



TERMS OF REFERENCE

**Short-term Consultancy:
Development of a Business Case for the
Establishment of the Eastern Cape Film Commission
& offering support to implementation of Film
activities.**



15 August 2018

1. Background to the Assignment

ECPACC is the public entity of the Department of Sport, Recreation, Arts and Culture that is entrusted with the responsibility of fostering arts and promoting the culture of the Eastern Cape, to allow for the expression of the unique identity of the province and enable its artists to realise their potential to build an improved quality of life for themselves and their communities. The entity delivers on this mandate through the following focus areas: disbursement of funding to arts and culture projects in the following art forms; music, dance, drama, craft, film, languages; bulk buying and disbursement of craft material, beads, procurement and disbursement of musical instruments to artists; provision of study support to deserving students pursuing studies in arts, culture, film and language; provision of training and product development to arts, craft and film projects and formation of strategic partnerships in order to benefit industry players.

In order to promote the film sector development, ECPACC mooted an idea of establishing a Film Office and a Film Office Manager was subsequently appointed. While on one hand, this office was not sufficiently resourced, on the other hand it lacked commitment and capacity to uplifting film development to a strategic level which would make a considerable contribution to the growth of the sector. Its work has been mainly centered around disbursing the existing meagre funds in support of small film projects, which were supported on a sporadic basis without following a solid strategic framework. The Film Office has failed to foster solid working relations and fully harness allied structures in the province that are also doing some work to promote film, and leverage support for the development of the sector. It further failed dismally to attract national and international Film & TV productions to the locations, and promote syndicated investment in local productions.

To this end, as part of its new strategic framework, ECPACC seeks to accelerate the support and development of the film industry, taking advantage of the low hanging fruits in the province.

2. Objectives of the Assignment

ECPACC seeks to appoint a suitably qualified service provider to assist with the co-ordination of the Film Sector Development Programme, as well as developing a Business Case for the Establishment of the Eastern Cape Film Commission.

3. Timeframes

This assignment is envisaged to take place between the period of the **September to 30 March** over a total of seven (7) months. While the appointed service provider shall have access to ECPACC office and boardroom for meetings, it is expected that most of the work will be conducted off site and in the premises of the service provider. Hence it is critical for the incumbent to have a fully operational office.

4. The Scope of Work

The following is a defined scope of work. Proposal should clearly outline the methodology, the process and the timeframes that it will take to implement the following: It is also important to note that these tasks are not cast on stone at the moment. Some may be phased out or new activities be included during the process and this shall be subject to discussions with the appointed service provider.

No	Phases	Tasks
1.	Film Knowledge Generation & Film Repository	<ul style="list-style-type: none"> Developing a Provincial Database of Film Makers. Research & Package Film locations into a Provincial Film Locations Manual. Collect any pertinent information about film in the province.
2.	Facilitate the establishment of Provincial Film Forum/ Think Tank:	<ul style="list-style-type: none"> Facilitate and support the development of a provincial film co-ordinating body, which will represent the voice and interest of film makers and ensure ease of communication with government. Develop clear Terms of Reference/Engagement with clear communication structures.
3.	Review of the Provincial Film Industry Sector Plan	<ul style="list-style-type: none"> Review existing Film Sector Plans into a comprehensive Provincial Film Sector Strategy spanning over 5 years.
4.	Review of a Business Case for the Establishment of the EC Provincial Film Commission	<ul style="list-style-type: none"> Review the existing Business Plan (including costing) Assist in mobilizing resources for the establishment of the Commission. Kickstart the legislative processes towards the establishment of the Film Commission.
5.	Resource Mobilization for Project Funding	<ul style="list-style-type: none"> Assist efforts to mobilise film financial resources through public funding, private investments, and other means. Facilitate the establishment of an independent and credible Film Funding Advisory Committee.
6.	Project implementation support	<ul style="list-style-type: none"> Assist with the implementation of a film training project (whose details will be discussed with the successful bidder). Organise film screenings for audience development and promote consumption of local content. Implement any other minor activities of the Film Office.

