



REQUEST FOR PROPOSALS

APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO PRODUCE A SERIES OF ANIMATED VIDEOS AND CLIPS ON EMERGING ENERGY TRENDS AND NARRATIVES

CLOSING DATE: 11 JULY 2023

1. INTRODUCTION

The Presidential Climate Commission (PCC) is a multi-stakeholder body established in 2020 by the President of South Africa to advise on the country's climate change response and support a just transition to a low-carbon climate-resilient economy and society.

The PCC conducts its work in an open and transparent manner with the aim of building social consensus around the complex and challenging decisions required to successfully navigate the climate transition. The PCC's mandate emanates from the Presidential Jobs Summit held in 2018, and the PCC is committed to ensuring that the transition is socially just and that the needs of vulnerable groups are addressed.

The PCC requires the services of a suitably qualified and experienced service provider to produce a series of animated videos and clips on emerging energy trends and narratives.

2. BACKGROUND

The PCC is a multi-stakeholder body established by the President of the Republic of South Africa to advise government on the country's climate change response and pathways to a low-carbon climate-resilient economy and society. The PCC conducts its work in an open and transparent manner with the aim of building social

consensus around the complex and challenging decisions required to successfully navigate the climate transition. The PCC's mandate emanates from the Presidential Jobs Summit held in 2018, and the PCC is committed to ensuring that the transition is socially just and that the needs of vulnerable groups are addressed.

The key focus of the PCC mitigation programme aims to move the debate on power, establish increasingly granular net-zero pathways for the economy, and provide long-term stability and policy maker access to South African climate related socio-economic modelling. The four pillars consist of:

2.1 Energy Transition Plans: Develop a consensual energy plan, that government uses to inform regulatory and planning instruments, such as the Integrated Resource Plan (IRP).

2.2 Net-zero pathways: Understand the socio-economic and technology changes likely and needed to build a competitive net-zero 2050 economy. Including enhancing regional modelling, adaptation and co-benefit integration and labour market and social protection modelling.

2.3 Decision support: Connecting key policy decision makers to socio-economic climate modelling and supporting them in using such data. In the process build the long-term sustainability and sophistication of modelling support in South Africa.

2.4 Employment strategy: Using a combination of net-zero pathway modelling and local economic diversification methodologies to identify a specific employment strategy needed for a region and the short-, medium- and long-term skills demand.

3. PURPOSE

The purpose of the project is to produce a series of 10 compelling videos (4 - 6 minutes) and 10 clips (30 – 90 seconds) that will be used on the PCCs website and social media platforms such as Facebook, Twitter and LinkedIn.

4. SCOPE OF WORK

The work to be undertaken consists of the following:

4.1. INCEPTION PHASE

4.1.1 Inception Meeting

The appointed service provider will engage in a PCC organised inception meeting, with a view to agree on the overall implementation methodology and timelines. This meeting will also discuss a pre-liminary plan on the content and production of videos and establish the project steering committee (PSC) for this work.

4.1.2 Inception report

Following the engagement with the PCC, the appointed service provider will be required to deliver an inception report capturing the discussions, the production plan, as well as other decisions as formulated during the inception meeting.

4.2 PRODUCTION AND DEVELOPMENT PHASE

4.2.1 A storyline for each animated video

The storyline is expected to relate key emerging energy trends and narratives using topics that will be finalized with the PSC. Each storyline will serve as a basis for the development of video scripts that will detail the agreed topics. The story line should be conceptualized such that all videos and scripts will be aligned and synchronized.

4.2.2 Video Script

The script will narrate the detailed content of each topic using simple and concise language. The narrative will document key findings and research on emerging energy trends. The narratives that will also highlight any key recommendations for the energy transition that will support a just transition. The PCC will provide strategic input into purpose of each script and structure of the script.

4.2.3 Animate videos and video clips

The primary audience for this animation is the PCC social partners and stakeholders and consumers of information made available on the PCCs social media platforms.

The service provider will also be expected to secure background music rights for the PCC. All videos and scripts should be aligned and synchronized.

Voice over: It is expected that the animation will be narrated in a professional manner using a neutral accent.

4.3 PROJECT MEETINGS AND CLOSE OUT

The service provider may be required to participate in project management meeting, providing updates on the ongoing process for deliverables. These will be limited to a minimum of bi-weekly meetings for the project duration and will be agreed upon during the project inception meeting.

