



**International Foundation
for Electoral Systems**

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS
(IFES)**

Request for Proposal (RFP) for Video Production Projects in Arlington, VA

Solicitation # RFP-22-043

March 22, 2022

1 INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a written response (“Response”) for the procurement of Video Production Products in Arlington, VA and other locations. The solicitation provides prospective vendors with the relevant operational and performance requirements.

1.2 Coverage & Participation

IFES reserves the right to reject any and all offers, to add, delete or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFP does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

1.3 Zero Tolerance for Fraud

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts, or activities, please contact IFES’ Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.

2 GENERAL INFORMATION

2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. IFES supports citizens’ rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- | | |
|-------------------------------------|---|
| • Issuance of RFP | March 22, 2022 |
| • Technical Questions/Inquiries Due | March 25, 2022 5:00 PM Washington DC Time |
| • Answers/Addenda from IFES | March 29, 2022 |
| • RFP Closes | April 4, 2022 5:00 PM Washington DC Time |

3 PROPOSAL PREPARATION INSTRUCTIONS

3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective vendor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

3.2 Information from IFES

All information provided by IFES in this solicitation is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any use of or reliance on the information or for any claims asserted therefrom.

3.3 Communication

All communications related to the RFP must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

3.3.1 Point of Contact: The sole point of contact for all communication related to this solicitation is listed below.

Kareina Bakleh
Contracts and Grants Manager
KBakleh@ifes.org

and

Khurram Naz
Contracts and Grants Administrator
Knaz@ifes.org

3.3.2 Formal Communications shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

3.3.3 Addenda: IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

3.3.4 Posting Online: Copy of this solicitation, Amendments and Q&A will be available online at: www.ifes.org/procurement-notice.

3.4 Submission

It is mandatory for prospective vendors to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective vendors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

Evaluation Criteria:

IFES is seeking one or two vendors for two separate projects. Bidders can submit one proposal with responses to both projects. However, the evaluation committee will evaluate each component separately. If one vendor is selected for both projects, separate contracts will be awarded for each project (to compliantly manage different sources of funds).

See attachments A (“Original content creation for video library and “About IFES” video”) and B (“Production of “35th Anniversary” video”) for specific information on the two projects.

Evaluation Criteria for Attachment A-Original content creation for video library and “About IFES” video

IFES will evaluate bids based on the following criteria:

1. TIMELINE

25 points

- The vendor submits a clear timeline for the production and revision process
- The vendor submits a clear timeline for meeting the deliverables
- The vendor provides good ideas and recommendations on the sequencing of deliverables, including in the context of the second Project (see Attachment B)

2. EXPERIENCE

15 points

The vendor should demonstrate the following:

- Relevant examples/samples of past projects, preferably of similar size and scope
- Experience working with VIPs, including dignitaries, members of Congress, celebrities, etc.
- Examples of collaboration with overseas film crews/obtaining footage abroad
- Qualification of the team members (e.g., CVs)

3. TECHNICAL APPROACH & QUALITY

30 points

The vendor should demonstrate the following:

- The quality of proposed work will ensure footage reflects the priorities of [IFES’ Strategic Plan \(2020-24\)](#), with emphasis on Strategic Objectives 2 – 4
- Ability to adhere to IFES’ Do No Harm and accessibility principles
- Creative ideas to build a video library to tell IFES’ story in a cost-effective and compelling way
- Creative ways to leverage the video library and existing footage provided by IFES to produce a forward-looking, 3-to-4-minute video celebrating IFES’ impact and future potential per the video specifications
- Ability to conduct up to 20 interviews, including in the Washington, D.C. area
- Strong proposals for efficient, cost-effective and creative ways to incorporate international footage into the video library and About IFES video per the SOW.

- Ability to secure its own production facilities and equipment to produce the videos, including but not limited to shooting, voicing, lighting, graphics, animation, editing, and music
- Ability to be responsible for all project management, leading the work and achieving project goals given scope, time and budget

4. PRICE

30 points

- The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.
- The vendor offer should demonstrate efficient, cost-effective and creative ways to achieve the outlined projects.

