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TERMS OF REFERENCE

REQUEST FOR A SERVICE PROVIDER: TO FACILITATE AND REVIEW THE EXISTING FPB CLASSIFICATION TRAINING MANUAL

CALL FOR PROPOSALS FOR A SERVICE PROVIDER TO REVIEW THE FPB LEARNER GUIDE: THE ROAD TO EFFECTIVE CLASSIFICATION (2014) AND TO PROVIDE RECOMMENDATIONS ON THE CONTENT DESIGN OF THE LEARNER GUIDE AND CLASSIFICATION TRAINING PROGRAMME

1 INTRODUCTION

- 1.1. The Film and Publication Board (FPB) seeks to develop an accredited, innovative, and evolving content regulation training programme. No formal or accredited training programme of this nature exists, and the development of such a programme will be a global first.
- 1.2. FPB published a classification training manual in 2014 entitled LEARNER GUIDE: The Road to Effective Classification ("the LEARNER GUIDE").
- 1.3. The review of the LEARNER GUIDE is the first step in the development of the content regulation training programme.
- 1.4. The first phase of the development of the FPB content regulation training programme is to review the LEARNER GUIDE and other related documentation to inform the second phase of designing and developing a content classification training programme.

2 BACKGROUND

- 2.1. The mandate of FPB is to regulate the creation, production, possession, and distribution of films, games, and certain publications to: -
 - 2.1.1. provide consumer advice to enable adults to make informed viewing, reading, and gaming choices for themselves and the children in their care.

- 2.1.2. protect children from exposure to disturbing and harmful material and from premature exposure to adult experiences; and
- 2.1.3. make the use of children and exposure of children to pornography punishable.
- 2.2. Content regulation must take place within legislative frameworks and display an in-depth understanding of critical rights and the proportional balancing of these right against the best interest of the child.
- 2.3. The global community plays a critical role in revolutionising how content is regulated and how such regulation must be enforced.
- 2.4. For FPB to create an environment that is collaborative and relevant to the fourth industrial revolution (4IR), it must continue to grow its footprint in the regulation of content that has become fluid and borderless.
- 2.5. All stakeholders involved in the co-regulation of content must be capacitated to ensure content is classified and regulated in a consistent manner across all platforms for distributors licensed by the FPB.
- 2.6. The Films and Publications Amendment Act 11 of 2019 (the Amendment Act) and Regulations make provision for these technological advances through the co-regulation of content that is distributed on online platforms by commercial distributors.
- 2.7. This allows online distributors to self-classify content using the FPB Classification Guidelines.
- 2.8. The Classification Guidelines are underpinned by the cognitive, emotional, psychological, and moral development of children in the different age groupings against these development stages.
- 2.9. The Classification Guidelines are reviewed and developed on a regular basis as a public consultation process to ensure it is aligned with contemporary societal values and norms.
- 2.10. The FPB has the expertise, experience, and stakeholder networks to achieve economies of scale in their business model to service the training needs of online distributors of content to advance civil liberties, rights, and freedoms and to ensure children are protected from potentially harmful content and media experiences.
- 2.11. The FPB sees itself as part of the transforming and evolving value chain in the digital era of content regulation as a credible and leading African Regulator.

3 PURPOSE

- 3.1. The purpose of these Terms of Reference (TOR) is to solicit proposals from interested service providers to facilitate the review of LEARNER GUIDE that consists of 12 modules with a total number of 448 pages.
- 3.2. This includes the review of any other related documents that will assist the process which include extracting additional information from the FPB Classification Guidelines and the Films and Publications Act.
- 3.3. The service provider will work with a group of subject experts, internal and external key stakeholders identified by the FPB during the review of the LEARNER GUIDE, and shall facilitate and secure input from stakeholders to align the LEARNER GUIDE to be responsive to, and/or include, but not exclusively: -
 - 3.3.1. Technological developments in the media and entertainment sectors and identify future technological trends in the industry and regulation of content.
 - 3.3.2. The Films and Publications Act and Regulations to include relevant focus or training areas prompted by the new provisions in the Amendment Act.
 - 3.3.3. The Classification Guidelines of 2019 in such modules where it is applicable.
 - 3.3.4. The full spectrum of training areas to be included in the manual for FPB and online distributors Classifiers on content that is regulated by FPB that emanates from the review process.
- 3.4. The final output that the service provider will submit to FPB is consolidated reviewed content and a comprehensive Review Report with recommendations on: -
 - 3.4.1. The final design of the LEARNER GUIDE and proposed ways to develop the classification training programme that will have the best impact on learning.
 - 3.4.2. The proposed format in which to present the classification training programme that will be the most effective.
 - 3.4.3. Recommendations on the strategic direction in the development of the content regulation programme that is responsive to the digital landscape through which content is distributed and accessed and should be aligned with the vision and mission of FPB.

