

# **KWAZULU-NATAL FILM COMMISSION**

## **TERMS OF REFERENCE**



**TO SEEK A QUALIFIED SERVICE PROVIDER TO FACILITATE AND IMPLEMENT A MICT SETA ACCREDITED LOCATION SCOUTING SKILLS PROGRAMME FOR TEN (10) KWAZULU-NATAL BASED PARTICIPANTS OVER A PERIOD OF THREE (3) MONTHS IN UGU, KZN WHICH WILL CAPACITATE THEM WITH A MICT SETA ACCREDITED SKILLS PROGRAMME.**

# 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 KZNFC is mandated to be a catalyst for transformation, job creation and sustainability through funding, human capital development and the promotion of KwaZulu-Natal. The economic impact of the film industry is principally experienced through job creation. Whilst the province is rich in history there is an apparent lack of converting such into scripts which in turn result in productions for the local, national and international market. There are a number of aspirant filmmakers in the province who require the necessary support in order to improve their skills to be that of an international standard.

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

- To seek a qualified service provider to facilitate and implement a MICT SETA accredited Location Scouting Skills Programme for ten (10) KwaZulu-Natal based participants over a period of three (3) months in Ugu, KZN.

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

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

- To capacitate KZN based filmmakers with additional skills to create sustainable streams of income,
- To encourage job creation for KZN based filmmakers, and
- To encourage the skills transfer to new entrants in the Film and TV training arena.

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

To appoint a qualified accredited service provider to facilitate and implement a MICT SETA accredited Location Scouting Skills Programme for 10 Kwazulu-Natal based participants over a period of 3 months in Ugu, KZN.

The service provider must implement and facilitate training to 10 learners with location scouting training utilising unit standards which fall under the following MICT SETA accredited programmes.

Please note that the training must take place in Ugu, KZN and the KZNFC will provide the venue for the training.

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

The company or Institution:

- 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.
- Three reference letters from clients whom the bidder has provided services similar to the ones listed in the identified areas of service. The letters must be on client's letterhead.

#### **4. SCOPE OF WORK**

KZNFC seeks to appoint a qualified MICT SETA accredited service provider to facilitate and implement the accredited NQF Level 5 Film and TV Production Learnership Programme for 10 Kwazulu-Natal based participants over a period of 3 months in Ugu, KZN.

The service provider must implement and facilitate training to 10 learners with location scouting training utilising unit standards which fall under the following MICT SETA accredited programmes.

The appointed service provider must cover the following in the training:

- Understanding and breakdown of a script
- Health and Safety on set
- Learning how to identify locations
- Sorting and labelling of images
- Packaging of provincial locations
- Compile a wide range of locations pictures
- Shooting angles, rule of thirds, panorama.
- Scouting tools
- Understand local authority processes for permits
- Understanding contracts
- understanding of location fees
- Rating of services

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

The service provider shall:

- Facilitate and implement a MICT SETA accredited Location Scouting Skills Programme for 10 learners in Ugu, KZN.
- Provide experienced facilitators, accredited Assessors and Moderators to facilitate the skills programme.
- Provide monthly reports on the learner's progress
- Provide regular status updates to the KZNFC

- Undertake assessments throughout and on completion of the programme to track the level of competency of the learners against the deliverables as outlined in the accredited programmes guidelines;
- Ensure that the participants are registered on the National Learners` Records Database.

#### **4.2. Team Composition**

- Experienced Training Facilitators,
- Accredited Assessor and
- Accredited Moderator

### **5. LOGISTICS AND TIMING**

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

The period of execution of the service contract will commence from the date of signing the service level agreement for a period of 6 months. 3 months to conduct the skills programme and 3 months for the administration of the accreditation process.

#### **5.2 Reporting**

The service provider is required to report to the HCD Manager: Mrs. Jacqueline Rainers-Setai on progress of the project within the stipulated timeframes. The reports will be required to be documented in a specific format as provided by the HCD Manager: Mrs. Jacqueline Rainers-Setai.

The service provider must provide the HCD Manager: Mrs. Jacqueline Rainers-Setai 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.

The HCD Manager: Mrs. Jacqueline Rainers-Setai will evaluate each phase before any payment is approved.

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. These meetings will be held at the offices of the KwaZulu-Natal Film Commission unless indicated otherwise. Failure to comply with the conditions may result in termination of the contract.

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 HCD Manager.

## **6. TENDER REQUIREMENTS**

### **6.1. STANDARD BID DOCUMENTATION**

All bidders are required to complete the Standard Bid Documentation

### **6.2. PROJECT PROPOSAL**

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

Each section will be broken down as follows:

#### **6.2.1. 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.
    - Three reference letters from clients whom the bidder has provided services similar to the ones listed in the identified areas of service. The letters must be on client's letterhead.

#### **6.2.2. FINANCIAL PROPOSAL**

The financial offer must contain a **Budget breakdown**. The budget breakdown must include the following line items:

- Facilitation, assessor and moderation costs
- Travel and Accommodation costs (where applicable)
- Training equipment

- Administrative costs including printing of training materials for all participants, participant accreditation costs etc.
- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.

## **7. EVALUATION CRITERIA**

The bid for the appointment of each service provider will be evaluated on the pre-qualification criteria, the mandatory requirement, functionality, price and preferential points in accordance with the Preferential Procurement Policy Framework Act 2000 (Act No. 5 of 2000 and B-BBEE Act.)

### **7.1. Pre-Qualification Criteria**

B-BBEE Status level 1 or 2, an EME or QSE

### **7.2. Mandatory Requirement (disqualifying requirement)**

The service provider must provide a copy of their accreditation by the MICT SETA for the following qualifications:

- National Certificate: Film and Television Production Qualification. SAQA Qualification ID: 58394
- Further Education and Training Certificate: Film and Television Production Operations. SAQA Qualification ID: 61450

### **7.3. 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 for the information that must be provided and supported with documentation in order for the bid proposal to be evaluated and scored.

### **7.4. Price and Preference**

80/20 preference points will be applicable for the evaluation of this tender.  
Preference Points will be determined by the status level contributor of each service provider which will be a determining factor of who scores the highest for price and preference point.

**For Technical Enquiries Contact:** Mrs Jacqueline Rainers-Setai

**Email:** [JacquelineR@kznfilm.co.za](mailto:JacquelineR@kznfilm.co.za)

**For SCM Enquiries Contact:** Mr. Sboniso Gama

**Email:** [scm@kznfilm.co.za](mailto:scm@kznfilm.co.za)

**Minimum Required Score = 60%**

**ANNEXURE 1: EVALUATION GRID**

EVALUATION GRID: To seek a qualified service provider to facilitate and implement the accredited Location Scouting Skills Programme for ten (10) KwaZulu-Natal based participants over a period of three (3) months in Ugu, KZN.	Maximum	Score
<b>Organisation and Approach</b>		
Specific professional experience in delivering Film and TV Production Learnership or Skills programmes: Three reference letters from clients to whom this training has been provided, on client's letterheads: <ul style="list-style-type: none"> <li>• Three letters = 15 points</li> <li>• Two letters = 10 points</li> <li>• One letter = 5 points</li> </ul>	<b>15</b>	
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.	<b>15</b>	
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.	<b>20</b>	
<b>Overall total score</b>	<b>50</b>	

**Minimum Required Score = 60%**