Evaluation Criteria for Attachment B- “Production of “35th Anniversary” video”

IFES will evaluate bids based on the following criteria:

1. TIMELINE

30 points

- The vendor submits a clear timeline for meeting the deliverables per the due dates in the RFP
- The vendor submits a clear timeline for the production and revision process

2. EXPERIENCE

20 points

The vendor should demonstrate the following:

- Relevant examples/samples of past projects, preferably of similar size and scope
- Qualification of the team members (i.e., CVs)

3. TECHNICAL APPROACH & QUALITY

20 points

The vendor should demonstrate the following:

- The quality of proposed work will ensure footage reflects the priorities of [IFES’ Strategic Plan \(2020-24\)](#), with emphasis on Strategic Objectives 2 – 4
- Ability to adhere to IFES’ Do No Harm and accessibility principles
- Ability to create a short, inspirational and uplifting video for IFES to show at its Democracy Awards and 35th Anniversary Celebration on June 14, 2022 at the Four Seasons in Washington, D.C.
- Ability to use footage obtained from the first Project (see Attachment A) to create a video that celebrates IFES’ 35th Anniversary (“35th Anniversary video”).
- Ability to secure its own production facilities and equipment to produce the videos, including but not limited to shooting, voicing, lighting, graphics, animation, editing, and music.
- Ability to be responsible for all project management, leading the work and achieving project goals given scope, time and budget.
- Creative, cost-effective ideas to deliver a high-quality product per the video specifications and suggestions about similarities/differences between the two projects (Attachment A and B).

4. PRICE

30 points

- The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified. Offers will be compared amongst responsive bidders meeting technical requirements.
- The vendor offer should demonstrate efficient, cost-effective and creative ways to achieve the outlined project.

3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

4 SCOPE OF WORK/GOODS/SERVICES

IFES is seeking one or two vendors for two separate projects. Bidders can submit one proposal with responses to both projects. However, the evaluation committee will evaluate each component separately. If one vendor is selected for both projects, separate contracts will be awarded for each project (to compliantly manage different sources of funds).

See attachments A (“Original content creation for video library and “About IFES” video”) and B (“Production of “35th Anniversary” video”) at the end of the RFP for specific information on the two projects.

5 FUNCTIONAL REQUIREMENTS

5.1 Timeline

Prospective vendors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

5.2 License, Clearance and Approvals

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

5.3 Packing

The Response must contain details of packing for each product that requires shipping with full dimensions (length, width, and height) and weight.

6 QUALIFICATIONS & REFERENCES

Prospective vendors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
 - Full legal name and address of the company
 - Corporate and tax registration documents
 - Year business was started or established
 - Full name of the legal representative (president or managing director) of the company
 - Name of any individuals or entities that own 50% or more of the company
 - U.S. companies must indicate if they are a registered Small Business (Woman owned, veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
2. Evidence of successful completion of a project of a similar size and complexity.

3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
4. Prospective vendors must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work. Scope of Work.
5. A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

7 PRICING

Prospective vendors must complete the following cost breakdown for the implementation of their solution for IFES’ project as described in this solicitation. Prospective vendors must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in US Dollars (USD). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item. **Value-added tax (VAT) and other applicable taxes should be listed separately.**

Please submit separate financial proposals for each project.

Note: This is a sample unit-price financial proposal. Bidders may use their own format to explain and list costs in their financial proposal.

No.	Item/Service Description	Technical Specifications	QTY	Unit	Unit Price USD	Total Price USD
Group 1 (Ex., Products and Deliverables)						
1.						
2.						
	Subtotal Group 1					
Group 2 (Ex., Labour)						
1.						
2.						
	Subtotal Group 2					
Group 3 (Ex., Revision and Editing Costs)						
1.						
2.						
	Subtotal Group 1					
Group 4 (Ex., Equipment and Other Costs)						
1.						
2.						
	Subtotal Group 4					

Group 5 (Ex., Subcontracting)						
1.						
2.						
	Subtotal Group 5					
Total					USD	
Taxes (if applicable)					USD	
Grand Total					USD	

8 ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

IFES reserves the right to require the prospective vendor to enter into a non-disclosure agreement.

