

2 OCTOBER 2023

TERMS OF REFERENCE

IZimbali Wellness Programme

BACKGROUND

The Izimbali Wellness Programme is an initiative of The Independent Black Filmmakers Collective (IBFC) to address mental health issues in the Audio-Visual, Creative Industries and Entertainment Industry sector. The multi-faceted programme aims to raise awareness of mental health issues and to offer interventions for industry participants.

The Izimbali Campaign is timely, providing immediate and accessible interventions amid a mental health crisis to the vulnerable in our sector.

The Gauteng Film Commission and the IBFC jointly embark on the Industry Wellness program which is a program that is to develop an industry-focused wellness programme and collaborate on a series of interventions for the sector. The objectives of the Project are to: raise awareness of mental health and reduce the stigma in the creative sector; to provide solution-based advice and resources in a manner that fits the sectors participants and offers sustainable solutions.

The IBFC has entered into an agreement with the GFC to act as a project manager in respect of the programme.

About the Independent Black Filmmakers Collective - IBFC

The Independent Black Filmmakers Collective IBFC is a growing collaborative business network of like-minded Black South African Independent Filmmakers, Content Creators, Film and Television/ Commercials Directors, Producers, Distributors, Exhibitors, Media and Entertainment, Facilities and Services Entrepreneurs and Industrialists. The IBFC's aim is to engage government and industry stakeholders in policy change and advocate as "one voice" in engagements with public and private sector institutions and organisations.

About The Gauteng Film Commission – GFC

The Gauteng Film Commission (GFC) develops, promotes, and coordinates the film and television production industry in South Africa's wealthiest province. As an agency of the Gauteng Provincial Government, the GFC is tasked with positioning the province as a world-class destination for filmmaking as well as attracting local and international investments in the film and television industry.

PURPOSE

The Independent Filmmakers Black Filmmakers Collective (IBFC) seeks to employ a suitably qualified service provider to provide Employee Wellness Services for the audio-visual sector, within a national geographical reach.

- a) To develop an approved and multi-faceted programme of mental health services as a contracted service provider for a period of 3 to months, with a direct reach of 200 practitioners in the sector nationally.

Address: 43 Strelitzia Avenue, Country View, Midrand, 1685, Gauteng, South Africa.

Telephone #: + 27 (011) 782 1552 **Mobile #s:** + 27 (0) 82 337 6113/ + 27 (73) 960 8657)

Website Address: www.ibfc.org.za **Email Address:** info@ibfc.org.za

Board Members: Azania Muendane, Maganthrie Pillay (Co-Chairs), Ramadan Suleman (Treasurer), Mandisa Zitha, Bianca Isaac

- b) The programme will deal with health and wellness issues holistically, and not limited to psycho-social support.
- c) The programme needs to utilise tried and tested wellness methods and tools, that can be hosted on current digital solutions for long term and broader access.

TERMS OF REFERENCE / SPECIFICATION

1. Scope of Work:

- 1.1. Create awareness and education around mental health and wellness to remove the stigma and in the sector; by developing multiple methods to communicate and educate on key focus areas: stress, family issues, finances, working conditions, etc.) and what services are available.

The programme plan must include the delivery of wellness workshops, events, webinar, video-on-demand content and or other digital products for beneficiaries.

- 1.2. To provide a 24-hour virtual or telephonic service that is multi-lingual and confidential, which members can access to receive recommendations and diagnoses based on their symptoms and lifestyles. The platform should allow members to receive further access to an array of mental health services, including one or some of these services: counselling or therapy, coaching, self-guided videos or apps, or any other mental health toolkits.

- 1.3. To develop wellness-related life skills or specialised training courses for industry leaders and managers. The courses will include digitized interventions, and to be developed in partnership with qualified mental health professionals in consultation with the service provider.

Context: The mental health courses can include online or video packages with appropriate languages or subtitles.

- 1.4. Conduct initial research on critical industry needs through focus groups.
- 1.5. To run wellness workshops, in response to the research outcomes.
- 1.6. To review the programme outcomes, identify and make recommendations on key interventions for future planning of sustainable interventions for the sector.
- 1.7. Build the digital content and ensure access to channels of communication and ongoing engagement with qualified mental health professionals.

2. Period of Performance

- 2.1. The period of performance of any contract resulting from this solicitation is anticipated to begin on or about 15 October 2023 and last through to 15 January 2024.

3. Requirements: Service Provider

The prospective service provider fulfils the following criteria:

- 3.1. Have established networks/infrastructure and track record in managing employee wellness.

Address: 43 Strelitzia Avenue, Country View, Midrand, 1685, Gauteng, South Africa.

