

KWAZULU-NATAL FILM COMMISSION

TERMS OF REFERENCE



**TO SEEK A QUALIFIED SERVICE PROVIDER TO FACILITATE TWO
SCRIPTWRITING PROGRAMMES FOR TWENTY—FIVE (25)
KWAZULU-NATAL BASED ASPIRING SCRIPTWRITERS PER ANNUM
OVER A PERIOD OF 2 YEARS IN KZN.**

TERMS OF REFERENCE (TOR)

1. BACKGROUND INFORMATION

1.1. ACRONYMS

EDTEA	Department of Economic Development, Tourism and Environmental Affairs
KZNFC	KwaZulu-Natal Film Commission
KZN	KwaZulu-Natal
PFMA	Public Finance Management Act
SLA	Service Level Agreement
BPO	Business Processing and Outsourcing
ICTE	Information Communication, Technology and Electronics
TOR's	Terms of Reference
PSC	Project Steering Committee

1.2. INTRODUCTION

The KwaZulu-Natal Film Commission (KZNFC) was established under the KwaZulu-Natal Film Commission Act 3 of 2010. The KZNFC has been established to promote the film industry in the province, and has as part of its objectives:

- To promote and market the province as a global destination for film production;
- To develop, promote and market, locally and internationally, the film industry in the province;
- To facilitate investment in the film industry in the province;
- 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;
- To address historical imbalances in the infrastructure and in the distribution of skills and resources in the film industry in the province; and
- 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 the TORs is to appoint a qualified service provider to facilitate two (2) University Endorsed scriptwriting programmes for 25 Kwazulu-Natal based aspiring scriptwriters per annum over a period of 2 years in KZN which will capacitate them with scriptwriting skills. Please note that the service provider will use existing KZNFC University Endorsed training material.

2. CONTRACT OBJECTIVES & EXPECTED RESULTS

2.1. Motivation: Why is this Project Important?

- To capacitate KZN based aspirant scriptwriters with writing knowledge and skills,
- To encourage KZN based filmmakers to improve their knowledge base,
- To encourage the creation of KZN inspired local stories and films,
- To celebrate the latent talent in the KZN province.

2.2. Overall Contract Objectives

To appoint a qualified service provider to facilitate a scriptwriting programme for 25 Kwazulu-Natal based aspiring scriptwriters per annum which will capacitate them with scriptwriting skills.. Each year 25 scriptwriters will be trained. The contract duration is two years.

The service provider must implement and facilitate training on the following topics, among others still to be determined:

- General storytelling;
- Screenplay development and formats;
- Characters;
- Structure;
- Plot and,
- Dialogue.

Please note that the service provider will use existing KZNFC training material. Prospective bidders are encouraged to schedule time within the project plan to familiarise themselves with the existing training material.

3. EXPERIENCE AND QUALIFICATIONS OF THE SERVICE PROVIDER

The company or Institution must provide:

- A detailed project plan and methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme, based on the training material already in existence and developed by the KZNFC.
- The training material details the following, among others:
 - a. Module breakdown and topics
 - b. Story pitching Introduction into scriptwriting language and concepts
 - c. Story elements & analysis
 - d. Structure and point of view
 - e. Characters
 - f. Dialogue and scene construction
 - g. Outlining
 - h. Reviewing Pages

Key Expert 1: Team Leader:

- A CV detailing experience in Film and TV as a Head Writer and/or Script Editor/Facilitator
- Demonstration of experience in facilitating, implementing and delivering a Scriptwriting training programme in Film and TV.
- A proven track record evidenced by 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 letterheads.

Training Facilitator/s:

- A CV detailing experience in the film and TV industry as a Scriptwriter and/or Script editor
- Demonstration of experience in facilitating, implementing and delivering a Scriptwriting training programme in Film and TV.

- A proven track record evidenced by 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 suitably qualified and credible service provider to implement and facilitate a University Endorsed Scriptwriting Programme for 25 KwaZulu-Natal based aspiring scriptwriters in KZN which will capacitate them with scriptwriting skills.

The aim of the University Endorsed Scriptwriting Programme is to introduce aspiring scriptwriters to the basics and fundamentals of scriptwriting.

The service provider must implement and facilitate training by covering the following topics, among others still to be determined:

- General storytelling;
- Screenplay development and formats;
- Characters;
- Structure;
- Plot and,
- Dialogue.

4.1. OUTPUTS AND DELIVERABLES

The service provider shall:

- Facilitate the implementation of the University Endorsed scriptwriting training programme
- Provide experienced facilitators
- Provide reports on the learners 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 training material and facilitator guidelines;

- Capacitate training provider/s to implement and facilitate this programme using the University endorsed training material.

