

**TERMS OF REFERENCE: SERVICES OF A PROJECT CO-ORDINATOR
REF NO. ECPACC/017/2021**



TERMS OF REFERENCE

SERVICES OF A FASHION PROJECT COORDINATOR



28th July 2021

1. BACKGROUND OF ECPACC

The Eastern Cape Arts and Culture Council (ECPACC) is a public entity of the Department of Sport, Recreation, Arts and Culture, with a vision to create an enabling environment for the development of arts and culture in the province and enable artists to realise their potential. As part of its strategic goals, ECPACC is responsible for the creation of a vibrant cultural industry that offers opportunities for economic development in the province. Working closely with artist ECPACC has seen the need to encourage intercultural co-creation innovative projects that will be great opportunities to our artists. ECPACC has partnered with the organisation in Germany a Lower Saxony project where they promote arts and culture initiatives.

The project is called "FASHION & DANCE International" an intercultural and interdisciplinary creative project that is implemented by Lower Saxony State Commissioner for Migration and Participation in Germany aimed at mobilizing and building creative networks around the globe, promoting international exchange of expertise and professionalization, and approaching new international audiences. The project focusses on fashion in a Creative manner which involves various art disciplines namely design, dance, theatre, stage design, photography, film, music, social media, journalism. The show will take place in Hanover-Harryhausen in October 2021 and will be live-streamed to all international partners – (seven partners now including SA, which is represented by ECPACC). During this show, three contemporary collections from Lower Saxony and seven partner countries will be presented with documentary video sequences, highlighting the "making of" in studios, textile productions, dance studios, etc. of all participants for the public.

The Fashion and dance event is dedicated to offering the best marketing platform to assist designers as brands to tell their brand story – a proudly South African Eastern Cape fashion story and have it showcased to a European audience. ECPACC is invited to showcase two (2) designers to design a clothing range for dancers, a commercial range and catwalk range. The show will also come to South Africa, in the Eastern Cape where will host the event of this kind to the Eastern Cape audience, where designers from Germany will be part of the showcase working with our artist to host the same event at home.

2. OBJECTIVES OF THE ASSIGNMENT

The primary objective of this request for proposal is to invite suitably qualified and experienced service provider, who has a holistic overview and knowledge of the South African fashion design Sector and global view to submit proposals to ECPACC to be project coordinators that will ensure the success and timely completion of this project.

3. TIMEFRAMES

The period of service will span over 6 months period, from 23rd August 2021 to 23rd February 2021.

4. THE SCOPE OF WORK

The appointed service provider will be expected to present a detailed proposal which should outline a concise methodology and approach for the implementation of this assignment. If there are any proposed additional service delivery areas as recommendations or added value, they should be costed separately from the main proposal and be included as an annexure named **Added Value Services**. These will be an added advantage to the bidder, especially if the bides will be able to assist in financing the add-ons.

The scope of work shall include amongst others the following:

Phases	Project Management Coverage
COORDINATION	<ul style="list-style-type: none"> • Work with selected designers to develop a theme for a proudly SA fashion showcase. • Direct and create a design that will create atmosphere that will suit the theme. • Direct and lead the identification and purchase of raw material (good quality but affordable). • Coordinate and oversee the production of the two (2) selected designers. • Lead the profiling of the designers and the design process through video sequencing.
BUDGET AND FINANCE MANAGEMENT	<ul style="list-style-type: none"> • Paying the designer production fees of the 2 designers including the raw material and other logistics pertaining to the project. • All logistical requirements including travel, health insurance, accommodation and per diem for the team. NB: travelling will depend on the lockdown rules for travelling, please do consider shipping budget as an alternative.
FASHION EVENT COORDINATION AND MANAGEMENT	<ul style="list-style-type: none"> • Develop a work program with corresponding timelines for the three contemporary collections with video sequences, highlighting the "making of" in studios, textile productions, dance studios, etc. of all participants for the two shows, one in Germany and the second one in South Africa: EC. • Coordinate the marketing and publicity of the event. • Administration of the event: <ul style="list-style-type: none"> - Booking/documentation of activities - Contracts - Logistics • Coordinate the overall execution of the event.
PROVIDE A FULL COMPREHENSIVE	<ul style="list-style-type: none"> • Evaluation of the whole project

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Phases	Project Management Coverage
REPORT OF THE PROJECT	<ul style="list-style-type: none"> • Review of the fashion platform • Final narrative and expenditure report handed in after the project.

NB: The project will need to follow a **consultative and interactive process** and consider engaging artists and ECPACC in some creative activities to generate ideas that would lead to the acceptability of the outfits and its legitimacy in the public eye.

