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TERMS OF REFERENCE FOR A SUITABLY QUALIFIED RESEARCH SERVICE PROVIDER

1. FPB BACKGROUND

The Film and Publication Board (FPB) is a state-owned media content regulation authority under the Department of Communications and Digital Technologies (DCDT). Its mandate is “to regulate the creation, production, possession and distribution of films, games and certain publications”. This mandate is guided by an act of parliament, Films and Publications Act, 1996 (Act No. 65 of 1996), as amended. The provision in the FP Act is meant to protect children from premature exposure to and consumption of disturbing and harmful materials as well as adult experiences section 2(b) of FP Act. Furthermore, FP Act sanctions punishment for the use of children in and exposure of children to pornography section 2 (c) of FP Act. This particular focus on children has been necessitated by the realisation that the public, and young children, are increasingly active in the online space, generating, storing, and distributing their own content, which opens everyone up to online dangers. Among harmful incidents that affect Internet users are issues such as sexting, child grooming and revenge pornography. Children are key beneficiaries of the FPB’s outreach and public education campaigns, aimed at alerting the public to the aforementioned cyber dangers

2. PURPOSE OF REQUEST

- 2.1. The purpose of this this Terms of Reference is to set out the requirements for a suitably qualified research service provider to conduct research project for the FPB.
- 2.2. Such a service provider must operate within the South African jurisdiction.
- 2.3. The service provider will be required to compile a **Position Paper** for the FPB during the **current financial year – 2022/23 (February – March 2023)**.
- 2.4. This position paper should provide a situational analysis on the area of **Online Harms as They Affect Children** in the **Southern African Development Community (SADC)** region.
- 2.5. Furthermore, the position paper will assist the FPB in the coordination of a SADC Online Content Regulation SUMMIT scheduled for the financial year 2023/24.
- 2.6. Specifically, the position paper will provide insights into transnational initiatives to combat online harms targeted at children within the SADC region.

3. SCOPE OF PROJECT

- 3.1. The research service provider will be expected to produce a position paper focusing on **Online Harms as They Affect Children** within the SADC region.
- 3.2. This position paper will provide a framework for strategies for combating online harms targeted at children within the SADC region.
- 3.3. The position paper must provide an overview of the state of readiness of SADC countries in addressing Online Harms as they Affect Children.
- 3.4. Additionally, the position paper must highlight SADC treaties and agreements in place targeted at regulating online harms.
- 3.5. Thus, the position paper should provide evidence based recommendations on addressing the challenge of Online Harms.
- 3.6. **The service provider must submit a project plan with timelines that indicate how the project will be completed within four (4) weeks.**

4. EXPECTED STRATEGIC DELIVERABLES

- 4.1. The position paper should not be more than **30 pages** (including Annexures, Attachments & Miscellaneous).
- 4.2. The key focus area for the position paper is **Online Harms as They Affect Children** within the SADC regional block.
- 4.3. The position paper must be completed within a period of four **(4) weeks**.

5. DURATION OF PROJECT

- 5.1. The duration of this project should be a period of four **(4) weeks** and/or **less**.

6. TECHNICAL PROPOSAL CONTENT

6.1. MANDATORY REQUIREMENTS

6.1.1. PREREQUISITE QUALIFICATION FOR PROJECT LEAD

- The project leader must be in possession of a Honours Degree with at least three (3) years experience in conducting research.
- The project lead must have conducted research in any of the following fields:-
 - Media Content Regulation
 - Film Studies
 - Regional Integration
 - Child Protection & Child Development
 - Market Research (Technological Trends)

- The research service provider must submit proof any research project (i.e. journal article and/or research study) conducted in the last five years.

6.1.2. PROOF OF RESEARCH PROJECT – SERVICE PROVIDER

- Specify list of research projects conducted over the last five (5) years.
- List of research projects must include costs or fees charged per research project.

6.2. TECHNICAL PROPOSAL

The technical proposal needs to be submitted in the format as detailed below:

6.3. FUNCTIONAL EVALUATION CRITERIA

Functionality	Weight (%)	1 (Poor)	2 (Fair)	3 (Average)	4 (Good)	5 (Excellent)	Score
Qualification of the Project Lead Certified Copy of Qualification	30%	N/A	N/A	Honours or relevant NQF 8 Qualification	Masters Degree or relevant NQF 9 Qualification	PhD or relevant NQF 10 Qualification	
Years of Experience No. of years service provider have been conducting research in any of the following fields:-	30%%	1 year	More than 1-2 years	More than 2-3 years	More than 4-5 years	5 years and more	

<ul style="list-style-type: none"> - Media Content Regulation - Film Studies - Market Research (Technological Trends) - Regional Integration - Child Protection & Child Development 							
Research Membership Certified Proof of Registration with relevant research professional bodies (nationally and/or internationally)	15%	N/A	1 registration	2 registrations	3 registrations	More than 3 registrations	
Reference letters Provide three (3) written reference letters not older than 10 years (Reference Letter(s) should include letterhead, signed and dated)	25%	10 years and older	More than 9 years to 8 years	More than 8 years to 6 years	More than 6 years to 5 years	Less than 5 years	
Technical Evaluation Threshold 65%							
Total Score	100%						

Research Service Provider will be required to submit a fully completed proposal in line with the contents on the Terms of Reference and should kindly make use of cross referencing where necessary.