4.2. Team Composition

- A company or Institution
- A Team Leader
- Training Facilitator/s

4.3. Methodology

The Service Providers proposal must outline the project plan they intend on adopting to meet the deliverables specified above. Furthermore, bidders must provide the list of human resources (with role and skill set) which will be dedicated to service KZNFC.

5. LOGISTICS AND TIMING

5.1 Duration of the Contract

The period of execution of each service contract will commence from the date of signing the service level agreement for a period of two (2) years.

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 Officer.

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 company profile which details all clients that the service provider has provided services similar to the ones listed in the identified areas of service and their years of service.
 - A detailed project plan and methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.
 - Three reference letters from clients for the Key Experts 1 and 2 whom the bidder has provided services similar to the ones listed in the identified areas of service. The letters must be on client's letterheads.
 - Detailed CVs of team leader as well as the facilitators.

6.2.2. FINANCIAL PROPOSAL

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

- The budget breakdown must include a detailed outline of the line items in which the costs will be allocated together with the relevant motivation, project plan for services to be rendered and frequency thereof. Please find annexure A as a budget outline.
- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.
- Travel, administrative, documentation, etc costs.

7. INTELLECTUAL PROPERTY

- All physical/tangible materials created in terms of this TOR shall solely and exclusive be developed for KZNFC.
- All Intellectual property rights are vested with the KZNFC held on behalf of the various projects.

8. 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.)

8.1 Pre-Qualification Criteria

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

8.2. Mandatory Requirement (disqualifying requirement)

- N/A

8.3 Functionality

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

8.4 Price and Preference

- 80/20 preference points will be applicable for the evaluation of this tender.

9. NON-APPOINTMENT

The KZNFC also reserves its right to negotiate the final price of those bids deemed technical compliant.

For Technical Enquiries Contact: Jacqueline Rainers

Email: JacquelineR@kznfilm.co.za

For SCM Enquiries Contact: Mrs. Olivia Manjate

Email: scm@kznfilm.co.za

Minimum Required Score = 60%

ANNEXURE A: BUDGET BREAKDOWN TEMPLATE

Budget Line Item	Quantity	Unit Price	Total Price	Notes
Project Manager/Team Leader Costs				
Programme Facilitator Costs				
Catering Costs (for all participants and facilitators)				
Flight & Transport costs (where necessary for project team)				
Accommodation costs for facilitators				
Training equipment and production software (where applicable)				
Administration costs (must include printing of training materials)				
WIFI/Data Costs (where necessary)				
Subtotal				
VAT				
Total Costs				

ANNEXURE B: EVALUATION GRID

NAME OF PROJECT: APPOINT A SERVICE PROVIDER TO FACILITATE SCRIPTWRITING PROGRAMMES OVER A PERIOD OF TWO YEARS	Weight	Score
TRACK RECORD OF INSTITUTION/COMPANY	50	
A detailed company profile which details clients the service provider has provided services similar to.	20	
A detailed project plan detailing how the service provider will implement the programme.	30	
TRACK RECORD OF PROPOSED TEAM		
KEY EXPERT 1: TEAM LEADER	30	
CV detailing experience in the film and TV industry as a Head Writer and/or Script editor/facilitator: 7+ years' experience = 15 points 4-6 years' experience = 10 points 3 years' experience = 5 points	15	
Demonstration of experience in facilitating, implementing and delivering a Scriptwriting training programme in Film and TV. (Reference letters from clients. The letters must be on client's letterheads.) 3+ letters: 15 points 2 letters: 10 points 1 letter: 5 points	15	
TRAINING FACILITATOR/S	30	

NAME OF PROJECT: APPOINT A SERVICE PROVIDER TO FACILITATE SCRIPTWRITING PROGRAMMES OVER A PERIOD OF TWO YEARS	Weight	Score
TRACK RECORD OF INSTITUTION/COMPANY	50	
CV detailing experience in the film and TV industry as a Scriptwriter and/or Script editor: 7+ years' experience = 15 points 4-6 years' experience = 10 points 3 years' experience = 5 points	15	
Demonstration of experience in facilitating, implementing and delivering a Scriptwriting training programme in Film and TV. (Reference letters from clients. The letters must be on client's letterheads) 3+ letters: 15 points 2 letters: 10 points 1 letter: 5 points	15	
TOTAL SCORE	110	

To be completed for each bid by each evaluator.

Minimum Required Score = 60%