

KWAZULU-NATAL FILM COMMISSION

TERMS OF REFERENCE



TO SEEK A QUALIFIED SERVICE PROVIDER TO: DELIVER AND FACILITATE AN ACCREDITED SKILLS PROGRAME IN FILM AND TELEVISION PRODUCTION PROGRAMME FOR 30 NONGOMA, KWAZULU-NATAL FILMMAKERS, WHICH WILL CAPACITATE THEM WITH THE RELEVANT FILM AND TV SKILLS

TERMS OF REFERENCE (TOR)

1. BACKGROUND INFORMATION

1.1. ACRONYMS

EDTEA	Department of Economic Development, Tourism and Environmental Affairs
KZNFILM	KwaZulu-Natal Film Commission
KZN	KwaZulu-Natal
ISD	Industry Skills Development
SLA	Service Level Agreement
SETA	Sector Education and Training Authority
MICT	Media, Information and Communication Technologies
TOR's	Terms of Reference
SAQA	South African Qualifications Authority
TOR/S	Terms of Reference/s

1.2. INTRODUCTION

The KZNFILM is mandated to be a catalyst for transformation, job creation and sustainability through funding, Industry Skills Development and the promotion of KwaZulu-Natal. 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 a MICT SETA accredited training provider to design, develop and facilitate an accredited Skills programme for Film and Television Production for 30 Nongoma, KwaZulu-Natal filmmakers for the KwaZulu-Natal Film Commission. The training provider must design, develop and facilitate an accredited Production Skills Programme, which will be delivered over a period of 10 days for 30 learners.

2. CONTRACT OBJECTIVES & EXPECTED RESULTS

2.1. Motivation: Why is this Project Important?

- To capacitate KZN based filmmakers with additional skills to create sustainable streams of income,
- To encourage job creation for KZN based filmmakers, and
- To encourage the skills transfer to new entrants in the Film and TV training arena.

2.2. Overall Contract Objectives

- The overall objective of this project is to secure a MICT SETA accredited service provider to deliver and facilitate an accredited Skills programme for Film and Television Production for 30 Nongoma, Kwazulu-Natal filmmakers for the KwaZulu-Natal Film Commission. The service provider must deliver and facilitate an accredited Production Skills Programme and must have the appropriate training materials. The training should be delivered over a period of 10 days or thirty (30) learners.

3. EXPERIENCE AND QUALIFICATION OF THE SERVICE PROVIDER

The company or Institution:

- A detailed methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.
- A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.
- 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.

4. SCOPE OF WORK

The project is targeting emerging, especially previously disadvantaged filmmakers as a transformation initiative, to provide KwaZulu-Natal with skilled, professional and trained filmmakers.

- The service provider must deliver and facilitate an accredited Production Skills Programme which should cover the following unit standards which are found in both Further Education and Training Film and TV Production Operations NQF Level 4 and National Certificate: Film and Television Production NQF Level 5;
- The skills programme should be delivered over a period of 10 days for 30 learners.
- The service provider must ensure that the thirty (30) learners understand the process of Technical production through the 10 days short skills programme and are taken through all the necessary assessments.
- The service provider must ensure that all the necessary quality assurance processes are undertaken including uploading of learners on the SETA Learner Record Database, Moderation, Verification up to issuing of learners Statements of Results.
- The accredited Skills Programme in Film and TV Production is targeting emerging filmmakers.
- The service provider must provide catering everyday of the 10 days.
- The service provider must provide stipend costs of R100 per day per learner for the 10 days totaling R1000 per learner for the 10 days. The attendance register must also reflect this as they must sign against it.
- The training is to take place in Kwa Nongoma,

4.1. OUTPUTS AND DELIVERABLES

The service provider shall:

- Provide monthly reports on the learner's progress
- Provide regular status updates to the KZNFILM
- Undertake assessments throughout and on completion of the programme to track the level of competency of the learners against the deliverables as outlined in the accredited programmes guidelines;

- Ensure that the participants are registered on the National Learners` Records Database.

4.2. Team Composition

- Accredited Training Facilitators,
- Accredited Assessor and
- Accredited Moderator

5. LOGISTICS AND TIMING

5.1 Duration of the Contract

The period of execution of the service contract will commence from the date of signing the service level agreement for a period of three (3) months. The training must take place in the period of 10 days. The remaining term of the contract will be for the administrative processes.

