

Letter of Invitation

162 Orange Grove Road,
Trincity,
Trinidad and Tobago, WI
16th July, 2018

To Whom It May Concern

1. *The Ministry of Planning and Development of Trinidad and Tobago* (the “Borrower”) has received financing from the *Inter-American Development Bank (IDB)*(the “Bank”) toward the cost of *Skills for Global Services Promotion Programme*. *Animae Caribe Festival*, an executing agency of the Borrower, intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this invitation is issued. Payments by the Bank will be made only at the request of the Ministry of Planning and Development of Trinidad and Tobago and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the loan contract.
2. *Animae Caribe Festival* now invites individual consultants to provide consulting services(hereinafter called “Services”) based on the Terms of Reference attached..
3. It is not permissible to transfer this invitation to any other individual.
4. An individual consultant will be selected under Individual Consultant Selection (3CV), procedures, in accordance with Section V of the Policy for the Selection and Contracting of Consulting Services financed by the IDB which can be found at www.iadb.org/procurement.
5. Your expression of interest accompanied by your curriculum vitae should be submitted by 30th July, in writing at 162 Orange Grove Road, Trincity, Trinidad and Tobago, or by E-mail info@animaecaribe.com

Yours sincerely,



Jessica Yawching

Project Lead,

Animae Caribe Festival

TERMS OF REFERENCE

Terms of Reference for a Consultant in Pre-Production Development for Animated Series

1. Background Information

The Project *Animae Caribe Animated Ideas* was selected for financing by the Global Services Promotion Programme, Ministry of Planning facilitated through the Inter-American Development Bank. This project, which was developed and presented to the Ministry of Planning by the Animae Caribe Festival in partnership with the University of Trinidad and Tobago (UTT), was selected as being highly innovative and a catalyst for stimulating growth and development in the ICT and creative sectors.

Part of the development of Animation, Game and Music Technology (AGMT) in Trinidad and Tobago includes training persons to take on producer roles and pipeline management. There is existing talent, however not much experience in international industry practices and standards. This will provide immeasurable national benefits, as it will assist in the diversification of the economy and increase employment, while developing and harnessing the creative and technical talents of our nationals.

The proposed project seeks to strengthen and promote economic growth in the AGMT sector. It further seeks to support skills training and talents development in this sector while improving infrastructure thus enabling and encouraging innovation and specialized skills in this industry. It would contribute to strengthening economic growth for small and medium size businesses in the sector. To this end, the project will increase the skill capacity & quality thus enhancing the competitiveness of local providers.

To contribute to this project, Animae Caribe is seeking a consultant or team of consultants to train existing content creators in this specific area of Pre-Production Development for Animated Series.

Specific Objectives

The objective of this consultancy is to create a training programme that would contribute to the improvement of the Animation Sector through creating skilled animation production developers and managers to facilitate growth and development of the AGMT sector in Trinidad and Tobago.

Train a pool of people for animation outsourcing model using Toon Boom Harmony.

Activities may include

The Trainer in Pre-Production Development should consider the following activities:

1. Collaborate for the creation of a training programme for Pre-Production Development, including Ideation, Storyboarding, Pre-Visualization, Creative Content Production Bible and Animated Trailer development
2. Host workshops that train in industry- specific animation software. e.g. ToonBoom Harmony
3. Partake in mentorships for content creators in the animated ideas
4. Conduct online meetings/consultations with the project creators
5. Perform assessment of the Animae Caribe projects
6. Demonstrate Animation Principles its applications to 2D Cut-out / Puppet Animation and Rigging

7. Demonstrate methods for quality checking in production cycle

Deliverables

1. Detailed report outlining the curriculum content for outsourcing model for the animation industry of Trinidad and Tobago.
2. Online assessment & analysis report of Animaes Caribe Projects, identifying areas for improvement.
3. Training workshop(s) executed in Pre-Production. Ideation, Storyboarding, Pre-Visualization, Creative Content Production Bible and Animated Trailer development
4. Mentorship on Animated Projects with respective creators
5. Final report of overall consultancy

Expected Result

The training of 40 persons in pre-production development and management in Trinidad and Tobago who are able to fit into studio pipelines.

Improvement in the production bible development for Animaes Caribe projects. This production training should raise the standard of quality animations created and prepare content creators to be better suited producers to ensure that is Trinidad and Tobago at the forefront of service delivery and production of Animation works globally.

Reporting Requirements

The consultant/s will work together with Animaes Caribe on dates to be agreed between the two parties to create and submit a report that includes deliverables, outcomes and recommendations. The final document will be approved by Animaes Caribe.

Profile of the candidate/s

Consultants will be selected in accordance with the procedures set out in the IDB's Policies for the Selection and Contracting of Consultants financed by the Inter- American Development Bank (current edition) and is open to all eligible bidders as defined in the policies.

Experience and Skills

- The chosen individual(s) or firm will have demonstrated a flexible and proactive approach, and have demonstrated ability in, training teams in Principles of Animation, production and pipeline management.
- Practical Knowledge of standard production studio pipeline and workflow
- Experience on existing animated series and over the past 5 years
- Knowledge of industry-grade Animation Software, e.g. ToonBoom Harmony
- Some experience with the Caribbean Animation Industry
- Experience and skill in developing curriculum relating to animation
- Possess teaching capabilities and a strong ability to conduct consultation processes
- Good oral and written communication skills in English.

Duration and Location

The consultant/s will be contracted for a period not exceeding 120 working days, starting after signing the contract. The location of the assignment will be in Trinidad and Tobago.