



TERMS OF REFERENCE

FILM PROJECT MANAGEMENT SERVICES



03 December 2020

1. ABBREVIATIONS, ACRONYMS AND DEFINITIONS

TOR	TERMS OF REFERENCE
ECPACC	EASTERN CAPE PROVINCIAL ARTS AND CULTURE COUNCIL
PFMA	PUBLIC FINANCE MANAGEMENT ACT

2. BACKGROUND OF ECPACC

ECPACC's 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, culture and heritage. 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.

3. OBJECTIVES OF THE ASSIGNMENT

ECPACC seeks the services of a reputable project management firm, with strong financial competency that will provide professional services in assisting ECPACC's film project beneficiaries strengthen their financial controls and reporting mechanisms. During the 2019/20 financial year, ECPACC has funded 23 film projects to develop and promote the value chain of the sector. Funding agreements were signed in February 2019, with project funding to be disbursed in three different phases. The first payment was made in March 2020. These projects range in size and value of between R100 000.00 – R400 000.00. The selected service provider would be expected to work with 19 of the beneficiary projects.

4. TIMEFRAMES

The period of service will span over a 3-month period, from 15 December 2020 to 19 March 2021.

5. THE SCOPE OF WORK

5.1 Assessment of the usage of funds for the first Phase			
	Phases	Activities	Outputs/Deliverables
	Assessment of Projects	Review & Evaluate Project Financial Expenditure in line with the signed agreements.	Detailed assessment Report with findings and recommendations.
	Project Management Support	Identify projects that are not performing efficiently. Identify areas of improvement and make recommendation on project recovery.	Project recovery Plan (Technical and Financial)
5.2 Technical Assessment			
	Phases	Activities	Outputs/Deliverables
	Project Management	Assist Project beneficiaries to prepare a credible financial and performance information report.	Report
		Prepare recovery plan for projects not achieving their financial and performance targets.	Implementation Plan
		Enforce prescripts of the contract either by recovering irregular costs or other measures.	Discontinuation of beneficiary contract or recovery of state funds.
5.3 Empowerment as part of Creative Entrepreneurship			
	Phases	Activities	Outputs/Deliverables
	Developmental Intervention	Host a Financial Project Management workshop for 40 beneficiaries. This will include projects funded from other arts funds	Hybrid financial workshop (Both virtual and physical)
		Recommend appropriate measures to ensure adherence to the agreement.	Devise financial and technical reporting templates. Project Close Report with recommendations.

6. Requirements

The service provider should possess the following competencies and expertise:

- A formal academic qualification in the field of Accounting/ Finance Management, Business Development or Project Management.
- 8 years' demonstrable experience in the field of Project Management & Enterprise Development.
- Vast Knowledge and managing similar projects within the creative industries and film would be an added advantage.
- A Legal background or extensive understanding of contractual management/commercial law.
- Proven, knowledge and understanding of the developments in the Film sector in the Eastern Cape and South Africa.
- Experience in facilitating industry workshops between public and private sector and community representatives.
- Credibility and good reputation with both Eastern Cape and national film practitioners.
- Fluency in isiXhosa and English (an added advantage).
- Excellent writing, facilitation, and analytical.

7. Eligibility Criteria

7.1 TECHNICAL REQUIREMENTS

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

7.1.1 Technical Requirements

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

	Sub-Criteria	Weight	Value	Actual Score										
1.	A recognized Accounting/Project Management, qualification or equivalent	30	5 = Post Graduate degree/diploma 4 = Degree 3 = Diploma											
	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">6 Points</th> <th style="padding: 2px;">12 Points</th> <th style="padding: 2px;">18 Points</th> <th style="padding: 2px;">24 Points</th> <th style="padding: 2px;">30 Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">1</td> <td style="text-align: center; padding: 2px;">2</td> <td style="text-align: center; padding: 2px;">3</td> <td style="text-align: center; padding: 2px;">4</td> <td style="text-align: center; padding: 2px;">5</td> </tr> </tbody> </table>	6 Points	12 Points	18 Points	24 Points	30 Points	1	2	3	4	5			
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2. Experience in Film Project Management or in the Film industry <table border="1" style="width: 100%; text-align: center;"> <tr> <td>6 Points</td> <td>12 Points</td> <td>18 Points</td> <td>24 Points</td> <td>30 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	6 Points	12 Points	18 Points	24 Points	30 Points	1	2	3	4	5	30	5 = More than eight years' experience 3 = Between five and three-years' experience 1 = Less than five years' experience	
6 Points	12 Points	18 Points	24 Points	30 Points									
1	2	3	4	5									
3. Demonstration of diverse genres of Film Project Management or in the Film industry <table border="1" style="width: 100%; text-align: center;"> <tr> <td>6 Points</td> <td>12 Points</td> <td>18 Points</td> <td>24 Points</td> <td>30 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	6 Points	12 Points	18 Points	24 Points	30 Points	1	2	3	4	5	15	5 = More than three forms 3 = Between three forms 1 = Less than one form of film	
6 Points	12 Points	18 Points	24 Points	30 Points									
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4. A detailed proposed Project Methodology (not more than five pages) <table border="1" style="width: 100%; text-align: center;"> <tr> <td>6 Points</td> <td>12 Points</td> <td>18 Points</td> <td>24 Points</td> <td>30 Points</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	6 Points	12 Points	18 Points	24 Points	30 Points	1	2	3	4	5	20	5 = Excellent 3 = Good 2 = Average 1 = Poor	
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1	2	3	4	5									
5. Local Supplier (Proof of address) <table border="1" style="width: 100%; text-align: center;"> <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	1	2	3	4	5	5	5 = Buffalo City Region 3 = Other regions in EC 2 = Other regions outside EC province 1 = Outside RSA	
2 Points	4 Points	6 Points	8 Points	10 Points									
1	2	3	4	5									
Threshold	60												
Total	100												

NB: Bidders who fail to meet the minimum score of 60 points out of 100 in stage 2 will not be considered for evaluation in terms of Stage 2 (Price and B-BBEE).

7.2 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

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3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	
TOTAL		100

8. Application Procedure

The deadline for submission of proposals is the **10 December 2020 at 15h00**. Service providers are expected to submit the following:

- a) 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.
- b) The proposal must correspond and be exact to the specification prescribed in this communication and be VAT inclusive.
- c) All enquiries regarding the specification should be directed to the Film Office via email **ONLY** at bmarala@ecpacc.co.za
- d) All enquiries regarding the Supply Chain Management should be directed to SCM Officer at ksigasa@ecpacc.co.za and zmatshoba@ecpacc.co.za

9. Bidders shall take note of the following bid conditions

- a) Bidders must be registered with the National Treasury Central Supplier Database (CSD).
- 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) Service providers who are not registered with the National Treasury Central Database of Suppliers must visit www.csd@treasury.gov.za to register their companies, after the completion of the registration report, a summary report must be included to their bid documents
 - Company Profile
 - A copy of your CSD 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.

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- g) 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.
- h) In order to meet the requirements of the Eastern Cape Framework for Local Economic Development through Procurement Initiatives, preference will be given to contractors who reside within Eastern Cape
- 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.



Mr. Bonganjalo Marala
Film Development Manager - ECPACC