8.2 No Collusion

Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.

8.3 Companies Owned or Controlled by Government

The prospective vendor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor’s offer being removed from consideration.

8.4 Subcontracting

The prospective contractor must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor’s offer being removed from consideration.

8.5 Costs

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

8.6 Intellectual Property

Prospective vendors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

8.7 Prospective Contractors’ Responses

All accepted Responses shall become the property of IFES and will not be returned.

8.8 Partial Awarding

IFES reserves the right to accept all or part of the Response when awarding a contract.

8.9 No Liability

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

8.10 Entire Solicitation

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

Attachment A- “Original content creation for video library and “About IFES” video”

About the IFES Democracy Awards

IFES’ Democracy Awards honor inspirational leaders with an unwavering commitment to building democracies that deliver for all. Each ceremony recognizes those who embody the IFES vision of democracy for a better future; 2019 awardees included a former U.S. secretary of state, former U.S. national security advisor and the former foreign minister of Sweden. The 2022 Democracy Awards – to take place on June 14, 2022 – will be a premier event at the Four Seasons Hotel in Washington, D.C., including members of Congress, the Biden Administration and other leaders, experts and advocates for democracy, human rights and governance. It will include a reception, dinner and awards ceremony.

About IFES’ 35th Anniversary

In 1987, IFES was established to address a gap in U.S. democracy assistance by providing highly specialized, technical support to election management bodies. As the Cold War came to a close, building capacity for free and fair elections was central to what seemed an inexorable march toward democracy.

Today, democracy is at risk. Increasingly complex threats by malign actors and authoritarian regimes have fueled the need for ever more nimble and creative tools and partnerships to address corruption, repression, disinformation and weaponized technology.

IFES has risen to the challenge, flourishing into a multifaceted organization that advances election integrity, responsive governance, inclusive participation and technology for democracy. Since IFES’ founding, we have worked in developing, backsliding and mature democracies in more than 145 countries.

Throughout 2022 IFES will celebrate this evolution, reflecting on the voices and moments that have shaped us – as an organization, as individuals and as part of a broader community – strengthening our resolve to safeguard and advance democracy and elections around the world.

Do No Harm Approach

IFES upholds Do No Harm principles, especially when working with those who may experience compounding discrimination due to gender, age, disability, religion, ethnicity and/or sexual identity, as well as those who may be at risk in closing/closed societies, rapidly-changing environments and otherwise sensitive contexts. To this end, IFES seeks a vendor(s) who firmly uploads Do No Harm principles, particularly in the context of obtaining appropriate consent and respecting the rights and dignity of those being filmed.

Original content creation for video library and “About IFES” video

Budget: Below \$50,000

IFES seeks the creation of a video library comprised of interviews with IFES staff, leadership, partners and beneficiaries; testimonials about IFES by VIPs; and possibly some B-roll of IFES programming. IFES will use this video library to tell IFES’ story – as well as that of our partners and beneficiaries – in diverse and compelling ways; better convey knowledge and learning; and expand and amplify our thought leadership among global influencers and policymakers.

Utilizing the new, original footage generated by this project – as well as existing footage/images [found on IFES’ YouTube channel](#) and [Flickr account](#), and/or otherwise provided by IFES – the vendor will also produce a forward-looking, 3-to-4-minute video celebrating IFES’ impact and future potential. This video will be used as an evergreen introduction to IFES (“About IFES video”).

Goals:

- Inspire governmental and nongovernmental donors
- Grow general awareness about IFES' vision and mission
- Elevate IFES' work under its [Strategic Plan \(2020-24\)](#), with emphasis on Strategic Objectives 2 – 4
- Target audiences for the video include social media followers, visitors to the IFES website and private donors (foundations, individuals, etc.)