5. Eligibility Criteria

5.1 COMPETENCIES AND EXPERTISE:

- Extensive understanding and experience of working with government/ public entities.
- Contactable references of previous work done on projects of similar nature.
- Ability to report to the team effectively on progress of the work including submission of interim reports.
- Problem Solving and communication
- Respect, integrity, transparency, and courtesy
- Fluency in IsiXhosa and English.
- Excellent writing and analytical skills.
- Be ready to assume work as soon as possible.

5.2 TECHNICAL REQUIREMENTS

The functional / technical criterion that was utilized to test the capability of service providers was set as follows:

5.2.1 Technical Requirements

Value: 1=Poor; 2=Average; 3=Good; 4=Very good; 5=Excellent

	Sub-Criteria	Weight	Value	Actual Score										
1.	Must have a relevant academic qualifications. Project management/Fashion Design/Clothing management/Marketing. <table border="1" style="margin-top: 10px;"> <tr> <td>4 Points</td> <td>8 Points</td> <td>12 Points</td> <td>16 Points</td> <td>20 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	4 Points	8 Points	12 Points	16 Points	20 Points	1	2	3	4	5	20	5 = Post Graduate degree/diploma 4 = Degree 3 = Diploma	
4 Points	8 Points	12 Points	16 Points	20 Points										
1	2	3	4	5										
2.	Experience and knowledge in the managing similar projects as well as in event organiser. <table border="1" style="margin-top: 10px;"> <tr> <td>10 Points</td> <td>20 Points</td> <td>30 Points</td> <td>40 Points</td> <td>50 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	10 Points	20 Points	30 Points	40 Points	50 Points	1	2	3	4	5	50	5 = More than five projects 3 = Between three- and five-projects 1 = Less than three projects	
10 Points	20 Points	30 Points	40 Points	50 Points										
1	2	3	4	5										

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3.	A detailed proposed Project Methodology (not more than five pages)	20	5 = Excellent 3 = Good 2 = Average 1 = Poor							
					<table border="1"> <tr> <td>4 Points</td> <td>8 Points</td> <td>12 Points</td> <td>16 Points</td> <td>20 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	4 Points	8 Points	12 Points	16 Points	20 Points
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1	2	3	4	5						
4.	Local Supplier (Proof of address)	10	5 = Buffalo City Region 3 = Other regions in EC 2 = Other regions outside EC province 1 = Outside RSA							
					<table border="1"> <tr> <td>2 Points</td> <td>4 Points</td> <td>6 Points</td> <td>8 Points</td> <td>10 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	2 Points	4 Points	6 Points	8 Points	10 Points
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1	2	3	4	5						
Threshold		70								
Total		100								

NB: Bidders who fail to meet the minimum score of 70 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 2 (Price and B-BBEE).

5.3 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	
	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor		0
TOTAL		100

6. Application Procedure

- a) The deadline for submission of proposals is the **13 August 2021 at 15h00**. Service providers are expected to submit the following:

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- b) The proposal may be emailed to ksigasa@ecpacc.co.za or delivered at the ECPACC offices located at: No.16 Commissioner Street, Old Elco Building – Second Floor, East London.
- c) The proposal must correspond and be exact to the specification prescribed in this communication and be VAT inclusive.
- d) All enquiries regarding the specification should be directed to the Office of the Craft Hub Manager via email **ONLY** at agili@ecpacc.co.za
- e) All enquiries regarding the Supply Chain Management should be directed to SCM Officer at ksigasa@ecpacc.co.za and zmatshoba@ecpacc.co.za

7. Bidders shall take note of the following bid conditions

- a) Bidders must be registered with the National Treasury Central Supplier Database (CSD). Service providers who are not registered with the National Treasury Central Database of Suppliers must visit www.csd@treasury.gov.za
- b) Eastern Cape Provincial Arts and Culture Council does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- c) The award of this bid may be subjected to price negotiation with the preferred bidder(s)
- d) Bids which are late, incomplete or unsigned will not be accepted.
- e) ECPACC reserves the right to terminate the contract if not satisfied with the work produced by the service provider.
- f) Only bidders that have met the requirements of the proposal / specification shall be considered during the adjudication process.
- g) Documents to be submitted along with the proposal:
 - Company Profile
 - A copy of your CSD Summary Report
 - A complete attached SBD 4.
 - Copy of SARS tax clearance certificate.
 - Certified Copy or an original B-BBEE Certificate OR a Sworn Affidavit
 - Companies who bid as a joint venture must submit a consolidated B-BBEE Verification Certificate only for this bid.
- h) Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement it will be automatically disqualified.
- i) Bids submitted are to hold good for a period of 90 days

Yours in the development of Arts and Culture in the Province of Eastern Cape.

Prepared by: 

Ms. A. T. Gili

Craft hub Manager

Date: ...28.... /...07.../...2021....

Approved by: 

Ms. Phumeza Skoti

Chief Executive Officer – ECPACC