5. Eligibility Criteria

The service provider should possess the following competencies and expertise:

- A formal academic qualification in the field of arts/film/media and tv/radio/sound engineering, as well as in business/public administration.
- 3-4 years experience in the field of arts administration and governance, film business management, research and local content development.
- Flair for community/tourism/enterprise/ local economic development and a superior knowledge/ understanding of the film sector in SA.
- Proven experience in (public sector) planning and project management.
- Proven track record for resource mobilization/ fundraising.
- Extensive understanding of government policies, procedures, stakeholder management.
- Experience in facilitating strategic discussions with high level local / provincial and national government stakeholders.
- Understanding of and experience working with government agencies/entities.
- Experience in facilitating Industry workshops between public and private sector and film practitioners.
- Credibility and good reputation with both EC and national/international film practitioners.
- Fluency in IsiXhosa and English
- Experience in producing strategic reports, Powerpoint presentations and
- Excellent writing, facilitation, analytical and lobbying skills.

5. Application Procedure

The deadline for submission of proposals is the **24 August 2018**. Service providers are expected to submit the following:

- a) A short but detailed proposal (not more than 4 pages) on the proposed approach/ methodology to the assignment, highlighting specific outputs and related costs for each phase.
- b) A company profile detailing similar experience and any portfolio of evidence.
- c) The proposal detailed above must be delivered at the ECPACC offices located at: No.16 Commissioner Street, Old Elco Building – Second Floor, East London or sent via email at ksigasa@gmail.com.
- d) The proposal must correspond and be exact to the specification prescribed in this communication and be VAT inclusive.
- e) All Standard Bidding Documents (SBD) obtainable from our website www.ecpacc.co.za
- f) All enquiries regarding the specification should be directed to the Office of the CEO via email **ONLY** at film@ecpacc.co.za.

6. Preferential Procurement Compliance Procedure

6.1 Preferential Points System

A preferential point system will be applied in the procurement of goods and services as prescribed in the PPPF Act, Section 2(a).

A 80/20 procurement point system will be applied on procurement of goods and services between R30 000 and R50 million where a maximum of 80 points are awarded for price and a maximum of 20 points are awarded for the bidder's B-BBEE status.

The preferential points awarded under the 80/20 threshold are awarded using the framework detailed below:

CRITERIA		POINTS
BID PRICE		80
B-BBEE CONTRIBUTION LEVEL		20
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	
TOTAL		100

A 90/10 procurement point system will be applied on procurement of goods and services above R50 million where a maximum of 90 points are awarded for price and a maximum of 10 points are awarded for the bidder's B-BBEE status.

The preferential points awarded under the 90/10 threshold are awarded using the framework detailed below:

CRITERIA		POINTS
BID PRICE		90
B-BBEE CONTRIBUTION LEVEL		10
1	10	
2	9	
3	6	
4	5	
5	4	
6	3	
7	2	
8	1	
Non-compliant contributor	0	
TOTAL		100

6.2 Compliance Documents required

- a. A detailed proposal with a Price Quotation.
- b. Valid and original SARS Tax Clearance Certificate.
- c. Valid and original Broad-Based Black Economic Empowerment (BBB-EE) Verification certificate.
- d. Attached Standard Bidding Documents.
- e. Proof of registration on the National Treasury Central Supplier Database (CSD).

All procurement queries to be addressed Ms. Kholeka Sigasa at ksigasa@gmail.com or contact her at: Phone (043) 743 6187, Fax: 086 568 3721

7. Copyright & Intellectual Property Rights

All briefing material submitted to the consultant as well as all deliverables and products linked to this assignment are the intellectual property of ECPACC and shall never be distributed without written permission of ECPACC. All documents shall be treated as strictly confidential.

- As part of the Service Level Agreement, the service provider will be required to sign a confidentiality and indemnity agreements with ECPACC
- ECPACC reserves the right to interview short-listed service providers.
- The service provider may not cede or assign any part of its agreement nor subcontract any part of the work assigned to them without prior written consent and authorization of ECPACC.