



**African Union**

**FOR NON-CONSULTING SERVICES**

**Non-Consultant Services**

**for**

**Production of Four (4) Baseline Videos on Tuberculosis Control And  
Occupational Lung Disease Service Delivery in Lesotho, Malawi,  
Mozambique and Zambia**

**between**

**NEPAD Planning and Coordinating Agency**

**and**

**Motswako Visual Media Group**

**Procurement No: NPCA/CDP/RFQ-/G/03-2017**

**February, 2018**

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## SMALL ASSIGNMENTS LUMP-SUM PAYMENTS

THIS CONTRACT ("Contract") is entered into on the 19<sup>th</sup> day of February 2018; by and between:

**The NEPAD Planning and Coordinating Agency** ("the Client") with its headquarters located at 230, 15<sup>th</sup> Road, Midrand, Gauteng, South Africa; postal address: Private Bag 218, Halfway House 1685, Midrand, South Africa;

and

**Motswako Visual Media Group** ("the Consultant") having its principal office located at 100 Jean Avenue, Doringkloof, Centurion, Gauteng;

WHEREAS, the Client wishes the Consultant to perform the services hereinafter referred to;

and

WHEREAS, the Consultant is willing to perform these services;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
  - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
  - (ii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex B, "Consultant's Reporting Obligations."
  - (iii) The Consultant shall provide the personnel listed in Annex C, "Consultant's key Personnel," to perform the Services as well as the "Profile of the Company", if applicable.
  
2. **Condition of Effectiveness, Term and termination**
  - (i) The effectiveness of the Contract is subject to the following condition: the signing of the Contract by both Parties within five (5) working days after the date of submission of the Contract failing which the negotiations shall be considered as broken off indefinitely and the proposed draft Contract shall become null and void.
  - (ii) The Consultant shall commence the Services on **February 19, 2018** and shall carry out until the **May 25, 2018** or any other period as may be subsequently agreed by the Parties in writing.

(iii) The Client may terminate this Contract, in whole or in part by giving not less than seven (7) days' written notice of termination to the Consultant.

(iv) Notwithstanding the provisions of the aforementioned Point 2(iii), the Client is entitled to terminate as of right, this Contract, without notice to the Consultant, if in the judgment of the Client, the Consultant was or has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in executing the Contract or falls within the scope of a conflict of interest. For the purpose of this Point 2(iv):-

- "corrupt practice"<sup>1</sup> is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another Party;
- "fraudulent practice"<sup>2</sup> is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- "collusive practice"<sup>3</sup> is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another Party;
- "coercive practice"<sup>4</sup> is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a Party;
- "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence, material to any investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;
- "conflict of interest"<sup>1, 2, 3, 4</sup> is seeking or obtaining from a party/another party benefit, advantage, legal or financial

<sup>1</sup> "Another party" refers to an officer of the AU/NPCA acting in relation to the procurement process or contract execution. In this context, "officer of the AU/NPCA" includes staff and employees of other organizations taking or reviewing procurement decisions.

<sup>2</sup> a "Party" refers to any officer of the AU/NPCA; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

<sup>3</sup> "Parties" refers to any participants in the procurement process (including officers of the AU/NPCA) attempting to establish bid prices at artificial, non-competitive levels.

<sup>4</sup> a "Party" refers to any participant in the procurement process or contract execution.

agreement or anything of more than nominal value that would otherwise not be available without the aid and support of this party/another party, or not disclosing the fact that the Consultants has previous personnel or professional relationships with such party/another party which would therefore have excluded the Consultant from a procurement process.

### 3. Payments

#### A. Ceiling/Contract Price

For Services rendered pursuant to Annex A, the Client shall, subject to the satisfactory performance of the Services; pay the Consultant fixed and non-negotiable lump sum not exceeding **Thirty Two Thousand United States Dollars (US\$32,000.00)** (the "Contract Price").

This amount has been established based on the understanding that it includes all of the Consultant's fees and costs (including sub-consultants' costs, communications; local travels expenses), as well as profits as may be earned by the Consultant.

