



TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP KZN AUDIO-VISUAL RECOVERY PLAN

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1. BACKGROUND INFORMATION

1.1. Abbreviation, Acronyms and Definitions

TOR	Terms of Reference
KZNFC	KwaZulu-Natal Film Commission
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 (KZNFC) was established in terms of the KwaZulu-Natal Film Commission Act, 2010. The primary objectives of the KZNFC are to promote the film industry in the Province and to facilitate the development of the audio-visual sector in the region.

The KwaZulu-Natal Film Commission seeks to develop KZN audio-visual recovery Plan. The COVID 19 pandemic has accelerated the need for the audio-visual sector to aggressively adopt new technologies in order to keep up with the customer's needs. Without a doubt, the pandemic amplified changes in media consumption behaviour etc.

The recovery plan is to outline how the sector is to recover from the effects and impact of COVID-19 and how it can position itself for the future. There are recovery plans that are being developed at national and provincial levels looking at the entertainment or cultural industries as a whole. The proposed plan, however, seeks to be specific to the audio-visual sector in KZN. Even though there would be overlaps with other plans that broadly look at the entertainment or the cultural sectors.

1.3. Purpose of the Terms of Reference

The purpose of the TOR is to call for a suitable service provider to develop KZN audio-visual recovery Plan.

2. CONTRACT OBJECTIVES, SCOPE OF WORK AND DELIVERABLES

2.1. Introduction

The KZNFC requires the services of a suitable service provider with extensive research experience in the field of technology, media and entertainment. The service provider must have the ability to conduct both qualitative and quantitative research study. Familiarity with the operations of the audio visual sector would be an advantage.

2.2. The overall objective of the contract

The overall objective of this appointment is to develop a recovery plan that would provide information on how the audio-visual sector in KZN can recover from the COVID 19 pandemic.



2.3 The key objectives

- The key objectives of this study would be:
- to develop a recovery plan that is specific to the KZN audio-visual industry;
- to provide strategies that could be adopted or implemented to assist the sector in its recovery process;
- to provide an analysis of recovery factors and the impact on the current five-year strategy.
- develop recommendations for KZNFC and the sector.

The Bidder's proposal should effectively and adequately, without ambiguity demonstrate how it can 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 A**.

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.. A detailed CV must be provided.

4. TIME FRAMES

The service provider is expected to deliver all the objectives **within 3 months** of the signing the SLA.

5. REPORTING

The consultant will be directly accountable to the **Manager: Research and Development**

The service provider is required to report to the Manager: Research and Development- Dr Ngqabutho Bhebhe 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 Manager: Research and Development- Dr Ngqabutho Bhebhe. The service provider must provide the Manager: Research and Development- Dr Ngqabutho Bhebhe 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 Manager: Research and Development- Dr Ngqabutho Bhebhe together with the CEO 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 Research Analyst.



6. QUOTATION REQUIREMENT

6.1. Standard quotation documentation

All bidders are required to complete the Standard Quotations Documentation

6.2. Project Proposal

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

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 service will be executed (Approach, Methodology)
- Experience of the expert on the subject matter with appropriate qualifications, including relevant track record with verifiable references.
- A detailed profile and CV to be provided.
- Relevant appropriate qualifications and experience, a minimum of a Master's degree and research experience.

6.4. Financial proposal

The budget breakdown will 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

- **Pre-qualification criteria (disqualifying requirement)**
B-BBEE Status level 1 or 2, an EME or QSE

- **Mandatory Requirement (disqualifying requirement)**

N/A



- **Functionality**

All quotations will be assessed in terms of functionality (quality) and cost. In order to be deemed technically compliant bidders must achieve a minimum score of 60% on the functionality points available as per the Evaluation Grid attached.

- **Price and preference points**

Those bidders /s who are deemed to be technically compliant will thereafter be assessed in terms of price and preference points on an 80/20 preference points system.

Financial proposals will also be assessed in terms of the reasonableness of costs in relation to prevailing fee guidelines, consistency with the technical bid submitted and value for money.

For Technical Enquiries Contact: Dr N Bhebe

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List of annexures:

- Annexure A: Evaluation Grid for Functionality



ANNEXURE A- EVALUATION GRID FOR FUNCTIONALITY

To be completed for each bid by each evaluator

Name of project: AUDIO- VISUAL recovery plan IN KZN	Score	Weight	Total Score
Understanding of the scope of the study; provide a clearly detailed research design and methodology that would be followed to execute the study. =20	20		
Proof of previous work completed (provide a list of the work that could be verifiable online) List of ten published / presented papers = 30 List of seven published / presented papers = 20 List of five published / presented papers = 10	30		
Proof of relevant academic qualifications for the Project Leader MA = 25 Lower =0	25		
Industry Expert appointed as an Advisor for the research (Attach CV) Ten years audio-visual experience = 25 Seven years audio visual experience =15 Five years audio-visual experience = 10	25		
Total Score	100		100

Minimum Required Score = 60%

Evaluator Summary Comments