

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 16th July, in writing at 162 Orange Grove Road, Trincity, Trinidad and Tobago, or by E-mail info@animaecaribe.com

Yours sincerely,



Jessica Yawching

Festival Coordinator, Project Lead

Animae Caribe Festival

TERMS OF REFERENCE

Terms of Reference for a Consultant in Producing for Animated Series Content

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 Producing for Animated Series Content.

Specific Objectives

As our consultant on this project we would like you to help guide the development and pitching of each of these projects. The consultant in Producing Animated Series Content would assess Animae Caribe projects, providing development advice for all of the creators and create a training programme that would contribute to the improvement of the Animation Sector through creating skilled producers, marketers and/or distributors of content

Activities may include

The Consultant in Producing for Animated Series Content should consider the following activities:

1. Collaborate in the co-creation of a training programme for story design and development, producer skills and negotiating skills and budgeting & licensing for productions
2. Partake in mentorships for content creators in the animated ideas
3. Conduct online meetings/consultations with the project creators
4. Perform assessment of the Animae Caribe projects
5. Guide the development and pitching of each of these projects

6. Be a judge on the panel for pitching of Great 8 content, provide feedback and select the projects to further develop and pitch at KidScreen 2019.

Deliverables

1. Detailed report on the curriculum content for producer skills including: story design and development, Licensing and budgeting for animated content
2. Report on Animation Market Trends and distribution channels
3. Online assessment and analysis report of Animae Caribe Projects
4. Training workshops executed in development of content for animated series and producer skills
5. Mentorship on Animated Projects with respective creators .
6. Final report on consultancy

Expected Result

1. The training of 50 persons in Producer skills for Animated Series.
2. Development of Animae Caribe projects production Bibles meeting the requirements of Kidscreen standards.
3. Animated Projects and persons fashioned to be ready for the global market

Reporting Requirements

The consultant/s will work together with Animae 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 Animae 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 story design and development, producer skills and negotiating skills and budgeting & licensing for productions
- Knowledge of all thematic areas of international AGMT industry, with a good understanding of creative industries
- Hands on producer experience in existing or past animation series for over 5 years
- Experience in development, as well as co-production and co-venture opportunities in animated projects
- Be specialized in animation and children's media
- Some experience with the Caribbean and/or Latin American Animation Industry
- Have 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.