

KWAZULU-NATAL FILM COMMISSION



TO SEEK A QUALIFIED SERVICE PROVIDER TO FACILITATE A SCRIPTWRITING PROGRAMME FOR TWENTY–FIVE (25) KWAZULU-NATAL ASPIRING SCRIPTWRITERS IN KZN WHICH WILL CAPACITATE THEM WITH SCRIPTWRITING SKILLS.

TERMS OF REFERENCE (TOR)

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
COO	Chief Operations 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
TV	Television

1.2. Introduction

The KwaZulu-Natal Film Commission (KZNFC) as established under the KwaZulu-Natal Film Commission Act, 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. Purpose of the Terms of Reference

To seek a qualified service provider to facilitate a scriptwriting programme for 25 Kwazulu-Natal aspiring scriptwriters in KZN which will capacitate them with scriptwriting skills.

2. SCOPE OF WORK AND DELIVERABLES

2.1. Scope of work

KZNFC seeks to appoint a suitably qualified and credible service provider to implement and facilitate a University Endorsed Scriptwriting Programme for aspiring Scriptwriters. The University Endorsed Scriptwriting Programme is to introduce aspiring scriptwriters with the basics and fundamentals of scriptwriting.

The service provider would have to implement and facilitate training by covering the following topics, but would not be limited to:

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

2.2. Time frames

- All appointed service providers will be required to sign a service level agreement and undertake to provide services for a period not exceeding one (1) Year.
- The duration of the programme is six (6) months.
- The training programme should take place in one of the regions of KZN.

3. OUTPUTS AND DELIVERABLES

3.1. The service provider shall:

- **Implement the programme:**
 - Facilitate and implement the University endorsed scriptwriting programme
 - Provide experienced facilitators
 - Provide progress reports on the programme;

- **Undertake assessments throughout and on completion of the programme:**
 - The level of competency of the learners through the deliverables as outlined in the training material and facilitator guidelines;

3.2. Team Composition:

- A training provider is to implement and facilitate this programme using the University endorsed training material and facilitator guidelines which will be provided.

3.3. Methodology

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

4. PERSONAL PROFILES

- 4.1. Concise CV with, experience and competency in relation to achieving the respective project, together with traceable references of the nominated individuals must be provided.
- 4.2. The potential service provider will be required to sign statements of availability.
- 4.3. The corporate/institution profile(s) with written references.
- 4.4. Experience and knowledge of training in Scriptwriting in the film, television and cinema industry with learners is an essential requirement for the programme.

5. REPORTING

The service provider is required to report to the Chief Operations Officer: Ms Jackie Motsepe on the progress of the project within the stipulated timeframes. The reports will be required to be documented in a specific format as provided by the Chief Operations Officer: Ms Jackie Motsepe.

The service provider must provide the Chief Operations Officer: Ms Jackie Motsepe with a project plan indicating time frames, processes of implementation and provide reports, evaluation and statistical data.

The service provider must avail themselves to status meetings as and when required on the progress of the project.

The Chief Operations Officer: Ms Jackie Motsepe will evaluate each phase before any payment is approved. The process will be informed and jointly managed by the Chief Operations Officer: Ms Jackie Motsepe. The final report should be presented to the Chief Operations Officer: Ms Jackie Motsepe.

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 OR KZN. 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 the conclusion of the project with key stakeholders who will be identified by the Chief Operations Officer: Ms Jackie Motsepe.

6. QUOTATION REQUIREMENT

6.1. Project Proposal

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

6.2. Technical proposal

- The technical proposal should comprise of the complete project plan and how the bidder will facilitate the programme.

6.3. Financial proposal

- The financial offer must contain a **Budget breakdown**.
- The budget breakdown will 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.

- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.
- Additional costs (i.e travel, administrative, documentation, etc)

Minimum Required Score = 65%

7. EVALUATION CRITERIA

Bid for the appointment of the Service Provider will be evaluated on price, functionality and B-BBEE preferential points in accordance with the Supply Chain Management Procurement policies, the Treasury Regulations, the Preferential Procurement Policy Framework Act 5 of 2000 and the B-BBEE Act and with its regulations amendments.

8. NON-APPOINTMENT

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

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Name of project:	Weight	Maximum Score	Initial assessment	Revised assessment (before interviews*)	Revised assessment after interviews*
APPOINTMENT OF THE SERVICE PROVIDER TO IMPLEMENT A SCRIPTWRITING PROGRAMME FOR 25 ASPIRING SCRIPTWRITERS IN KZN.					
1. Track Record of Institution/Company	35				
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. 5+ years: 15 points 3-4 years: 10 points Less than 3 years: 5 points	15				
A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference	20				
2. Track Record of Proposed Team					
Key Expert 1: Team Leader	25				
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.	10				
Trainers	20				
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	10				
Demonstration of experience in facilitating, implementing and delivering a Scriptwriting training programme in Film and TV.	10				
Sub - Total	20				
Total	80				

Minimum Required Score = 65%

Strengths	
Weaknesses	

Evaluation performed by:

Name	
Signature	
Date	