

## KWAZULU-NATAL FILM COMMISSION



**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE THE FOLLOWING SERVICES TO  
KWAZULU-NATAL FILM COMMISSION:  
SOUND FACILITATOR FOR THE FILM INDUSTRY TRANSFORMATION INITIATIVE  
PROGRAMME**

**TERMS OF REFERENCE (TOR)**

## 1. BACKGROUND INFORMATION

### 1.1. Acronyms

DEDTEA	Department of Economic Development Tourism, Environmental Affairs
DAC	Department of Arts and Culture
NFVF	National Film Video Foundation
KZNFC	KwaZulu-Natal Film Commission
IDC	Independent Development Corporation
FITI	Film Industry Transformation Initiative
KZN	KwaZulu-Natal
TOR's	Terms of Reference

### 1.2. Project Specific Background

The KwaZulu-Natal Film Commission is a Public Entity that was established in 2010 by the KZN Legislature. The Province of KwaZulu-Natal through the Department of Economic Development, Tourism and Environmental Affairs realized the economic benefit and potential of the film industry given the fact that the province boasts a rich culture, heritage and is a popular tourism destination. KwaZulu-Natal has various iconic sites, untold stories with regards to the richness of the history as well as the beauty of the environment. The economic impact of the film industry is principally experienced through job creation. Whilst the province is rich in history there is an apparent lack of converting such into scripts which in turn result in productions for the local, national and international market. There are a number of aspirant filmmakers in the province who require the necessary support in order to improve their skills to be that of an international standard.

### 1.3 The Purpose of the Terms of reference

The purpose of the terms of reference (TOR) is to request proposals from industry specialists within Sound to facilitate executive training for the Film Industry Transformation Initiative (FITI) Programme for the KwaZulu-Natal Film Commission.

## 2. CONTRACT OBJECTIVES & EXPECTED RESULTS

### 2.1. Motivation: Why the Project is Important?

The KZN Film Industry Transformation Initiative (FITI) Programme aims to increase specialised skills in key areas of the industry value chain that will be retained in the province and become the core skills that service local and international productions. The Programme is meant to achieve the following objectives:

- . To accelerate industry participation for graduates.
- . Provide a holistic and integrated perspective of the creation and business of Television and Film.
- . Build a portfolio of work while providing practical industry experience.
- . Developing future leaders in film and TV industry, specifically for university graduates.

The programme is targeting university graduates who would have studied film or TV at NQF Level (7) (Bachelor's degree) or Diploma at NQF level (6) and need to be exposed to industry experience, practical application of film and TV skills in various areas of speciality and best practice in the industry. The programme would enable participants to be work ready upon completion.

### 3. SCOPE OF WORK

The service provider would be expected to deliver the following:

- ✓ The programme will be delivered for a period of four (4) months as of the contract is signed, with facilitators being expected to be available for a minimum of consecutive five (5) days per month;
- ✓ Undertake facilitating and assessing the participants' outputs as subject specialist/consultant and implementation agent per listed area of speciality.
- ✓ Provide an outline of the training module content in line with the overall programme structure and duration within the following specialty modules; respectively:
  - Sound for Film and TV;
- ✓ Content of this programme is to be **30% theory** and **70% industry practice simulation**;
- ✓ Each specialty module will clearly outline the critical outcomes and assessment criteria;
- ✓ The method of delivery of the programme includes both online and on-site training;
- ✓ A detailed project plan and proposed methodology will be shared with the successful candidates for adoption/tailoring for each specialty area.

KEY DELIVERABLES: (Including, but not limited to)

- ✓ **Learner Guide** (this is a training manual that the learners will receive).
- ✓ **Learner Workbook/Portfolio of Evidence** (this is the workbook that the learners will complete of all the activities/tasks they completed to prove their competence).
- ✓ **Assessment Guide** (this is the guide explaining the Assessment process, procedures and reports to be completed. This will include the model answers to the tasks/activities/assessments that the learners would have completed).
- ✓ **Monthly reports** (this document is to provide detailed observations, interventions and recommendations relating to the overall monthly activities, outcomes and skills development of each participants).

## EXPECTED OUTCOMES

- ✓ To provide graduates in film and TV with practical skills and industry relevant experience and exposure;
- ✓ To equip graduates with skills which will make them work and industry ready upon completion of the programme;
- ✓ To simulate the end-to-end filmmaking process while facilitating delivery of short films by the participants at the end of the six (6) months.

## 4. LOGISTICS AND TIMING

### 4.1 Duration of the Contract

The period of execution of each service contract will commence from the date of signing the service level agreement for up to four (4) months.

