



KWAZULU-NATAL
SHARKS BOARD
Maritime Centre of Excellence



TERMS OF REFERENCE

FOR

THE APPOINTMENT OF SERVICE PROVIDER TO FULLY CONDUCT THE FACILITATION AND EXECUTION OF EDUCATIONAL CAMPAIGN IN KZN AND OTHER NEIGHBOURING PROVINCES IN SOUTH AFRICA FOR A PERIOD OF ONE (1) YEAR.

1. ROLE/PURPOSE:

The role of the service provider will be to fully conduct facilitation and execution of educational campaigns in other neighbouring provinces in South Africa for a period of 12 Months.

2. ROLES AND RESPONSIBILITIES:

Our educational view is that the proposed budget will include and take care of all the logistical preparations necessary/required towards the execution of the underneath activities, namely.

- The service provider should have stock of sharks.
- Ensure environmental management programmes are in place.
- All administrative related work to do with this function.
- Setting up of the related appointments: strategic points, media, radio, and TV.
- Supply of all necessary equipment (e.g., Shark dissection presentation gear/equipment, sound, and relevant print material; relevant pictures (dated); questionnaire forms; when visiting schools and later produce monthly reports as required); organise attendance register (when either attending any relevant event/exhibition or expo as part of the outreach programmes).
- Service provider must have resources to travel to other provinces when ever need to do so at their own budget.
- Supply of sharks and freezing facility and/or mobile van equipment.
- Assists with other relevant projects (e.g., CSI and outreach related activities).
- Visit different schools from different provinces as agreed upon by and/or with the BDD Head.
- The service provider to avail himself/herself as in when needed for internal or local dissections shows.

- Must meet the target of 55 schools per annum and obtain the school stamp, school principal's signature and relevant pictures (dated) to be included as proof of visit.
- The purpose of school visit is to recruit the schools to visit The KZN Sharks Board for dissection shows, audio visuals, indigenous museum, curios shop, boat trips, maritime centre programmes and more.
- To conduct educational awareness programmes and marketing of the KZNSB's entire activity.
- The selection of the provinces and districts to be visited would be discussed and agreed upon by both parties.
- Attend the selected and agreed upon (by both Parties beforehand) functions of events organised by EDTEA from time to time and which are agreed to be strategic to the Entity's business.

3. MEETINGS:

Most of the Business Development Division (BDD) meetings will be chaired by either (Executive Business Development) and/or any nominee.

The appointed service organization to be represented either by organizational owner and/or his/her representative.

Meeting will be to discuss District, Province and how many schools to be visited during the BDD's set target per each quarter.

Decisions made by consensus (i.e., members are satisfied with the decision even though it may not be their first choice). If not possible, KZN Sharks Board Chair makes final decision.

Meeting agendas and minutes will be provided by KZN Sharks Board, this includes:

- preparing of agenda and supporting documents.
- preparing of meeting notes and relevant information.

Meetings will be held every Monday for 09h00 at KZN Sharks Board; or otherwise.