

## KWA-ZULU NATAL FILM COMMISSION



**TO SEEK A SERVICE PROVIDER TO DESIGN, DEVELOP AND DELIVER / FACILITATE A SCHOOL AUDIO VISUAL (FILM) PROGRAMME FOR HIGH SCHOOL STUDENTS, WHICH WILL CAPACITATE THEM WITH THE RELEVANT FILM AND TV SKILLS.**

**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
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. Since the schooling system is not developing and offering any subjects relevant and necessary for the foundation for media or film & TV, it is necessary to introduce the concept of digital video production, photography and storytelling at high school level. This will initiate the necessary career pipeline for school graduates and out of school youth by allowing them to enter through this programme into Learnerships, skills programmes and including or leading to a relevant Diploma or Degree.

### 1.3 The Purpose of the Terms of reference

The purpose of the terms of reference (TOR) is to seek a service provider to design, develop and deliver / facilitate a School Audio Visual (Film) Programme for eighty (80) Kwazulu-Natal high school students for the KwaZulu-Natal Film Commission. The service provider must design and develop training materials to be used to facilitate the introduction of storytelling, script writing and audio video clip development / shooting and this material should link to the use of tablets to facilitate its use for audio video clip development and software for script writing. And the training materials designed and developed, will be property of KZNFC.

## 2. CONTRACT OBJECTIVES & EXPECTED RESULTS

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

The schools programme is to introduce learners in the province of KwaZulu-Natal to the audio-visual industry. The programme will cover aspects of visual literacy for learners, story telling, scriptwriting, audio visual clip development and orientate learners in the theory and practice of film and audio visual content. And to introduce school teachers to consider using film as a medium of instruction where appropriate and introduce learners to the range of careers in the Film and Tv industry.

## 2.2. Overall Contract Objectives

The overall objective of this project is to seek a service provider to design, develop training programme / materials and deliver or facilitate the training of a School Audio Visual (Film) Programme for eighty (80) Kwazulu-Natal high school students for the KwaZulu-Natal Film Commission.

## 3. SCOPE OF WORK

The project is targeting previously disadvantaged schools as a transformation initiative, to provide KwaZulu-Natal with a School Audio Visual (Film) Programme for eighty (80) Kwazulu-Natal high school students. The work entails design, development of training programme / materials and printing of eighty (80) copies for the participants. And Delivery / Facilitation of a schools programme focusing on **storytelling, script writing and audio visual clip development** which must be conducted over a three (3) days workshop per region. The regions are **Port Shepstone, Richards Bay, Pietermaritzburg and Newcastle**. The service provider must be a **BEE Level 1 service provider**.

### Specific activities

#### 3.1. Strategic

The aim of this project is to introduce, orientate and equip grades 10, 11 and 12 students, especially from previously disadvantaged backgrounds with the basic and entry level skills on storytelling, script writing for film making and using a cellphone or tablet to make an audio visual clip. The service provider is required to:

- ✓ To design, develop and deliver / facilitate a School Audio Visual (Film) Programme;
- ✓ The programme should expose learners to basics of storytelling, scriptwriting and using a tablet or cellphone for developing an audio visual clip.

- ✓ The service provider should have the necessary skills and expertise to design, develop the training programme / materials and be able to deliver or facilitate such training;
- ✓ The service provider must have had experience in delivering or facilitated at least three skills programmes in Film and TV or workshops in storytelling, scriptwriting or development.

## 4. LOGISTICS AND TIMING

### 4.1. Location

The project should be based in the province of KwaZulu-Natal. The training should benefit KZN high school youth from the following four regions as far as possible; Port Shepstone, Richard's Bay, Pietermaritzburg and Newcastle.

### 4.2. Anticipated Number of Participants

It is anticipated that the number of participants would be eighty (80) which will consist of twenty (20) students per KZN region as identified by the KZNFC.

### 4.3. Commencement and Period of execution

The period of execution of the partnership will commence from the date of signing the service level agreement for a period of one year.

## 5. REPORTING

The service provider / partner is required to report to the **Human Capital Development Manager- Mr. Peter Ramatswana** 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 Human Capital Development Manager.

The service provider / partner must provide the **Human Capital Development Manager- Mr. Peter Ramatswana** with a project plan indicating time frames, processes of implementation and provide reports, evaluation and statistical data.

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

The **Human Capital Development Manager** will evaluate each phase before any payment is approved. The process will be informed and jointly managed by the **Human Capital Development Manager**. The final report should be presented to the **Human Capital Development Manager - Mr. Peter Ramatswana**.

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 **Human Capital Development Manager - Mr. Peter Ramatswana. Contact: Tel (+27 31) 325 0200.**

## **6. PROPOSAL REQUIREMENTS**

### **6.1. Project Proposal**

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

The Proposal must be submitted to SCM and each section will be broken down as follows:

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

The Technical proposal will comprise the following elements:

- ✓ Understanding of the Programme Context and the Assignment;
- ✓ A detailed company profile detailing training programme(s) in Film and TV that the company has provided.
- ✓ Three or more Reference letters on company letterheads from previous clients whereby the service provider conducted skills programmes in Film and TV.
- ✓ A detailed project plan of the delivery of the programme;
- ✓ Facilitators Certificates and CVS;
- ✓ BEE Level 1 Certificate.

### 6.2.2. Financial Proposal

The Financial offer must contain the following element:

- ✓ Budget Breakdown for the design, development of training materials and delivery or Facilitation of the School Audio Visual programme to 20 students per 4 regions;
- ✓ The financial proposal must include the costs for printing of training materials for the 80 participants;

## 7. Evaluation Criteria

The service provider will be evaluated on the following criteria;

- The service provider should be based in KZN;
- The service provider must be a BEE Level 1 service provider;
- The service provider should demonstrate experience and knowledge facilitating a workshop or delivering a skills programme and have some training materials in the focus areas;
- The service provider should have run at least three skills programmes in the last 5 years as the intention is to enhance the delivery of the programme;

## 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:** Peter Ramatswana

[PeterR@kwazulunatafilm.co.za](mailto:PeterR@kwazulunatafilm.co.za)

For SCM Enquiries Contact: Olivia Manjate

OliviaM@kwazulunatafilm.co.za

**Minimum Required Score = 70%**

**ANNEXURE 1: EVALUATION GRID: To Seek A Partner and Service Provider to Deliver and Implement A School Audio Visual (Film) Programme For Children And Youth, Which Will Capacitate Them With The Relevant Film And TV Skills.**

Name of Company: _____	Maximum	Initial assessment	Revised assessment (before interviews*)	Revised assessment after interviews*
<b>Organisation and Approach</b>				
Detailed Company profile	5			
Programme proposal	5			
Project Delivery Plan	10			
<b>Total score for Organisation and Approach</b>	<b>20</b>			
<b>Key Experts</b>				
<b>Key Expert 1: Professional Experience in Delivering the Schools Programme (Max 10 points)</b>				
Specific professional experience in Delivering a Film and TV skills programme from reference letters on client letterhead: 3 reference letters =10 2 reference letters =5 1 reference letters =3	10			
<b>Key Expert 2: Training facilitator (Max 10 points)</b>				
Specific professional experience in Film and TV: 5+ years = 5 3-4 years =3 1-2 years =1	5			
Specific professional experience in facilitating training in Film and TV: 5+ years = 5 3-4 years =3 1-2 years =1	5			
<b>Total score for Key experts</b>	<b>20</b>			
<b>Overall total score</b>	<b>40</b>			

**Minimum Required Score = 70%**



<b>Strengths</b>	
<b>Weaknesses</b>	

Evaluation performed by:

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	