The Contract Price excludes all taxes, levies, duties, fees and/or other impositions that may be imposed on the Consultant by any national law (including VAT). Such costs shall be exclusively borne by the Consultant and the Client is thus, unambiguously considered as waived from any liability or responsibility (whether financial or not) in this respect.

The Client will cover the cost of economy class air travel to the four countries (Lesotho, Malawi, Mozambique and Zambia), as well as the accommodation in each country and the applicable Daily Subsistence Allowance (at the Client at rates in line with its travel rules in force) for two (2) individuals from the service provider, Motswako Media Group.

It must be noted that the conversion and transfer costs from **US\$** to any other currency, any risk of change as well as any inconvenience from potential delays related thereto, shall be borne exclusively by the Consultant.

#### B. Schedule of Payment

The schedule of payment is specified below:

- **1st Payment: Fifty percent (50%)** of the lump-sum amount shall be paid after submission and approval of both two (2) videos namely, one (1) video for Mozambique and one (1) video for Malawi and
- **Final Payment: Fifty percent (50%)** of the lump-sum amount shall be paid after submission and approval of both two (2) videos namely, one (1) video for Lesotho and one (1) video for Zambia.

The corresponding invoice(s) to the above mentioned Schedule of Payments, shall be sent by the Consultant either as an attachment to the Deliverables/Reports or within a maximum period of **fifteen (15) calendar days following the expiration of the Contract**, failing which such invoice(s) shall be deemed as null and void.

Payments shall only be made and considered as due when the invoices are formally approved by the Client's Coordinator in line with the provisions contemplated in Point C and Article 13 hereinafter.

C. Conditions of precedent for Payment(s)

The Consultant shall submit – in duplicate - to the Coordinator designated in paragraph 4, the corresponding invoice for the Coordinator's prior approval based on the following cumulative conditions: (i) satisfactory completion of the Consultant's Services as per the provisions of the Contract and its Annex A and (ii) full compliance with the reporting obligations and submission of all Reports/Deliverables within the strict deadlines as contemplated in Annex B.

D. Terms of Payment(s)

Payment(s) shall be made in the currency stated in article 3.A and not later than thirty (30) days after the formal approval of the invoice by the Coordinator designated in paragraph 4.

E. Banking Details

Account Name: Motswako Visual Media  
Account No: 622 3303 1062  
Bank Name: FNB  
Branch Name: Lifestyle, Centurion  
Branch Code: 260 216  
SWIFT Code: FIRNZAJJ

4. **Project Administration**

A. Coordinator

The Client designates the **Programme Officer, Communications, African Medicines Regulatory Harmonization Programme (AMRH) or his appointed representative** as the Client's Coordinator. The Coordinator shall be responsible for the coordination of activities under this Contract, specifically, for the acceptance and approval of the reports and of other deliverables as well as the receiving and approving of invoices for payment.

B. Reports

The Reports/Deliverables listed in Annex B, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and shall constitute the basis for the payments to be made under paragraph 3.

**5. Performance Standards**

The Consultant shall perform the Services and carry out their obligations with (i) highest standards of professionalism, Ethics and practices; due diligence, economy, efficiency, competence and integrity, (ii) submit to the Client satisfactory and complete deliverables/reports as required under this Contract and (iii) shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-Consultant or Third Parties.

The Consultant in performing the Services, shall accept, promptly act upon, and comply with such instructions and directions as may be issued by the Client from time to time.

**6. Confidentiality**

The Consultant shall not, during the term of this Contract and within three (3) years after its expiration, communicate with any person or entity, any proprietary or confidential information disclosed to him for the purpose of performing the Services, or obtained by him in the course of performing the Services, make public statements concerning this Contract or the Client's business or operations without the prior written consent of the Client. The Consultant shall exercise sufficient control over any confidential information in order to preserve the confidential nature thereof and to safeguard the confidential information from theft and/or access by unauthorized person(s) and to ensure that the confidential information are not used in an unauthorized manner.

The provisions of this Article shall survive the expiration or termination of the Contract.