Telephone #: + 27 (011) 782 1552 **Mobile #s:** + 27 (0) 82 337 6113/ + 27 (73) 960 8657)

Website Address: www.ibfc.org.za **Email Address:** info@ibfc.org.za

Board Members: Azania Muendane, Maganthrie Pillay (Co-Chairs), Ramadan Suleman (Treasurer), Mandisa Zitha, Bianca Isaac

- 3.2. Have the infrastructure (technology) and capacity to deliver a mental health and wellness campaign.
- 3.3. Be able to provide Organisational Wellbeing Services.
- 3.4. Be able to provide Wellness Education – To equip employees with the skills they need to effect meaningful change in their lives.
- 3.5. Organise Wellness activities that form part of the research and intervention output.
- 3.6. Generate report – reporting on the number of one on one, group engagements, calls, logins, received and conducted. Must be able to provide report on beneficiaries reached during the programme.
- 3.7. Must have been in operation as a wellness facilitator for a minimum of ten (10) years.
- 3.8. Provide the IBFC with at least three (3) written references in this regard.

4. Specific Deliverables and Milestones

The service provider should offer the following services.

Detail	Time Period
Multiple reporting channels – social media platforms, telephonic engagements, email, and online	3 months Weekly communication with IBFC board members
24-hour virtual or telephone service available in multiple languages.	3 months Provide service for 200 beneficiaries.
Deliver a comprehensive engagement and communication plan.	3 months Across all media platforms
Implement Focus group, One on One engagements and an Educational Webinar Series.	3 months
Digital life skills training for leaders and managers.	3 months Deliver a course package
Develop extensive awareness materials to promote the services.	3 x webinars To be available as recordings
Compile initial research through Focus Groups and One on one Engagements	2 months Deliver a document on focus groups outcomes.
Acknowledge Izimbali Wellness Programme, IBFC and GFC on all communications materials and events.	3 months
Reporting	3 months Monthly reports submitted to IBFC, final report with recommendations on programme Provide data on beneficiaries reached, issues reported and interventions

Address: 43 Strelitzia Avenue, Country View, Midrand, 1685, Gauteng, South Africa.

Telephone #: + 27 (011) 782 1552 **Mobile #s:** + 27 (0) 82 337 6113/ + 27 (73) 960 8657)

Website Address: www.ibfc.org.za **Email Address:** info@ibfc.org.za

Board Members: Azania Muendane, Maganthrie Pillay (Co-Chairs), Ramadan Suleman (Treasurer), Mandisa Zitha, Bianca Isaac

5. Project Manager's Responsibilities

The IBFC will be responsible for:

- 5.1. Providing the service provider with all appropriate documentation, advice and information pertinent to the programme.
- 5.2. The IBFC Project Manager, in liaison with the GFC, has the right to terminate or suspend the appointment and shall notify the service provider in writing of any intention to do so and the reasons for termination. The consulting service provider may only recover all approved costs thus far incurred in connection with this project.

6. The Service Provider's Responsibilities

- 6.1. The Service Provider will deliver the programme within the constitutional policies and code of conduct of the IBFC.
- 6.2. The Service Provider will provide the IBFC with reports as per the deliverable schedule.

7. Budget

- 7.1. Please provide a detailed fee structure and implementation schedule as part of your submission.

8. Compliance Documents Required

- 8.1. A current SARS Tax Clearance Certificate
- 8.2. Up to date BBBEE Certificate and
- 8.3. Up to date CSD Documents from all its service providers.
- 8.4. SBD Forms

Kindly include this certificate in your submission. This should be in the original copy and failure to do so will automatically disqualify your submission.

9. Contractual Agreements

The IBFC will establish a contractual arrangement with the successful applicant based on the outlined fee structure and implementation schedule.

There will be one contract between IBFC and the successful applicant. The provision of any services by affiliated organisations or subsidiary organisations will be incorporated into that contract.

10. Submission on Proposals

Proposal submission must be submitted via email to:

Email: Info <info@ibfc.org.za>
Deadline: 23h59, Friday 13th October 2023
For Queries: Kethiwe Ngcobo at info@ibfc.org.za

Please note that no late proposals will be considered. Proposals received after the above deadline will be recorded with the time and date of receipt.

9. Unauthorised Communication

Please note that all communications must be directed through the contact person named in the Terms of Reference unless advised otherwise by the contact person. Unauthorised communication with other staff may lead to disqualification of the Proposal.

TORs Approved by:

Ms Maganthrie Pillay



IBFC Co-Chair

02.10.2023

Date