



**Contract Specification:
Script Reading Services for Northern
Ireland Screen**

DATE: August 2023



INTRODUCTION AND BACKGROUND TO NORTHERN IRELAND SCREEN

Northern Ireland Screen is the screen agency for Northern Ireland. We are committed to maximising the economic, cultural and educational value of the screen industries for the benefit of Northern Ireland.

Our mission is to accelerate the development of a dynamic and sustainable screen industry and culture in Northern Ireland.

Our 3 economic, cultural and educational objectives are for:

1. Northern Ireland to have the strongest screen industry outside of London in the UK and Ireland¹;
2. Ensure the industry supports vibrant and diverse cultural voices that will be recognised and celebrated equally at home and abroad;
3. Mainstream across Northern Ireland the most successful screen and digital technologies education provision in Europe.

These objectives are underpinned by our 5 values as follows:

- Act as a champion for the screen industries in Northern Ireland;
- Deliver an integrated strategy tying together economic, cultural and educational objectives;
- Prioritise interventions that deliver the widest reach and contribute positively to social inclusion, diversity and equality;
- Embrace all screen product;
- Be customer-facing and build on previous success.

We are in our second year of our new 'Skills, Stories & Sustainability' strategy ('the Strategy'). The Strategy has been approved by the Department for the Economy 'DfE', which is the lead sponsor department for Northern Ireland Screen.

Northern Ireland Screen is currently funded primarily by DfE, the Department for Communities (DfC) and the British Film Institute (BFI). It is also delegated by the Arts Council Northern Ireland (ACNI) to administer Lottery funding for film in NI. It also administers the Irish Language Broadcast Fund (ILBF) and the Ulster-Scots Broadcast Fund (USBF).

DfE is the single largest funder of Northern Ireland Screen. Since 2003, Invest NI has provided over £94.9m to support the implementation of Northern Ireland Screen's previous four corporate strategies (April 2003 - March 2018). In 2016, sponsor control responsibilities were transferred to DfE.

¹ By 2024



Additional funding is provided by DfC to maximise the educational and cultural value of the screen industries for the benefit of Northern Ireland. Through this support, Northern Ireland Screen focuses on the provision of programmes and services that target the marginalised and most disadvantaged young people, schools and communities. By increasing access and participation to cultural programming, training and skills development across the screen industries, this commitment supports the Northern Ireland Executive's Programme for Government.

CORPORATE GOVERNANCE

Northern Ireland Screen is a company limited by guarantee, currently employing 45 people and governed by a Board of 12 directors. The Chairman is David Sterling and Kenneth Branagh is Honorary President.

The Northern Ireland Audit Office currently provides Northern Ireland Screen's external audit function.

For more information on Northern Ireland Screen please visit our website www.northernirelandscreen.co.uk

SCOPE OF THE CONTRACT

Readers will be requested to provide constructive and succinct reader reports on full draft scripts, treatments, and short synopsis. Northern Ireland Screen provides a template for the reports. Reports should be delivered within a 1 week turnaround (5 working days) . Occasionally a report will be required more urgently. Northern Ireland Screen may provide a training session on script reporting and readers will be required to attend. Please note successful script readers will be notified of this training by email within 28 days of training taking place. Details of the standard fee that will be paid to successful readers is detailed below, please note fees are exclusive of VAT.

Script Report	£70
Treatment up to 4 pages	£25
Treatment up to 5-12 pages	£40

PROFESSIONAL ABILITY

Individuals who wish to be considered for inclusion on Northern Ireland Screen's Script Reading service must be able to demonstrate the following minimum professional criteria:



Have a minimum of 12 calendar months experience as a reader for production companies, financiers, distributors, or broadcasters.

Evidence an excellent knowledge of the film and/or television production industry in Northern Ireland

Be able to complete reports within the designated time frame of 2 weeks. Please note due to the nature of the screen industry Northern Ireland Screen may require Script Readers to complete work in a short/tight framework of a few days.

In support of the above criteria individuals must submit a CV and cover letter outlining their relevant experience and proof of their UTR number to procurement@northernirelandscreen.co.uk. Please note applicants should only forward their interest to this email address. If an applicant requires to forward their interest by post, please address all applications to

Northern Ireland Screen
Alfred House
21 Alfred Street
Belfast
BT2 8ED

Individuals will be classed as supplier to Northern Ireland Screen and will be liable for their own Tax and VAT payments.

CLOSING DATE

Closing date for this call for Script Readers will close on **Monday 4th September 2023 at 12 noon**. Northern Ireland Screen will not be in the position to offer feedback if you are unsuccessful. Please note late applications will not be accepted, it is the applicant's responsibility to ensure they have sufficient time to submit the required documentation.

PERIOD OF SERVICE

It is anticipated that subject to the continuing availability of funding that the successful candidates will be engaged for a maximum of 12 months, reviewed at 6 months. However, it should be noted that Northern Ireland Screen cannot guarantee a level of work.



It is anticipated that service provision will commence Monday 11th September 2023 on signature of contract.

ASSUMPTIONS

Individuals applying must not make assumptions that Northern Ireland Screen has prior knowledge of them, or their service provision and they will only be evaluated on the information provided in their response.

CONFLICTS OF INTEREST

The service provider must confirm that they have no conflict of interest or perceived conflict of interest in delivering this service.

The successful service provider must not allow themselves to be placed in a position where their personal interests are in conflict (or could be in conflict) with the interests or business of Northern Ireland Screen.

PAYMENT

Payment will be made following receipt and approval by Northern Ireland Screen of a detailed invoice. All invoices must have a unique Purchase Order reference number clearly stated on them and be in Sterling. Please note Northern Ireland Screen will not be responsible for any bank charges that are incurred due to the currency invoice is paid in. All invoices must be sent directly to Accounts@northernirelandscreen.co.uk

CONTACT DETAILS

Any questions or clarifications relating to this procurement should be directed to Dawn Parkinson, who can be contacted via the main switchboard number 02890 232444 or via email Dawn@northernirelandscreen.co.uk

SECURITY CLEARANCE

Security clearance is not required for the servicing of this contract.



SERVICE PROVIDERS MUST NOTE THAT THERE IS NO GUARANTEED LEVEL OF WORK UNDER THIS CONTRACT