**7. Ownership of Material and patent rights**

All property and intellectual property rights in all documents, studies, reports, statistics, data or other materials, graphic, software or otherwise, provided; made available to, created, obtained, compiled or prepared by the Consultant for the Client under the Contract shall be vested in, become and remain the exclusive property of the Client. All such documents, studies, reports, statistics, data and other materials, graphic, software or otherwise shall, upon completion of the Services or termination of this Contract, be promptly returned to the Client. The

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Consultant may retain a copy of such documents and software for professional use **ONLY**, thus, excluding any commercial use.

The Consultant shall indemnify the Client against all third-party claims of infringement of patent, copyrights, trademark, or industrial design rights arising from performance of the Services or any part thereof.

The provisions of this article shall survive the expiration or termination of the Contract.

**8. Conflicting activities - Consultant Not to be Engaged in Certain Activities**

The Consultant agrees that, during the term of this Contract, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

**9. Corruption**

The Consultant declares that:-

- a) He did not engage in any action to influence the Project implementation process to the detriment of the Client, in particular no collusive practice took place nor shall take place;
- b) The selection proceedings, contract negotiations, award, and execution have not and shall not be subject to any corrupt practice as defined in the United Nations Convention to combat corruption dated 31 October 2003;
- c) The Consultant warrants that no official of the Client has received or shall be offered by the Consultant any direct or indirect benefit arising from this Contract or the award thereof.

The Consultant agrees that the breach of these provisions is a breach of essential term of this Contract.

**10. Insurance**

The Consultant shall be responsible for taking out, at its own costs, appropriate insurance coverage including but not limited to health and medical, accident, repatriation, death, invalidity or other insurance which may be necessary in respect to any loss, injury, damage or illness that may occur during the execution of this Contract, as well as employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultant, in accordance with the relevant provisions of the Applicable Law. The Consultant shall also take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their own cost, insurance for the full coverage of : (1) third Party motor vehicle liability insurance in respect of motor vehicles operated in the Country specified for performance of the Contract by the Consultant or its Personnel or any Sub-Consultants or their Personnel; (2) third Party liability insurance;

(3) professional liability insurance; and, if applicable; (4) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Contract, and (iii) any documents prepared by the Consultant in the performance of the Contract.

**11. Responsibility** The Consultant shall be fully liable for the consequences of any error or omission on his part and for any damage(s) caused by negligence on his part while carrying out the Services or performing his other obligations under this Contract.

**12. Warranty** 12.1. The Consultant warrants that any materials, data, documents used under this Contract are new, unused and originals.

12.2. If the Consultant, having been notified, fail to remedy any deficiency within an agreed period, the Client may proceed to take remedial action at the Consultant's risk and expense.

12.3. The Consultant covenants that during the term of this Contract he/she shall abide by, and take all measures necessary to comply with, all laws and regulations in force in any place where the Services are to be wholly or partially performed.

**13. Inspections, monitoring and contract performance evaluation** The Client or its representative shall have the right to monitor and evaluate the Services undertaken by the Consultant to ascertain their conformity with the specifications under the Contract which is a prerequisite for the payment of the Consultant's fees.

Should any evaluation of the Services undertaken fails to conform with the specifications/standard contained in the Contract, the Client may refuse to accept/approve the Services Performed and the deliverables submitted and may take any or all these decisions as of right, (i) not to pay the Consultant's Contract Price as contemplated in article 3 as payment(s) shall be considered null and void and be released from its obligations and; or (ii) request the reimbursement of the advance payment or the instalment(s) already paid to the Consultant or (iii) request the Consultant to make the necessary modifications to meet the requirements stated in the Contract, at no additional cost to the Client, whatsoever. Consequently, the Consultant hereby expressly agrees to revise/rewrite the deliverables/reports as described in Annex A and B in line with inputs/comments by the Client in order to comply with the requirement of satisfactory performance of Services of high quality, at no extra costs.

**14. Relationship** Nothing contained therein shall be construed as establishing a




**between the Parties** relationship of master and servant or principal and agent between the Client and the Consultant. The Consultant shall in no case be deemed to be an employee of the Client.

