

# KWAZULU-NATAL FILM COMMISSION

## TERMS OF REFERENCE



**TO SEEK A QUALIFIED SERVICE PROVIDE THE FOLLOWING SERVICES TO KWAZULU – NATAL FILM COMMISSION: EXECUTIVES AND MANAGEMENT MONTHLY INDIVIDUAL PHYSICAL SESSIONS FOR 11 STAFF MEMBERS.**

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## TERMS OF REFERENCE (TOR)

## **1. BACKGROUND INFORMATION**

### **1.1. ACRONYMS**

<b>EDTEA</b>	Department of Economic Development, Tourism and Environmental Affairs
<b>KZNFC</b>	KwaZulu-Natal Film Commission
<b>KZN</b>	KwaZulu-Natal
<b>HCD</b>	Human Capital Development
<b>SLA</b>	Service Level Agreement
<b>SETA</b>	Sector Education and Training Authority
<b>MICT</b>	Media, Information and Communication Technologies
<b>TOR's</b>	Terms of Reference
<b>SAQA</b>	South African Qualifications Authority
<b>TOR/S</b>	Terms of Reference/s

### **1.2. INTRODUCTION**

The KwaZulu-Natal Film Commission (KZNFilm) is a new entity established in terms of the 2010, KwaZulu-Natal Film Commission Act. The KwaZulu-Natal Film Commission has been established to promote the film industry in the Province, and has as part of its objects:

- a) To promote and market the Province as a global destination for film production;
- b) To develop, promote and market, locally, nationally and internationally, the film industry in the Province;
- c) To facilitate investment in the film industry in the Province;
- d) To provide and encourage the provision of opportunities for persons, especially from disadvantaged communities, to enter and participate in the film industry in the Province;
- e) To address historical imbalances in the infrastructure and in the distribution of skills and resources in the film industry in the Province; and
- f) To contribute to an enabling environment for job creation in the film industry in the Province.

### **1.3. THE PURPOSE OF THE TERMS OF REFERENCE**

- The purpose of this intervention is to appoint an experienced service provider for 1-hour per month individual physical Coaching sessions for 11 Manco and Executive staff members.

## **2. CONTRACT OBJECTIVES & EXPECTED RESULTS**

### **2.1. Motivation: Why is this Project Important?**

- To capacitate KZN Executives and Management
- To assist in enhancing leadership capabilities
- To foster strategic planning, critical thinking, emotional intelligence, and other managerial skills.

### **2.2. Overall Contract Objectives**

The suitable service provider must be able to provide the required Leadership Coaching and facilitation of one-on-one coaching sessions to 11 identified members to deliver the following themes (not limited):

- Strategic Planning
- Critical Thinking and Problem Solving
- Emotional Intelligence
- Performance Management and consequence management
- Listening Skills, Effective Communication.

## **3. EXPERIENCE AND QUALIFICATION OF THE SERVICE**

### **PROVIDE**

The intervention:

- Must be facilitated by a reputable qualified leadership/Executive Coach on a facilitative one-to-one – once a month:
- Must facilitate mutually designed relationship between a professional Coach and the member focusing on variety of behavioural techniques and methods to assist the identified member to achieve a mutually identified set of goals to improve his or her professional performance and personal satisfaction and consequently to improve the effectiveness of the Entity within a formally defined coaching agreement.
- Must have a pool of Coaches to service 11 identified management staff –if possible, identified members must have the flexibility to choose their preferred coach from the pool.

## **4. SCOPE OF WORK**

The suitable service provider must be able to provide the required Leadership Coaching and facilitation of one-on-one coaching sessions to 11 identified members to deliver the following themes (not limited):

- Strategic Planning
- Critical Thinking and Problem Solving
- Emotional Intelligence
- Performance Management and consequence management
- Listening Skills, Effective Communication.

### **4.1. OUTPUTS AND DELIVERABLES**

- Must be facilitated by a reputable qualified leadership/Executive Coach on a facilitative one-to-one – once a month:
- Must facilitate mutually designed relationship between a professional Coach and the member focusing on variety of behavioural techniques and methods to assist the identified member to achieve a mutually identified set of goals to improve his or her professional performance and personal satisfaction and consequently to improve the effectiveness of the Entity within a formally defined coaching agreement.
- Must have a pool of Coaches to service 11 identified management staff –if possible, identified members must have the flexibility to choose their preferred coach from the pool.

### **4.2. Team Composition**

- Experienced leadership/Executive Coach

## **5. LOGISTICS AND TIMING**

### **5.1 Duration of the Contract**

The selected Persons/Company is expected to present the proposal, on one-to-one coaching sessions from date of appointment until 31st March 2024.