## 5. REPORTING

The service provider is required to report to the Chief Operations Officer: Ms. Jackie Motsepe 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 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** will evaluate each phase before any payment is approved. 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 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 Chief Operations Officer: Ms. Jackie Motsepe. **Contact: Tel (+27 31) 325 0200.**

## **6. TENDER REQUIREMENTS**

### **6.1. Standard Bid Documentation**

All bidders are required to complete the Standard Bid Documentation attached on Annex 1 & 2.

### **6.2. Project Proposal**

The project proposal will contain two sections: Technical and Financial Proposals.

Each section will be broken down as follows:

#### **6.2.1. Technical Proposal Requirements**

The following submissions are required:

- ✓ A one-page cover letter in support of the application;
- ✓ CV, detailed profile, and/or filmography;
- ✓ Indication of the specialist area/s of expertise responding to within the TOR: Sound;
- ✓ Company registration documents where applicant is a registered company;
- ✓ Statement of availability as per Annexure 2

Documents must be emailed to [SCMquotes@kwazulunatalfilm.co.za](mailto:SCMquotes@kwazulunatalfilm.co.za).

#### **6.2.2. Financial Proposal**

The Sound facilitator's fees will be based on set flat monthly service fees of thirty thousand rand (R 30 000.00) for two (2) months training and forty-five thousand rand (R45 000) for production and post-production supervising services for two (2) months.

### 6.2.3. Intellectual property

- ✓ All physical/tangible materials created in terms of this TOR shall solely and exclusive be development for KZNFC.

## 7. Evaluation Criteria

### 1. Pre-Qualification Criteria N/A

### 2. Mandatory Requirement N/A

### 3. Functionality

The service provider must score a minimum of 70 % in order to be evaluated further for price and preference points

### 4. Price and Preference

80/20 preference points will be applicable for the evaluation of this tender.

**Should a service provider be successful on the functionality, they will be invited for interviews and only successful service providers will be appointed.**

## 8. Non-Appointment

The KZNFC reserves its rights either NOT to make an appointment and/or appoint the bidder with the lowest price. The KZNFC also reserves its right to negotiate the final price of those bids deemed technical compliant.

**For Technical Enquiries Contact:** Ms Zamabuya Msibi  
**Email:** [ZamabuyaM@kwazulunatalfilm.co.za](mailto:ZamabuyaM@kwazulunatalfilm.co.za)

**For SCM Enquiries Contact:** Olivia Manjate  
**Email:** [OliviaM@kwazulunatalfilm.co.za](mailto:OliviaM@kwazulunatalfilm.co.za)

**Minimum Required Score = 70%**

## ANNEXURE 1

Name of project:	Weight	Maximum Score	Initial assessment	Revised assessment (before interviews*)	Revised assessment after interviews*
<b>APPOINTMENT OF A SOUND FACILITATOR FOR THE KWAZULU-NATAL FILM COMMISSION'S FILM INDUSTRY TRANSFORMATION INITIATIVE (FITI).</b>					
<b>Track Record</b>	15				
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 letterhead. <ul style="list-style-type: none"> <li>▪ Three letters = 15 points</li> <li>▪ Two Letters = 10 points</li> <li>▪ One letter = 5 points</li> <li>▪ No letter = 0 points</li> </ul>	15				
<b>Key Expert 1: Sound Facilitator</b>	20				
CV detailing experience in the film industry <ul style="list-style-type: none"> <li>▪ 10 years' experience = 15 points</li> <li>▪ 5-9 years. = 10 points</li> <li>▪ 0-5 years. = 5 points</li> </ul>	15				
Demonstration of successful implementation of training and production programmes	5				
<b>Interviews</b>	15				
<b>Sub – Total</b>	35				
<b>Total</b>	100				

Name of Service Provider	
Name of Evaluator	

Signature	
Date	

**ANNEXURE 2: STATEMENT OF AVAILABILITY**

**TENDER REF: \_\_\_\_\_**

I, the undersigned, hereby declare that I agree to participate exclusively with the tender, to perform Sound facilitation services for the KwaZulu-Natal film Commission Film Industry Transformation Initiative programme, to the KwaZulu-Natal Film Commission, in the above mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To
<start of period 1>	<end of period 1>
<start of period 1>	<end of period 1>
<etc>	

<b><u>CHECKLIST FOR ALL SUBMISSIONS: FITI FACILITATOR</u></b>	<b>Yes (Y)</b>	<b>NO (N)</b>
Cover letter (outlining area of expertise)		
Detailed curriculum vitae		
3x Reference letters		
Company registration (CIPC Documents)		
Filled and completed SBD forms (4,8 &9)		
Valid Tax Clearance		
Central Supplier Database Registration Number/Report		
BBBEE Certificates		
Statement of availability		