**15. Subcontracting** The Consultant shall not assign, transfer or make any other disposition of any of his/her rights and obligations under this Contract, in whole or in part, except with the prior written consent of the Client.  
The Consultant shall not subcontract or otherwise transfer responsibility for the whole or any part of the Services to any person or entity except with the prior written consent of the Client.

**16. Law Governing Contract and Language** The Contract shall be governed by International Law and the language of the Contract shall be English.

**17. Resolution of Disputes** Any dispute arising out of the Contract, which cannot be settled amicably between the Parties, shall be referred to an arbitration court as agreed with the consultant.

FOR THE CLIENT



Signed by: **Dr. Ibrahim Assane Mayaki**  
Title: Chief Executive Officer  
NEPAD Planning and Coordinating Agency

FOR THE CONSULTANT



Signed by: **Quinton Townsend**  
Title: Creative Director  
Motswako Visual Media

# LIST OF ANNEXES

## ANNEX A TERMS OF REFERENCE AND SCOPE OF SERVICES

### 1. BACKGROUND

The production of the baseline videos shall be conducted within the first quarter of 2018 to document current challenges in tuberculosis (TB) control and occupational health services in each of the project countries. Each country will have a baseline video of maximum **3-minutes running time** in a four part series, bringing the total time to **12-minutes**. Baseline video narration for Lesotho, Malawi and Zambia will be done in English with Portuguese sub-titles, while the narration of the baseline video for Mozambique will be done in Portuguese with English sub-titles. The Consultant shall be required to travel to the four countries to shoot the video and conduct interviews with beneficiaries, service providers and project implementers as required. The Consultant shall stay a maximum of three days in each country.

The baseline videos shall highlight the current status of TB control and occupational health service delivery focusing more on the challenges faced at community level and country level, with a regional dimension. Below is a breakdown of the country focus areas;

- **Lesotho** – Community based management of multi drug resistant tuberculosis (MDR-TB). Key focus area to be determined after thorough consultation during inception;
- **Malawi** – Community TB care and integrated disease surveillance. Key focus area to be determined after thorough consultation with Malawi during inception;
- **Mozambique** – MDR TB and childhood TB management. Current status of MDR-TB. Key focus area to be determined after thorough consultation with Mozambique during inception;
- **Zambia** – Mine health regulation, occupational health and safety. Key focus area to be determined after thorough consultation during inception.

### 2. OBJECTIVES

The overall objective of the consultancy is to produce four (4) baseline situation videos on TB control and occupational health service delivery in Lesotho, Malawi, Mozambique and Zambia. The four (4) baseline videos will be part of a three (3) video series documentary to showcase the impact of the Southern Africa TB and Health Systems Support (SATBHSS) project in improving coverage and quality of TB control and occupational lung disease services.

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**3. MAIN RESPONSIBILITIES AND DESCRIPTION OF THE SERVICES TO BE PERFORMED BY THE CONSULTANT**

Under the overall supervision of the Programme Officer – Communications African Medicines Regulatory Harmonization Programme (AMRH), the Consultant shall undertake the following tasks:

- a) Develop four (4) video scripts.
- b) Develop illustrated motion story boards and screenplays for each video.
- c) Produce animated character detail sketch and activity frames for each video.
- d) Capture video, audio narration and editing.
- e) Develop moving infographics to illustrate key messages for each video.
- f) Develop subtitles, captions and textual input to explain illustrations in each video.
- g) Design background and master frames in line with branding guidelines.
- h) Produce and/or select music and appropriate background sound tracks for each video.
- i) Conduct interviews with project beneficiaries, service providers and project key contact persons at country level for each video.
- j) Produce and deliver final video in MP4 format or other formats suitable for online sharing on social media platforms i.e. YouTube, Facebook, etc.
- k) Liaise with communication contact person and the SATBHSS project country teams to identify the location of the video shoot to depict urban and rural areas at national level.
- l) Spend three (3) days (72-Hours) in each of the four (4) countries dedicated to video capturing.
- m) Conduct final editing, post production mastering and delivery of final outputs.

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## **ANNEX B: CONSULTANT'S REPORTING OBLIGATIONS**

### **B.1. REPORTING OBLIGATIONS**

The Consultant shall report to the Client's Coordinator as designated in Article 4 of the Contract on a **weekly basis** or any other agreeable reporting periods in writing by the Client's Coordinator and the Consultant.

