



## TERMS OF REFERENCE

**ECPACC's Audio Visual Funding Video Production.**

## Abbreviations, Acronyms and Definitions

TOR	TERMS OF REFERENCE
ECPACC	EASTERN CAPE PROVINCIAL ARTS AND CULTURE COUNCIL

### 1. BACKGROUND OF ECPACC

ECPACC core mandate is to provide **short, medium, long term and once-off funding** to cultural, arts and heritage institutions, groups and individual artists from professional and amateur. Conduct research into fields that concern arts and culture. Establish, compile and maintain database, of persons, organisations, institutions, equipment and facilities connected with arts and culture. Develop and promote arts and culture and encourage excellence thereof.

Due to the large number of prospective funding applicants that get rejected. ECPACC seeks a reputable film producer to produce a 15-20-minute (maximum) audio visual film, that will demonstrate the entities funding process. The entity needs to clearly demonstrate the required eligibility criteria and it's funding process to ensure compliance and inclusion. The production would need to utilize Eastern Cape's spoken languages and be dubbed in isiXhosa, isiSotho, English & Afrikaans. The selected firm will undertake all pre- to post-production activities, including research, concept development, script, location scouting, shooting, on and offline editing, music, graphics, subtitles, translations, dubbing, and final mastering. Illustrations/dramatizations may include 2D / 3D animation.

### 2. OBJECTIVES OF THE ASSIGNMENT

The objective is the production of an Audio-Visual Video that will reflective and illustrate the funding application process of ECPACC. Secondly, video illustration will need to be dubbed isiXhosa, isiSotho, English & Afrikaans.

### 3. TIMEFRAMES

This program is envisaged to take place between the period of **28 November 2022 to 15 March 2023**.

#### 4. THE SCOPE OF WORK

The scope of this video should include phases that are outlined in the table below. Some may be phased out and/or new activities may be included during the process, and this shall be subject to discussions with ECPACC.

Main tasks	Expected output	Indicator	Preliminary timeframe
Develop a detailed production plan in collaboration with the Project Team	Production plan	Agreement on a detailed production plan	November 2022
Develop script of the video	Delivery of a draft script to the Project Team for comments	Script on the video production reviewed	December 2022
Acquire ECPACC material for the production.	Collection of ECPACC funding guide	Funding guideline material. Producer to refine outline of the video	December 2022
Shoot	Preparation of draft Video	Copy of draft video available for editing	mid-Jan 2023
Edit Video	Production of preliminary offline version of the funding film	Preliminary offline version of the funding Video produced and available for viewing	late-Jan 2023
Finalize Video production	Amendment of the preliminary offline version of the Funding Video	On-line version Funding video produced, copies of film and other agreed deliverables given to Project Team	Mid - Feb 2023

#### 5. Deliverables

- Edited 15-20-Minute-High Definition DVD on an external Drive.
- 10 copies of the corporate film will be delivered to ECPACC on DVD.
- ECPACC has the right to make copies of the funding video, and to share the film offline and online.
- Submission of a link with all the produced material and final version
- The original footage will be shared, and ECPACC will be given permission to adapt, use and share this material as and when needed.

## 6. Eligibility Criteria

- Proven experience, knowledge and understanding of producing quality audio visual programmes.
- Reputable producer
- Ability to meet tight deadlines.

## 7. Application Procedure

The deadline for submission of proposals is the **28 November 2022**. Interested parties are expected to submit the following:

- a) A short but detailed proposal (not more than 3 pages) on the proposed approach/ methodology to the assignment, in line with the scope of work. Highlighting specific outputs and related costs for each phase.
- b) Timetable/ Program for the duration of the programme.
- c) Budget lay out.
- d) A company profile detailing similar experience, with CVs of key Crew member/s and portfolio of evidence for previous work (show-reel).
- e) The proposal must correspond and be exact to the specification prescribed in this communication and be VAT inclusive.

## 8. Compliance Documents required

- a. A detailed proposal with a Price Quotation.
- b. Valid and original Broad-Based Black Economic Empowerment (BBB-EE) Verification certificate.
- c. Proof of registration on the National Treasury Central Supplier Database (CSD).
- d. Certified Identity Documents.
- e. Note that ECPACC does not need to select the cheapest bidder.

NB: All enquiries regarding the specification should be directed to the Film Office Officer via email **ONLY** [bmarala@ecpacc.co.za](mailto:bmarala@ecpacc.co.za)

## 9. 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.

## 10. Remuneration of Services & Mode of Payment

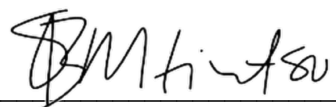
The payment will occur in three trenches

- 60% of the total remuneration will be paid upon signing the contract agreement.
- 20% of the total remuneration will be paid upon delivery of the final version of the script.
- 20% of the total remuneration will be paid upon delivery of the final film and other agreed deliverables.

Prepared by:  \_\_\_\_\_

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