5.2 Reporting

The service provider is required to report to the ISD Manager: Ms. Zamabuya Msibi 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 ISD Manager: Ms. Zamabuya Msibi.

The service provider must provide the ISD Manager: Ms. Zamabuya Msibi 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 ISD Manager: Ms. Zamabuya Msibi 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 ISD Manager.

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 methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.
 - A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.
 - 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.
- The service provider must provide a copy of their accreditation by the MICT SETA for the following qualification:
 - National Certificate: Film and Television Production Qualification. SAQA Qualification ID: 58394

6.2.2. FINANCIAL PROPOSAL

The financial offer must contain a **Budget breakdown**. The budget breakdown must include the following line items:

- Facilitation, assessor and moderation costs
- Travel and Accommodation costs (where applicable)

- Training equipment
- Administrative costs including printing of training materials for all participants, participant accreditation costs etc.
- Catering Costs
- Learner stipend costs of R1000 per learner. Total cost for learner stipend costs of R30 000,00.
- All costs should be inclusive of VAT and conditional and/or unconditional discounts where applicable.

7. EVALUATION CRITERIA

Specific Goals will be applicable for this Quotation process.

The bid for the appointment of each service provider will be evaluated on mandatory requirement, functionality, preference point system and specific goals in accordance with the Preferential Procurement Regulation 2022.

MANDATORY REQUIREMENTS (If applicable) (disqualifying requirement)

- The service provider must provide a copy of their accreditation by the MICT SETA for the following qualification:
 - National Certificate: Film and Television Production Qualification. SAQA Qualification ID: 58394

EVALUATION ON FUNCTIONALITY

- The service provider must score a minimum of 60 % in order to be evaluated further for price and preference points. **Refer to Annexure 1** below, for the information that must be provided and supported with documentation in order for the bid proposal to be evaluated and scored on Functionality.

APPLICATION OF PREFERENCE POINT SYSTEM AND SPECIFIC GOALS:

The 80/20 preference points system will be applicable for the evaluation of this process in accordance with the Preferential Procurement Regulations 2022.

	Specific Goals
Price	80
Ownership Goals	
<ul style="list-style-type: none"> • At least 51% Black) Africans, Indians or Coloreds 	15
<ul style="list-style-type: none"> • At least 51% Women 	05
Total	100

Kindly Refer to Table 1 of SBD 6.1 of the Preference Claim Form to claim for Points.

Verification of Specific Goals:

1. **Ownership verification** will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report
2. **Women Verification** will be conducted through submission of the Sworn Affidavit or BBBEE Certificate with a summary report or CSD report.

Failure on the part of a tenderer to submit proof or documentation required in terms of this Quotation to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

The organ of state reserves the right to require of a tenderer, either before a Quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

All quotations with all the required documentation to be forwarded to scmquotes@kznfilm.co.za and for enquiries related to SCM to be forwarded to scm@kznfilm.co.za

For Technical Enquiries Contact: Ms Zamabuya Msibi

Email: ZamabuyaM@kznfilm.co.za

For SCM Enquiries Contact: Mr. Sboniso Gama

Email: scm@kznfilm.co.za

Minimum Required Score = 60%

The bid for the appointment of each service provider will be evaluated on pre-qualification, functionality and price.

ANNEXURE 1: EVALUATION GRID

EVALUATION GRID: To seek a qualified service provider to facilitate and implement the accredited Skills Programme for thirty (30) Nongoma, KwaZulu-Natal based participants over a period of two (2) weeks in Nongoma, KZN.	Maximum	Score
Organisation and Approach	55	
Specific professional experience in Delivering a Film and TV Learnership: Three reference letters from clients to whom this training has been provided, on client's letterheads: <ul style="list-style-type: none"> • Three letters = 15 points • Two letters = 10 points • One letter = 5 points 	15	
A detailed methodology for the programme detailing an understanding of the requirements of the Terms of Reference and how the service provider will implement the programme.	20	
A detailed project plan for the programme detailing an understanding of the requirements of the Terms of Reference. The project plan must include clear timelines and deliverables.	20	
Overall total score	55	

To be completed for each bid by each evaluator.

Minimum Required Score = 60%