### **B.2. DELIVERABLES/ REPORTS TO BE SUBMITTED BY THE CONSULTANT**

B.2.1. The Consultant shall submit to the Client in English and within the strict deadlines set forth, the following deliverables/reports of high quality:-

- Four video scripts (one for each Country) and synopsis including the understanding of the mandate, a description of the film, the methodology of its production and the shooting time chart per Country as follows:
  - Lesotho by 26/04,2018;
  - Zambia by 12/04,2018;
  - Malawi by 15/03,2018; and
  - Mozambique by 28/02,2018.
- Copy of images from each country video (photo capture: 15 – 20 photos in each country), interviews collected in their raw state during the making of the videos as follows:
  - Lesotho by 18/05,2018;
  - Zambia by 04/05,2018;
  - Malawi by 27/04,2018; and
  - Mozambique by 30/03,2018.
- First cut of the videos as follows:
  - Lesotho by 18/05,2018;
  - Zambia by 04/05,2018;
  - Malawi by 27/04,2018; and
  - Mozambique by 30/03,2018.
- Final videos in DVD in Mpeg.4 format, including Web downloadable version in English with Portugues subtitles for Lesotho, Malawi and Zambia as follows:
  - Lesotho by 25/05,2018;
  - Zambia by 11/05,2018; and
  - Malawi by 04/05,2018.
- Final video in DVD in Mpeg.4 format, including Web downloadable version in Portugues with English subtitles for Mozambique to be submitted by 13/04,2018.

The Consultant shall report to the Client's Coordinator and shall ensure that any deviation from the agreed schedule of submission of the deliverables/reports is discussed and formally approved beforehand by the Client.

B.2.2 The deliverables/reports as contemplated in Point B.2.1 above, shall be submitted by the Consultant to the Client in the following number(s) and format(s) per deliverable/report: **One (1) soft copy electronic format for each Country. Videos should be in DVD in Mpeg.4 format, including web downloadable version for final videos.**

B.2.3. The deliverables/reports stated above shall be considered as delivered when formally accepted by the Client after inspection as per the provisions of Article 13 of the Contract.

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## ANNEX C: CONSULTANT'S KEY PERSONNEL

### CURRICULUM VITAE

The Consultants' Personnel appointed to perform the Services shall be the following:-

#### FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Name of Staff Member: Quinton Townsend

Profession: Executive Producer

Date of Birth: 14 June 1977

#### Key Qualifications:

Experience / responsibilities held from similar projects:

UNFPA, Maternal Mortality and Teenage Pregnancy Production, 2014 – Oversee technical aspects of production including concept development and implementation of graphics.

Deliverables: HD Version (PAL, 25fps) HDTV, mpg4; WebRes Version (720P)

DAKAR Financial Summit (Broadcast, Senegal TV) – Oversee production & post production process; ensure adherence to time schedules and duration; output for broadcast specifications as required by Channel

Climate Change Fund, 2017 (English French Subtitles) – Post production with voice over selection and recording. Translation services (ENG to FRE) provided and text placed onscreen for the French export. Audio and royalty free backtracks provided from MVM database. Deliverables: HD Version (PAL, 25fps) mpg4 provided with and without subtitling.

UNICEF, 2013 – Multimedia services provided for various service categories. Digital authoring and live links tested prior to distribution to Rwanda. Entire process overseen by myself.

CSIR Textile Dept, Corporate Services Production, 2014. Two x cameraman team (Port Elizabeth). Oversee various client requirements with direct liason with the corporate textile team. Provision of storyboard and concept development to assist staff with dual cam shot selection leading up to final deliverables. Deliverables: HD 1080P Version (authored)

CATHSSETA Mzansi Tour, 2014 – Assisting Siphwe (Soon Associates) with all post production and animation services for the Mzansi Tour which was televised nationally.

