

TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RESEARCH ON THE
FOLLOWING THE TOPIC:**

- a) Hindrances and challenges for female students to take up filming as a profession after completing their tertiary studies.

Enquiries:

Dr N. Bhebhe

Manager: Research and Development

Email:

ngqabuthob@kznfilm.co.za

031 003 9000

SCM

SCM

Email:

scm@kznfilm.co.za

1. BACKGROUND INFORMATION

1.1. Abbreviation, Acronyms and Definitions

TOR Terms of Reference

KZNFC KwaZulu-Natal Film

KZN Province of KwaZulu-Natal

SP Service Provider

SCM Supply Chain Management

CEO Chief Executive Officer

CFO Chief Financial Officer

PFMA Public Finance Management Act, 1999 (Act No 29 of 1999) as amended

B-BBEE Broad-Based Black Economic Empowerment

SLA Service Level Agreement

PPPFA Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) as amended

1.2. Background

The KwaZulu-Natal Film Commission (KZNFilm) was established in terms of the KwaZulu-Natal Film Commission Act, of 2010. The primary objectives of the KZNFilm are to promote the film industry in the province and to facilitate the development of the film sector in the region.

The KwaZulu-Natal Film Commission seeks to appoint a service provider to conduct research on the following topic:

- a. Hindrances and challenges for female students to take up filming as a profession after completing their tertiary studies.

The KwaZulu-Natal Film Commission Baseline study (2020) identified a number of challenges facing the local film sector such as; a shortage of skilled production crew, lack of infrastructure such as studios, a fragmented policy environment that does not support the industry cohesively, lack of consumer support for locally produced films; inadequate access to distribution and marketing instruments among other issues. The lack of women's participation in the sector is also a cause of concern.

The lack of women's participation is visible in the film industry, but there has not been a detailed study that explains the reasons behind this trend. Hence, this study seeks to:-

- Investigate reasons and the underlying factors behind the underrepresentation of female graduates in the film industry.

1.3. Purpose of the Terms of Reference

The purpose of the TOR is to call for a suitable service provider to conduct research on the hindrances and challenges for female students to take up filming as a profession after completing their tertiary studies.

2. CONTRACT OBJECTIVES, SCOPE OF WORK AND DELIVERABLES

2.1. Introduction

The KZNFC seeks to appoint a suitable service provider with extensive research experience and with knowledge of the film sector to conduct research on the hindrances and challenges for female students to take up filming as a profession after completing their tertiary studies.

2.2. The overall objectives of the contract

The overall objective of the contract is to appoint a suitable service provider to identify the drivers of female graduate underrepresentation in the KZN film industry. The study will entail:-

- Critically examining the current scholarly literature on the participation of women in the film industry post-tertiary.
- Identification of hindrances and challenges faced by female graduates in the KZN film industry.
- Propose and recommend measures to improve the participation of females in the film industry.

2.3. Research questions

The following are the broad research questions to be answered in this research:-

- What is the status of women's participation in the film industry post-tertiary education?
- What are the hindrances and challenges faced by female graduates in the KZN film industry?
- What are the proposed measures that can be taken to improve the participation of females in the film industry in KZN?

The Bidder's proposal should effectively and adequately, without ambiguity demonstrate how it is able to provide these services to the KZNFC. The proposal must demonstrate as a minimum the criteria against which the proposal will be assessed as contained in Annexure C.

3. THE SERVICE PROVIDER

The service provider must demonstrate that he/she can undertake services of this nature and understands the current legislative environment and policy priorities, within the context of the film industry.

The team must have the relevant experience and preference will be given to a service provider who has an understanding of the film sector. A detailed CV must be provided.

4. TIME FRAMES

The service provider is expected to deliver all the objectives **within 4 months** of the signing of the SLA.

5. REPORTING

The service provider will be directly accountable to **Dr N. Bhebhe**

6. QUOTATION REQUIREMENT

6.1. Standard quotation documentation

All bidders are required to complete the Standard Quotations Documentation attached to Annexures A & B.

6.2. Project Proposal

Bidders will be required to submit both **technical** and **financial** proposals.

6.3. Technical proposal

The technical proposal should comprise the following elements:

- Understanding of the assignment and scope of work
- Experience in qualitative and quantitative research methodologies
- Demonstration of how the project will be executed (Approach, Methodology)

- The team must have a member who is an expert in the audio-visual sector (film). The expert must include the contact details of the references.
- A detailed profile and CV are to be provided in the required format (refer to the attachment). The proposed individual must also sign statements of availability (refer to the attachment).
- Relevant qualifications and experience must be outlined for key team members as per the requirement in the grid.

6.4. Financial proposal

The budget breakdown must include:

- Detailed hourly rates for the services to be rendered including the hours for each key deliverable or phase;
- The incidental and disbursement costs (including travel, stationery, etc) (including outsourced or in-sourced costs not covered by the key expert fee days) per output.

7. 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 Requirement (disqualifying requirement)

N/A

Functionality

The service provider must score a minimum of 65% in order to be evaluated further for price and preference points.

Price and Preference

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.

	Specific Goals
Price	80
Ownership Goals	
<ul style="list-style-type: none"> At least 51% Blacks Africans, Indians or Coloured's 	20
Total	100

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

Verification of Specific Goals:

1. **Ownership verification** will be conducted through the submission of the Sworn Affidavit or BBBEE Certificate with a summary 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 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 and for enquiries related to SCM to be forwarded to scm@kznfilm.co.za

8. NON-APPOINTMENT

The KZNFilm reserves its rights either **NOT** to make an appointment and/or appoint the bidder with the lowest price. The KZNFilm also reserves its right to negotiate the final price of those bids which are deemed technically compliant.

For Technical Enquiries Contact: Dr N Bhebhe **email:**

ngqabuthob@kznfilm.co.za

List of annexures:

- Annexure A: Statement of Availability
- Annexure B: Evaluation Grid for Functionality

ANNEXURE A: STATEMENT OF AVAILABILITY

BID REF: _____

I, the undersigned, hereby declare that I agree to participate exclusively with the tender _____ in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To
<start of period 1>	<end of period 1>
<start of period 2>	<end of period 2>
<etc>	

Name	
Signature	
Date	

ANNEXURE B - EVALUATION GRID FOR FUNCTIONALITY

To be completed for each bid by each evaluator

Name of project: FILM SECTOR SUPPORT IN KZN	Score	Weight	Total Score	Initial assessment	Revised assessment (before interviews*)	Revised assessment after interviews*
Section 1 – Approach, Organisation and Methodology						
Understanding of the scope of the study; provide a detailed research design and methodology that would be followed to execute the study	25					
Section 2						
Completed film-related papers/ studies done by the company or project leader. (Indicate where we can access the papers) Send links to electronic copies: <10 papers / studies = 30 5-9 papers / studies = 20 1-4 papers/studies = 10	30					
Section 3						
As part of the team, a member who has led a research team to produce sponsored research studies, (list sponsored papers) 5 or more papers/studies = 20 1-4 papers/studies = 10	20					

As part of the team, a member with relevant academic qualifications in Economics or Finance, (copies of Certified qualification(s) to be provided)	25					
PhD = 25 Masters or Equivalent = 20						
Total Score	100		100			

Minimum Required Score = 65%

Evaluator Summary Comments

Strengths	
Weaknesses	

Evaluation performed by:

Name	
Date	
Signature	