

KWAZULU-NATAL FILM COMMISSION

TERMS OF REFERENCE



**TO SEEK SUITABLY QUALIFIED FILMMAKERS TO SERVE ON A
SUPERVISING PRODUCERS PANEL.**

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
HCD	Human Capital 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

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

The KwaZulu Natal Film Commission (KZNFILM) is calling for the appointment of ten (10) suitably experienced producers to apply to serve on a Supervising Producer Panel for the KZN Film Fund projects. KZNFILM will allocate supervising producers to Tier 3-5 funded production projects, to guide and oversee the implementation of projects.

2. Contract Objectives:

Why is this Project Important?

This project aims to concretize the transformation goals of KZNFilm of ensuring rapid growth, and therefore transformation of the film and TV industry in the province by ensuring that skills are transferred between experienced producers (Tier 1-2), to entry level and emerging producers (Tier 3-5).

The Supervising Producer will:

- Guide, mentor and oversee the implementation of funded projects
- Provide guidance, mentorship and oversight on Special projects, award to Tier 3-5 producers and other inexperienced producers
- Is 100% sure that the final films can be completed before tranche 1 payments are released
- Ensure funding plans are in place, and funds are allocated correctly
- Oversee production budgets and schedules to ensure that delivery of a quality project
- Oversee contracting of talent, crew, cast, service providers, locations etc
- Be on location to oversee and view rushes
- Mitigate all risks

2.1. Overall Contract Objectives

To appoint (10) suitably experienced producers to apply to serve on a Supervising Producer Panel for the KZN Film Fund projects. KZNFilm will allocate supervising producers to Tier 3-5 funded production projects, to guide and oversee the implementation of projects.

2.2 Experience and Qualifications of the Service Provider:

- Proven experience in a similar role as a Producer on 1-2 feature films, documentaries, animation projects, and television series
- A detailed CV/resume detailing their experience for a period of 5-10 years as a producer
- A motivation letter that details a motivation for being considered as a member of the Supervising Producer Panel
- A mandate from a national filmmaker member body, no older than one month, A mandate from a national filmmaker member body, no older than one month, that the applicant is a member of

3. Scope of Work

To appoint ten (10) suitably experienced producers to apply to serve on a Supervising Producer Panel for the KZN Film Fund projects. KZNFilm will allocate supervising producers to Tier 3-5 funded production projects, to guide and oversee the implementation of projects.

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4.1. Outputs and Deliverables

The supervising producers shall have:

- Proven experience in a similar role as a Producer on 1-2 feature films, documentaries, animation projects, and television series
- A detailed CV/resume detailing their experience for a period of 5-10 years as a producer
- A motivation letter that details a motivation for being considered as a member of the Supervising Producer Panel
- A mandate from a national filmmaker member body, no older than one month, that the applicant is a member of

4.2 Team Composition:

- o Analyst (KZNFilm)
- o Producer (Contracted to KZNFilm)
- o P&D Manager (KZNFilm)
- o Production accountant (KZNFilm)
- o Production Accountant (Contracted to Awarded filmmaker)
- o One of the Supervising Producer Panel Members (10 in total)

5. Logistics and Timing

5.1 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. 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

- Proven experience in a similar role as a Producer on 1-2 feature films, documentaries, animation projects, and television series
- A detailed CV/resume detailing their experience for a period of 5-10 years as a producer
- A motivation letter that details a motivation for being considered as a member of the Supervising Producer Panel
- A mandate from a national filmmaker member body, no older than one month, of which the applicant is a member

6.2.2. Rates

- R10 000 per month for a maximum of 4 months per project
- Travel, accommodation, meals to be covered by the awarded producer
- Inclusive of VAT
- The Supervising Producers will be **rotated based cost and availability**.
- Servicing as a supervising producer: R10 000 per month for a maximum of 4 months per project.

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*)

A mandate from a national filmmaker member body, no older than one month, that the applicant is a member of, for example, SASFED, IPO, KZN FILM HUB, KZN FILM FEDERATION, BLACK FILMMAKERS ASSOCIATION, WRITERS GUILD SOUTH AFRICA, SWIFT, or an international organisation

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 R160 000 for supervising producer panel members, since this is a standard rate

	Specific Goals
Price	80
Ownership Goals	
<ul style="list-style-type: none"> • At least 51% Black) Africans, Indians or Coloreds 	10
<ul style="list-style-type: none"> • At least 51% Youth 	10
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 BBEE Certificate with a summary report
- 2. Youth Verification** will be conducted through submission of the Sworn Affidavit or BBEE 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 Jacqueline Rainers-Setai

Email: JacquelineR@Kznfilm.co.za

For SCM Enquiries Contact: Mr. Sboniso Gama

Email: scm@kznfilm.co.za

Minimum Required Score = 60%

Evaluation Grid:

NAME OF PROJECT: To appoint advisors on a Supervising Producer Panel for a period of three (3) years.	Weight	Score
EXPERIENCE		
<ul style="list-style-type: none"> • A detailed CV/resume detailing their experience for a period of 5-10 years, in a similar role in Film/TV and/or Media (15) 	15	
<ul style="list-style-type: none"> • A Filmography detailing their experience as producer for 	15	

NAME OF PROJECT: To appoint advisors on a Supervising Producer Panel for a period of three (3) years.	Weight	Score
EXPERIENCE		
a period of 5-10 years (15) (to provide this through an accessible link)		
MOTIVATION		
<p>A motivation letter that details why they think they should be considered as member of this Panel detailing similar roles, their ethics, morals, independence, contribution to the industry, contribution to skills development. (10)</p> <ul style="list-style-type: none"> • Excellent (15 points) • Good (10 points) • Fair (5 points) 	15	
TOTAL	45	