4 SCOPE OF WORK

- 4.1. The duration of the facilitation, review, consolidation of content and presenting the final Review Report to the FPB will be six (6) months from the appointment of the service provider. The service provider's project team will be limited to a maximum number of 5 (five) members.
- 4.2. Should the service provider intend to sub-contract areas of work to another company or individual, the service provider must declare, and be clear on the percentage of work that will be subcontracted and what work will be subcontracted, and all supporting documentation and exemplars must be submitted by the service provider in support of the proposal.
- 4.3. Qualifications must be supported with official documentation issued by the appropriate authority and must be certified within three months before the submission date of proposals.
- 4.4. Reference letters must be submitted in support of the years of experience in the facilitation and review of training manuals.
- 4.5. Interested service providers must submit a portfolio of evidence with examples that illustrates the knowledge and skills in the facilitation and review processes of training manual.
- 4.6. All proposals must be accompanied by a broad review plan to consider and include the service provider's:
 - 4.6.1. Proposed schedule of milestones and deliverables against the scope of work as outlined above within the FPB deadline of 30 June 2022, or six (6) months from appointment.
 - 4.6.2. Budget, cost, and payment schedule against deliverables.
- 4.7. The project team activities will entail: -
 - 4.7.1. Desktop study of the developments in different local, continental, and international jurisdictions in respect of legislative requirements in the space of content regulation inform the Recommendation Report.
 - 4.7.2. Review the modules of the LEARNER GUIDE published in 2014 to identify gaps and additional areas of training.

- 4.7.3. Produce a comprehensive report that highlights gaps/challenges identified as well as proposed changes to the LEARNER GUIDE.
- 4.8. Develop and present as a PowerPoint presentation that summarises the master report on the desktop study report with recommendations on the changes that needs to be effected to the LEARNER GUIDE, and recommendations on the proposed FPB classification training programme.
- 4.9. Proposals will be evaluated using the 80/20 preference points system as it relates to the estimated budget for the review of the manual and development of the Review Report.
- 4.10. The final date for the presentation and hand-over of the comprehensive Review Report will be 30 June 2022 or no more than six (6) months after appointment of the service provider.

5. MANDATORY REQUIREMENTS AND MINIMUM CRITERIA

- 5.1. The Project Leader must possess a minimum B-degree in journalism, mass communication, literature (English) or related field, or an NQF equivalent of a B-degree to qualify for selection. Certified copies of qualifications must be submitted.
- 5.2. The Project Team must have an accumulated minimum number of five (5+) years' experience in content review, report writing and development of training manuals/programmes. The project team member's CV must be submitted.

Failure to submit all the mandatory requirements will result in disqualification of the proposal.

FUNCTIONAL CRITERIA	WEIGHT (%)	APPLICABLE SCORE					
		1 POOR	2 FAIR	3 AVERAGE	4 GOOD	5 EXCELLENT	TOTAL SCORE
Bachelor's degree in Journalism, Mass Communication, literature (English) or related field of project team members.	30	N/A	N/A	B-degree or equivalent NQF level qualification(s)	Honours degree or equivalent NQF level qualification(s)	Master's degree or equivalent NQF level qualification(s) or higher	
Proven track record in the review and/or design of training manuals/programmes or similar type of project (submit a list of titles and examples reviewed per title provided)	30	N/A	N/A	3 Examples	4 Examples	5+ Examples	
Combined facilitation experience (supporting evidence)	15	N/A	N/A	5 years	+5 – 6 years	+6 years	
Provide Reference letter(s) of work done on similar projects outlining nature of the project and scope of work. Reference letters must be on a letterhead, dated and signed with contact details of Referee.	15	N/A	N/A	3 Reference Letters	4 Reference Letters	5+ Reference Letters	
Project Management Qualification	10	N/A	N/A	N/A	N/A	Yes	
	100						
The minimum qualifying score is 70%.							