

# KWAZULU-NATAL FILM COMMISSION

## TERMS OF REFERENCE



**TO SEEK FIVE (5) SUITABLY QUALIFIED INDIVIDUALS TO SERVE  
ON A DISABILITY ADVISORY PANEL.**

# TERMS OF REFERENCE (TOR)

## 1. BACKGROUND INFORMATION

### 1.1. ACRONYMS

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

### 1.2. INTRODUCTION

KZNFILM is mandated to be a catalyst for transformation, job creation and sustainability through funding, human capital 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

To seek five (5) qualified individuals as members of a Disability on a Advisors Panel for a period of three (3) years.

## **2. Contract Objectives:**

### **Why is this Project Important?**

This project aims to concretize the transformation goals of KZNFilm of ensuring inclusivity and drive transformation of the film and TV industry in the province by ensuring that marginalised communities are able to fully participate in KZNFilm programmes.

The advisors will:

- serve as advisors to KZNFilm staff and beneficiaries with regard to the correct use of disabled language
- advise on accommodation requirements, advise on costs; with regard to disabilities; on all KZNFilm funded projects;
- serve as advisors to disabled beneficiaries/producers as well as to script editors and supervising producers
- ensure the sound implementation of KZNFilm transformation goals with regards to film fund awards on disability projects projects.
- assist with the promotion of rights and equality for disabled people.

### **2.1. Overall Contract Objectives**

To appoint five (5) qualified individuals as members of a Disability Panel for a period of three (3) years.

### **2.2 Experience and Qualifications of the Service Provider:**

- Proven experience in a similar role as a Disability advisor on Film/TV and Media projects
- A detailed CV/resume detailing their experience for a period of 5-10 years as a disability advisor
- A motivation letter that details a motivation for being considered as a member of the Disability Panel
- A mandate from a member body, no older than one month, from the applicant's Disability Advocacy Group like The Disability Chamber of Commerce, KZN; Association for Persons with Disabilities, KZN; Epilepsy South Africa; KwaZulu-Natal Society for the Blind; KwaZulu-Natal Deaf Association; Natal Blind and Deaf Society; Quadpara Association of KZN; Saint Giles Association for the Handicapped and Tape Aid for the Blind, among others.

## **3. Scope of Work**

To appoint five (5) qualified individuals as members for a Disability Advisory Panel for a period of three (3) years.

## **4. Outputs and Deliverables**

The service producers shall:

- serve as advisors to KZN staff and beneficiaries on the correct language; accommodation requirements, advise on costs; with regard to disabilities; on all KZNFilm funded projects;
- serve as advisors to disabled beneficiaries/producers as well as to script editors and supervising producers

### **4.1 Team Composition:**

Advisory Panel Members (5), to serve interchangeably

## **5. Duration of the Contract**

The period of execution of the contracts will commence from the date of signing the contract for a period of 3 years.

## **5.2 Reporting**

The service provider is required to report to the Acting P&D 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 providers must avail themselves to status meetings as and when required on the progress of the project.

The acting Development and Production Manager: Mrs. Jacqueline Rainers-Setai will evaluate after each formal engagement before any payment is approved.

All meetings are to be arranged by KZNFilm 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.

## 6. Tender Requirements

### 6.1. Standard Bid Documentation

All bidders are required to complete the Standard Bid Documentation

### 6.2. RATES:

#### THE RATES BELOW ARE STANDARD RATES FOR THREE YEARS

- For reading and editing documents: The rate is R450 per full document
- For serving as a disability expert on a production: R7 500 per month for a maximum of 4 months per project.
- TOTAL PAYABLE PER PANEL MEMBER: R24 000 PER ANNUM PER MEMBER, R72 000 OVER A PERIOD OF THREE YEARS

(KZNFILM WILL COVER TRAVEL & ACCOMMODATION COSTS SHOULD THERE BE A NEED TO MEET PHYSICALLY)

## 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 (disqualifying requirement)**

- A mandate from a member body, no older than one month, from the applicant's Disability Advocacy Group like The Disability Chamber of Commerce, KZN; Association for Persons with Disabilities, KZN; Epilepsy South Africa; KwaZulu-Natal Society for the Blind; KwaZulu-Natal Deaf Association; Natal Blind and Deaf Society; Quadpara Association of KZN; Saint Giles Association for the Handicapped and Tape Aid for the Blind, among others.

### **Evaluation of 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.

**Points for price (80) will be R162 000 for panel members, since this is a standard rate**

	Specific Goals
Price	80
Ownership Goals	
• At least 51% Black) Africans, Indians or Coloreds	10
• At least 51% Companies owned by people with disabilities	10
<b>Total</b>	<b>100</b>

All quotations with all the required documentation to be forwarded to [scmquotes@kznfilm.co.za](mailto:scmquotes@kznfilm.co.za) and for enquiries related to SCM to be forwarded to [scm@kznfilm.co.za](mailto:scm@kznfilm.co.za)

**For Technical Enquiries Contact:** Ms Jacqueline Rainers-Setai

**Email:** [JacquelineR@Kznfilm.co.za](mailto:JacquelineR@Kznfilm.co.za)

**For SCM Enquiries Contact:** Mr. Sboniso Gama

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

**Minimum Required Score = 60%**

**Evaluation Grid:**

<b>NAME OF PROJECT: To appoint five (5) advisors on a Disability Advisory Panel for a period of three (3) years.</b>	<b>Weight</b>	<b>Score</b>
<b>EXPERIENCE &amp; MOTIVATIONS</b>		
A detailed CV/resume detailing their experience for a period of 5-10 years, in a similar role in Film/TV and/or Media = 20	20	
<b>MOTIVATIONS</b>		
A motivation letter that details why they think they should be considered as member of this Panel = 10 <ul style="list-style-type: none"><li>• Excellent (<b>10 points</b>)</li><li>• Good (<b>7 points</b>)</li><li>• Fair (<b>5 points</b>)</li></ul>	10	
<b>TOTAL</b>	<b>30</b>	