Following the successful delivery of the project scope above, the appointed service provider will engage in meeting with the PCC to ensure alignment around project completion and finalization of all necessary deliverables.

5. OUTPUTS & DELIVERABLES

In fulfilling the scope of work as detailed above, the appointed service provider will be expected to deliver on the following:

Project Scope	Deliverables	Timelines
Inception Phase	Inception Meeting Participation	One (1) week after signing of contract
	Inception report	Two (2) weeks after signing of contract
Concept note and story line	Concept note and story line for each animated video	Four (4) weeks after signing of contract
Video script	Script for each video	Eight (8) weeks after signing of contract
Animated videos and clips	Videos and clips on emerging energy narratives and trends	Fourteen (14) weeks after signing of contract
Project Close out meeting	Participation in the project close out meeting	Sixteen (16) weeks after signing of contract

6. METHODOLOGY

The service provider must produce the Content Development for the PCC and scripting. There should also ensure that they book the studio time for the production. The appointed service provider will also make the postproduction and series of animation of videos.

The appointed service provider will engage in a PCC organised inception meeting, with a view to agree on the overall implementation methodology and timelines. This phase should serve as way to solidify technical and functional specs beyond the RFP information.

The service provider must also be available for regular update meetings to facilitate ongoing dialogue and project development.

7. TIMEFRAMES & PHASES

The project must be completed by within a period of 4 months after the signing of the service level agreement.

8. SUBMISSION OF DOCUMENTS

Service providers must submit the following documents as part of response to this request for Proposals:

8.1 Compliance Documentation

- 1) CIPC Company registration documents.
- 2) Tax Clearance Certificate issued by SARS certificate

8.2 Proposals Documentation

To be considered, a proposal must contain the following, with a table of contents, referenced by number and in the order below.

8.1.1 Brief Cover Letter

Name and address of vendor, name and address of person submitting the proposal. And who is authorized to make representations for the organization?

8.1.2 Company Profile

- (a) Brief description and history of the bidder's firm, and of any proposed subcontractor(s).
- (b) Include length of time in business, number of employees, and core competencies.
- (c) If using sub-contractor(s), please, include the same information as above for anyone else assisting with the project.

8.1.3 Qualifications of Core Project Team

- **Copywriter** with at least 10 years' experience, must be knowledgeable in climate change and have an honors degree or equivalent.
- **Animator/s** with minimum 5 years' experience and a university degree in the relevant discipline (for example, graphic design)
- Male and female **narrators** with a neutral accent and voice, must have minimum 5 years' experience.
- Experience working with and simplifying complex information for easy consumption.
- Extensive experience in the design and production of animated videos

8.3 Process and Scope of Work

- a) Description of project management process and tools or platforms. If not included above in number 4, please provide the name, qualifications, and experience of the proposed project manager.
- b) Communication tools or method that will be used throughout the project.
- c) General description of each phase and chronology for completing the work, including timeline. Detailed scope of work with associated deliverables.

8.4 Cost Proposal

- a) Detailed, itemized cost proposal (non-editable).

9. SELECTION AND EVALUATION CRITERIA

Bidders will be evaluated in terms of the following criteria:

- 1) Competence and expertise of bidder in terms of years of experience in the relevant disciplines, quality of project team and number and quality of similar projects completed
- 2) Clear understanding of scope of work, including innovative approaches
- 3) Pricing and value for money in terms of outputs achieved against budget

To note:

- 1) The PCC reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever.
- 2) All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a requirement of the RFQ, or if it is incomplete or contains irregularities, the proposal may be rejected.

- 3) The final decision and successful appointment will be made by PCC and no correspondence will be entered into thereafter.
- 4) The PCC reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this call for proposals.

10. CONTRACTING & CONTRACTUAL ARRANGEMENTS

The African Climate Foundation is the fiscal host of the PCC for some of its donor funds and will be the contracting party for this work.

11. SUBMISSION AND ENQUIRIES

The deadline for submission of project proposals is **16h00, 11 July 2023. No extensions of the deadline will be considered.**

Service providers should send their proposal and accompanying relevant documentation to procurement@climatecommission.org.za

All technical queries relating to the RFP can be directed to Nthabiseng Masinge at nthabiseng@climatecommission.org.za

Procurement enquiries regarding this RFP should be emailed to Dumisani Nxumalo at dumisani@climatecommission.org.za