Dimension Data, 2013 – Overseeing initial creation of sting videos for the Dimension Data Cycle Challenge 97.4FM; Final Deliverables where packaged for webstream (720P)

CATHSSETA Rural Development Learnership Programme, 2012. Creation of all post production elements including authoring of the final production. Deliverables were populated to DVD (4.7GB) compressed for distribution.

MMI Holdings (Momentum, Metropolitan Life, Gaurdrisk, Multiply) – since 2013, various projects. We work as a preferred supplier to the MMI Holdings Group. To name a few projects I have produced: - the PRIDE Initiative, a full internal service video; Internal Communications (1 and 2 camera operations) for the general requirements of MMI up to CEO level

South African Weather Services, 2013 til present – I managed the projects for both the Agro-Met Experience and The Solar Energy Journey, which were filmed in local destinations. The overall deliverables incorporated script development, voice over selection and review,

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recording of voice over with PMA registered Artist, Selection and review of background audio, final output and deliverables as per client specifications. I am currently producing the 2018 SAWS Induction Video as well.

Government Print Works, Marketing and Stakeholder Relations video, 2017 – After receipt of the footage, I produced the final version(s) for the client. They were extremely impressed and have selected us to produce their new 2018 Corporate Marketing Video for new Stakeholders. This is currently in process.

Sentech, Incident Response Plans, 2016 – I produced the various clips required by management as preparatory measures for high incidents and what procedures to adhere to. I managed selection of the cast / actors, and then produced the different scenarios for the client. deliverables were for intranet purposes so I ensured effective compression of each video and provided them as 720P, mpg4 files to the client.

Inauguration Video for Cyril Rhamaphosa, 2017 – Provided to Treasury for Mobile Distribution.

EXARRO, 2017 Managerial Awards – Overseeing production of all event related videos (moodsetters etc, pre show)

Quintiles, 2015 – Production of Rare Diseases video.

SA Roadlink, 2011 – Executive Producer for Infomercial and Commercial Slots on DSTV. (30sec)

#### **Education:**

Quinton has been working hands - on in the industry for 19 years. Starting out after studies as a Graphic Designer (PE Technikon, 1995 – 1997) developing custom infographics and design of new corporate identities for corporate clientele, as well as Graphic Design on various levels of application. He then moved on to motion graphics in est. 2010, working on large video production accounts for corporate clients as partially listed above.

After he was retrenched as a Studio Manager from TCH Bonisa, he became a partner in Motswako Visual Media Group. Here he maintains position as the Creative Director and Producer for all video related projects that the company is involved with. The extensive portfolio by Motswako Visual Media ensures top-notch professionalism.

#### **Languages:**

Quinton Townsend – Executive Producer:

English - Excellent (Read / Write / Speak)

Afrikaans - Good (Read / Write / Speak)

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#### **Employment Record:**

Motswako Visual Media (since Jan 2010 to current) – Creative Director

TCH Bonisa (2007 – 2009) – Studio Manager



CPD Print (2005 – 2006) – Mid Weight Designer  
Electronic Art (2004 – 2005) – Jnr. Designer

**References:**

Nthabeleng Mokitimi: ex. SA Weather Services / Dept of Communications – 073 222 5522  
Anneke Hanekom: MMI Holdings – 083 677 0830  
Teko Nhlapho: NEPAD / TerrAfrica – 083 596 8752  
Desiree Williams: Marketing Warehouse – 074 587 6302  
Jennifer Du Preez: Land Bank SA – 082 561 5139  
Adebayo Fayoyin: UNFPA – 079 517 0320  
Gilles Eric Foadey: ex.NEPAD – 073 626 6614  
Lionel: ESSAG – 081 886 1259  
Sesethu Rofu: MMI – 060 776 7858  
Shane Bedingfield: Momentum Life - 071 347 7668

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes me, my qualifications, and my experience.

  
\_\_\_\_\_  
{Signature of Consultant}

Date: 19/02/2018  
Day/Month/Year

Full name of staff member: Quinton Michael Townsend

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## FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Name of Staff Member 02: Shaun Townsend

Profession: Cameraman

Date of Birth: 29 August 1981

### Key Qualifications:

Experience / responsibilities held from similar projects:

Camera Operator for Joshco (JHB Social Housing Company), 2010 – Overview video to showcase developments in their housing portfolio.

