



## **TERMS OF REFERENCE**

**TO APPOINT A SERVICE PROVIDER TO TRAIN (3) THREE  
OFFICERS ON ENVIRONMENTAL SUSTAINABILITY IN THE KZN  
FILM INDUSTRY**

**FOR**

**THE KWAZULU-NATAL FILM COMMISSION (KZNFC)**



## 1. 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 film sector in the region.

The KwaZulu-Natal Film Commission seeks to train a maximum of (3) three Environmental Sustainability Officers (ESO) for local three KZN based productions.

The key objectives of this training are: -

- to train three (3) Environmental Sustainability Officers to execute the function of monitoring and advising production houses on environmental sustainability issues.
- to train ESO on the key fundamentals of environmental sustainability on a film production set.
- to develop guidelines for the ESO's to use in their day-to-day activities.
- to train the ESO to identify good environmental governance practices in the use of resources (i.e. electricity, water, paper, plastic, compostable products, etc) in the film industry;

Must have a thorough understanding and awareness of the impact of the film industry on the natural environment and equip filmmakers and film production houses with the practical skills to take care and practise thoughtfulness when filming.



### **1.1. PURPOSE OF THE TERMS OF REFERENCE**

The purpose of the TOR is to call for a suitable service provider to train (3) three Environmental Sustainability Officers for three local productions and to develop or provide them with material that they would be able to use as a reference book.

## **2. OBJECTIVES**

The overall objectives of this appointment are to;

- Train three (3) persons to provide ESO's expertise on practical skills to improve environmental sustainability for active productions,
- The trained ESO officers will be training individuals currently working on active productions in the KZN province,
- The aim is for the trained personnel to implement their newly acquired knowledge within their production companies,
- The ESO's officers are also required to develop material / or guidelines to use as training material books.

### **2.1 SCOPE OF WORK**

The scope of the assignment is to provide basic training that ESO must know of and execute where she/he works as a designated ESO. As a pilot study, only three (3) KZN based production companies will be invited to send a representative for this training.

## **3. THE SERVICE PROVIDER**

The service provider must demonstrate that he/she can undertake services of this nature and understands clearly the current legislative environment and policy priorities, within the context of the film industry.

Furthermore, the service provider must demonstrate that he/she has undertaken training of this nature before by:



- Demonstrating their expertise by providing a detailed CV and company or individual profile.
- Further attest to their expertise by providing three reference letters from previous clients, on the client's letterheads.
- Provide proof of their NQF Level 7+ qualification in Environmental Studies and Environmental Sciences
- Must have a minimum of 3 years in the provision of environmental sustainability and/or environment policy training.

#### **4. TIME FRAMES**

The service provider is expected to complete the training and the development of the material within **30 days** of the signing of the SLA.

#### **5. 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 noting the specific environmental training services provided
- A complete, detailed project plan and how the bidder will facilitate the programme.
- A detailed methodology demonstrating an understanding of the requirements in the TORs.



- Three 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.
- Detailed CV demonstrating experience as outlined in the minimum requirements specified in the terms of reference.
- Copies of the facilitators' NQF Level 7+ qualification in Environmental Studies, Environmental Sciences

#### **6.2.2. FINANCIAL PROPOSAL**

The financial proposal must contain a budget breakdown with a detailed outline of the line items:

- Facilitation costs.
- Any equipment where applicable
- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.
- Catering costs for all training days for the participants and facilitators.
- Travel, administrative, documentation, etc

Note that the KZNFC Training Room at Musgrave Office Towers, 115 Musgrave Road, Berea, Durban 4001 will be used for the training which will be made available at zero cost to the training service provider.



## **7. INTELLECTUAL PROPERTY**

- All physical/tangible materials created in terms of this TOR shall solely and exclusive be developed for KZNFC, the ESOs and the external clients.
- 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 or 2, an EME or QSE

### **8.2. Mandatory Requirement (disqualifying requirement)**

N/A

### **8.3. Functionality**

The service provider must score a minimum of 65 % in order to be evaluated further for price and preference points. Refer to Annexure 1 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.

Preference Points will be determined by the status level contributor of each service provider which will be a determining factor of who scores the highest for price and preference point.

**For Technical Enquiries Contact:** Ms Zamabuya Msibi

**Email:** [ZamabuyaM@kznfilm.co.za](mailto:ZamabuyaM@kznfilm.co.za)

**For SCM Enquiries Contact:** Olivia Manjate

**Email:** [quotations@kznfilm.co.za](mailto:quotations@kznfilm.co.za)

**Minimum Required Score = 65%**

## ANNEXURE 1

| NAME OF PROJECT: SERVICE PROVIDER TO PROVIDE SUSTAINABILITY OFFICERS' TRAINING                                                                                                                                                                                                                                                                                                                                                                                     | Weight | Score |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|
| <b>COMPANY EXPERIENCE, METHODOLOGY AND APPROACH</b>                                                                                                                                                                                                                                                                                                                                                                                                                |        |       |
| <p>Demonstrate that he/she has provided services of this nature:</p> <ul style="list-style-type: none"> <li>A detailed company profile noting the specific environmental training services provided <b>(15 points)</b></li> <li>Detailed methodology demonstrating an understanding of the requirements in the TORs. <b>(20 points)</b></li> <li>Detailed project plan outlining how the service provider will conduct the training. <b>(20 points)</b></li> </ul> | 55     |       |
| <b>REFERENCE LETTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |       |
| <p>Three reference letters from clients to whom this training has been provided, on clients letterheads:</p> <ul style="list-style-type: none"> <li>Three letters <b>(15 points)</b></li> <li>Two letters <b>(10 points)</b></li> <li>One letter <b>(5 points)</b></li> </ul>                                                                                                                                                                                      | 15     |       |
| <b>FACILITATOR'S EXPERIENCE AND QUALIFICATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |
| <p>Demonstrate that he/she has provided services of this nature</p> <ul style="list-style-type: none"> <li>A detailed CV outlining 3 years' experience in the provision of environmental sustainability and/or environment policy training = 15 points</li> <li>A NQF Level 7+ qualification in Environmental Studies, Environmental Sciences = 15 points</li> </ul>                                                                                               | 30     |       |



|             |     |  |
|-------------|-----|--|
| Total Score | 100 |  |
|-------------|-----|--|