing and cover pricing, will result in disqualification and may be reported to the competition authorities.
- **Eligibility and sanctions screening:** INSPIRE will screen bidders against applicable sanctions, exclusion and debarment lists. A bidder appearing on such a list is not eligible for award.
- **Safeguarding and conduct:** The successful bidder and its personnel will be required to comply with INSPIRE's policies on safeguarding, the protection of vulnerable persons and the prevention of sexual exploitation, abuse and harassment, and with its code of conduct, in the performance of the contract. Given the trauma-informed nature of this assignment, personnel must also comply with INSPIRE's "Do No Harm" protocol for this engagement.
- **Confidentiality:** Bidders must treat all information received through this process as confidential and may not use it for any purpose other than preparing a bid. INSPIRE will treat bids as confidential, subject to its disclosure obligations towards its funder(s) and auditors.
- **Protection of personal information:** Personal information submitted with a bid is processed by INSPIRE as responsible party for the purpose of evaluating the bid, awarding and administering the contract, and meeting funder reporting, audit and record-retention obligations, in accordance with the Protection of Personal Information Act 4 of 2013. It may be shared with the evaluation panel, external technical reviewers, the funder and INSPIRE's auditors, and is retained for the period required by the INSPIRE Procurement Policy and the funder agreement. Bidders may exercise their rights under POPIA by contacting operations@inspire-excellence.net.
- Documentation relating to this procurement is retained for ten (10) years post project closure, and the successful bidder must retain records relating to the contract, including financial records, for the same period, in line with GIZ's General Terms and Conditions of Contract (Section 2.6), and must permit INSPIRE, the funder and their authorised representatives to access and audit such records on request.
- **Intellectual property:** INSPIRE will own all reports, training materials, curricula, the trust governance maturity framework and other resources produced under the resulting contract, and will pass on to the funder any rights the funding arrangement requires. Bidders must identify in their proposal any pre-existing or third-party intellectual property they intend to use.

- **Subcontracting:** Bidders must identify any intended subcontractor and the portion of the work it would perform. Subcontracting after award requires INSPIRE's prior written approval. The lead contractor remains fully liable for the whole contract.
- **Governing law:** This tender process and any resulting contract are governed by the laws of the Republic of South Africa.
- **Funder relationship:** This assignment is funded by GIZ. GIZ is not a party to this tender process or to any resulting contract, and no relationship between GIZ and any bidder arises from participation in this process.

B.14 Annexes and downloads

The following documents form part of this tender and are available at <https://inspire-excellence.net/tender-trauma-informed-leadership-and-governance-training/> :

Annex	Document	Format
Part A	Terms of Reference (TOR) – Open Tender	[DOCX / PDF]
A	Financial proposal template	[XLSX]
B	Declaration of interest, eligibility and integrity	[DOCX / PDF]

B.15 Contact

All correspondence relating to this tender must be directed to **operations@inspire-excellence.net**. Individual staff members will not respond to tender enquiries.

Following contract award, INSPIRE's Managing Director acts as the designated Contract Manager for this assignment and is the sole point of contact authorised to approve changes to the agreed scope, deliverables, timelines or key personnel.