Camera Operator for Sentech H/O, 2016 – Incident Response Plans (x6 videos), output in HD ESSAG Conference, 2016 – MultiCam Production (3 cameras) filming and managing of camera operators for the event. Editing of all final deliverables.

Government Print Works, Marketing and Stakeholder Relations video, 2017 – All filming associated with this production.

Actor Pharma, 2015 – Production of video for GenEye range of pharmaceutical products.

Metaforge South Africa, 2017 – Filming of all requirements for Corporate Video

Land Bank, CEO Annual Report Public Address, 2017 – Filming (2 cam) of the event, intregation of B-Roll into final edit.

SAPSA (South African Professional Services Awards), 2018 – Filming and editing of event. We have been working with their team for 4 years consecutively.

Royal Mnandi SA (Bidvest), 2016 – Filming of promotional series with CEO

ITD Training Videos, since 2013 – Several videos filmed for the client. They use us as a preferred supplier currently. Also all filming / Vox Pops for merger between Pilansberg Platinum Mine and EQSTRA / MCC. On-site video working alongside HR staff.

MMI Holdings, since 2013. Filming of several requirements working under the Producer and key MMI Staff.

Also, filming of cricketers (Multiply Titans etc) for MMI Holdings. Various promotional events such as Women in Motion etc

South African Fashion Week, 2015 – Filming for Ogilvy and Matther (RAW files provided for edit to client)

Coca Cola, 2014 – Share a coke with Kano. Filming of campaign related materials. Edited version overseen by Motswako Creative.

LG Electronics, 2013 – Filming for LG Environmental Week.

SAFCOL, 2016 – Filming of event (2 Cam) Edit by Motswako Creative.

SA Roadlink, 2011 – Cameraman for Infomercial and Commercial Slots on DSTV. (30sec)

William de Bruyn: Corporate Scriptwriter and Content Developer

Previous Experience: DJ @ Jacaranda FM; Content Manager / Scriptwriter for Etiket (leading brand agency)

William has won 3 Pendorng Awards for his work which is nationally recognized. Producing all script development services for Motswako Visual Media.

Herman and Douw Steyn: Voice over recording services (Son Records) - 26yrs combined experience in producing albums and providing music supervision for the film and television industry. Producing all audio related services for Motswako Visual Media.

**Education:**

Shaun, with an extensive background in sales and afterservice support in the Communications Industry, became a partner in Motswako Visual Media. Under the mentorship of Nic Janse van Rensburg, a renowned DOP (director of Photography) he worked as a B-Roll Cameraman and after several years of experience he became our lead Cameraman for the company. Shaun has online tertiary training through Udemy College with various courses ranging from Cinematography, Post Production Processes and Editing. He is a Senior Camera Operator and has the skillsets to oversee a Film Crew of est. 4 camera operators should the need arise.

**Languages:**

Shaun Townsend – Cameraman:

English - Excellent (Read / Write / Speak)

Afrikaans - Good (Read / Write / Speak)

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**Employment Record:**

Motswako Visual Media (since Jan 2010 to current) – Videographer / Editor

TCH Bonisa (2008 – 2009) – Account Manager

**References:**

Nthabeleng Mokitimi: ex. SA Weather Services / Dept of Communications – 073 222 5522

Anneke Hanekom: MMI Holdings – 083 677 0830

Teko Nhlapho: NEPAD / TerrAfrica – 083 596 8752

Desiree Williams: Marketing Warehouse – 074 587 6302

Jennifer Du Preez: Land Bank SA – 082 561 5139

Adebayo Fayoyin: UNFPA – 079 517 0320

Gilles Eric Foadey: ex.NEPAD – 073 626 6614

Lionel: ESSAG – 081 886 1259

Sesethu Rofu: MMI – 060 776 7858

Shane Bedingfield: Momentum Life - 071 347 7668

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describes me, my qualifications, and my experience.

*sdtownsend*

Date: 19/02/2018

*JAD*

*{Signature of Consultant}*

*Day/Month/Year*

Full name of staff member: Shaun Townsend

IAG .