### **5.2 Reporting**

The service provider is required to report to the HR Manager: Mr Mphiwa Xulu on progress of the project within the stipulated timeframes.

The service provider must provide the HR Manager: Mrs. Mr Mphiwa Xulu on with a project plan indicating time frames, processes of implementation and provide reports.

The Service provider must avail themselves to status meetings as and when required on the progress of the project.

All meetings are to be arranged by the Service Provider who is expected to keep a record of such meetings and to deliver the record of a meeting within 5 working days of it having taken place.

At the discretion of the KwaZulu-Natal Film Commission, unscheduled meetings may be held while the project is in progress and on conclusion of the project with key stakeholders who will be identified by the HR Manager.

## **6. PROJECT PROPOSAL**

**6.1** The project proposal will contain both the Technical and Financial Proposals.

### **6.1.1 TECHNICAL PROPOSAL REQUIREMENTS**

- The technical proposal should comprise of the following:
  - A detailed methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.
  - A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.
  - A detailed CV of Facilitator for the programme detailing an understanding of the and dealing with management coaching element.
  - 10 years' experience in coaching and facilitation
  - Three reference letters from clients whom the company has dealt with leadership and coaching at a senior management level.

### **6.2.2. FINANCIAL PROPOSAL**

The financial offer must contain a **Budget breakdown.**

## 6. EVALUATION CRITERIA

***Specific Goals will be applicable for this Quotation process.***

The bid for the appointment of each service provider will be evaluated on mandatory requirement, functionality, preference point system and specific goals in accordance with the Preferential Procurement Regulation 2022.

### **MANDATORY REQUIREMENTS (If applicable) (disqualifying requirement)**

- N/A

### **EVALUATION ON FUNCTIONALITY**

- The service provider must score a minimum of 60 % in order to be evaluated further for price and preference points. ***Refer to Annexure 1*** below, for the information that must be provided and supported with documentation in order for the bid proposal to be evaluated and scored on Functionality.

### **APPLICATION OF PREFERENCE POINT SYSTEM AND SPECIFIC GOALS:**

The 80/20 preference points system will be applicable for the evaluation of this process in accordance with the Preferential Procurement Regulations 2022.

	<b>Specific Goals</b>
Price	80
<b>Ownership Goals</b>	
• At least 51% Blacks Africans, Indians Coloreds owned companies	10
• At least 51% People with Disability owned companies	10
<b>Total</b>	<b>100</b>

***Kindly Refer to Table 1 of SBD 6.1 of the Preference Claim Form to claim for Points.***

### **Verification of Specific Goals:**

1. **Ownership verification** will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report
2. **Disability verification** will be conducted through submission of a Medical certificate or CSD report

**Failure on the part of a tenderer to submit proof or documentation required in terms of this Quotation to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.**

**The organ of state reserves the right to require of a tenderer, either before a Quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.**

*All quotations with all the required documentation to be forwarded to [scmquotes@kznfilm.co.za](mailto:scmquotes@kznfilm.co.za) and for enquiries related to SCM to be forwarded to [scm@kznfilm.co.za](mailto:scm@kznfilm.co.za)*

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**Minimum Required Score = 60%**

**ANNEXURE 1: EVALUATION GRID**

<b>ANNEXURE A: EVALUATION GRID</b>	<b>WEIGHT</b>	<b>SCORE</b>	<b>FINAL SCORE</b>
<b>NAME OF PROJECT:</b>			
<b>APPOINTMENT OF SERVICE PROVIDER TO PROVIDE LEADERSHIP COACHING TO EXECUTIVES AND MANAGEMENT ON MONTHLY BASIS (INDIVIDUAL PHYSICAL SESSIONS) FOR 11 STAFF MEMBERS.</b>			
<b>Experience of the Company (Company profile)</b>	<b>20</b>		
10 years of experience Required in coaching & facilitation 20			
<b>Proven Track Record in dealing with management coaching element attached to it not older than 5 years (reference letters to be from Company or facilitator):</b>	<b>10</b>		
3 reference letters from companies previously worked with 10			
2 reference letters from companies previously worked with 6			
1 reference letter from companies previously worked with 4			
<b>Experience of the Facilitator (CV and Proof of NQF level 7 Qualification) in relation to Change Management</b>	<b>20</b>		
10 years' experience + NQF Level 7 qualification 20			
<b>Leadership Intervention proposal in a form of Presentation via Teams– Also</b>	<b>50</b>		



<b>submit a presentation with a proposal (max 15 minutes)</b>				
Demonstration of practical experience in dealing with similar project	30			
Proposal to sustain the process after training and in-between	20			
Total Points		<b>100</b>		