Video Specifications:

- Should be formatted for both a large screen (i.e., to be shown at a public event) and YouTube (MP4), with SRT files
- Should be Section 508 compliant, with closed captions in English
- Should be resized and reformatted for distribution on Facebook, Twitter and LinkedIn, as necessary
- The vendor should also provide pricing on captions for the video in French, Spanish and Arabic

Deliverables:

- IFES' Board Meeting and Country Director Conference takes place on June 14, 2022
- Provide creative consulting, pre-production, concept development as pre-production discussion(s) with IFES leadership (President and CEO; Vice President of Global Growth and Outreach; Vice President of Programs; and Director of Strategic Communications) to capture our vision for the About IFES video
- Review/editing of interview questions and/or a script written by IFES staff
- Footage obtained via interviews and B-roll in the Washington, D.C. area, and possibly in global locations
- All original footage for IFES use in perpetuity
- B-roll footage:
 - In the Washington, D.C. area (including at IFES HQ in Arlington, VA)
 - Taken during the June 14, 2022 Board Meeting (at IFES HQ in Arlington, VA)
 - *Possibly* of IFES' international programs
- Footage of up to 20 interviews conducted by the vendor, including:
 - ~3 VIP interviews in the Washington, D.C. area
 - ~2 staff interviews in the Washington, D.C. area
 - ~5 IFES Board interviews in the Washington, D.C. area (taken during the June 14, 2022 Board Meeting)
 - ~5 IFES staff interviews in up to five global locations (see list, below)
 - ~5 partner/beneficiary interviews in up to five global locations (see list, below)
- Storyboards for the About IFES video, as appropriate
- First draft About IFES video – rough cut (IFES reserves the right to make at least two rounds of edits before the final video product is approved)

- Final About IFES video, in all required versions and formats (see “video specifications,” above)

The vendor must secure its own production facilities and equipment to produce the videos, including but not limited to shooting, voicing, lighting, graphics, animation, editing, and music. The vendor is responsible for all project management, leading the work and achieving project goals given scope, time and budget.

The vendor’s proposal should include:

- A proposed timeline of key activities and deliverables, including for the delivery of the video library and About IFES video
 - IFES is open to vendor ideas and recommendations on the sequencing of deliverables, including in the context of the other Project (See Attachment B)
- Pricing and proposals for efficient, cost-effective and creative ways to incorporate international footage into the video library and About IFES video, including but not limited to:
 - Incorporation of stock footage
 - Capturing interviews remotely
 - Subcontracting to local crews
 - Travel by the vendor to international locations
- Examples/samples of past projects, preferably of similar size and scope
- Examples of collaboration with overseas film crews/obtaining footage abroad
- Experience working with VIPs, including dignitaries, members of Congress, celebrities, etc.
- Team members and their qualifications (e.g., CVs)
- Vendor production and revision process
- Pricing details in the provided budget template, including labor, captioning, revisions, how many days of onsite recording time will be required (for both international and domestic footage), etc.
- Plan to ensure footage reflects the priorities of [IFES’ Strategic Plan \(2020-24\)](#), with emphasis on Strategic Objectives 2 – 4
- Ability to adhere to IFES’ Do No Harm and accessibility principles
- Ideas to provide dynamic interviews and B-roll footage
- Creative ideas to deliver a high-quality product in an efficient and cost-effective way
- Summary of any relevant experience and production resources demonstrating your ability to meet the requirements stated above

The following videos are similar to what IFES is seeking:

- [The United Nations 75th Anniversary](#)
- [Internews: “Local Voices. Global Change.”](#)
- [About the National Endowment for Democracy](#)

IFES Program Countries

IFES program countries (with permissible security environments) are listed below. We are open to vendor suggestions about how and where to obtain footage:

Africa	Asia-Pacific	Europe and Eurasia	Middle East and North Africa	Latin America and the Caribbean
Burkina Faso Democratic Republic of the Congo Ethiopia Kenya Nigeria Senegal Tanzania	Bangladesh Indonesia Nepal Pakistan Papua New Guinea Sri Lanka	Georgia Kyrgyzstan North Macedonia Regional Europe Office (Prague) Serbia	Tunisia Sudan	Ecuador El Salvador Guatemala Honduras

Attachment B- “Production of “35th Anniversary” video”

About the IFES Democracy Awards

IFES’ Democracy Awards honor inspirational leaders with an unwavering commitment to building democracies that deliver for all. Each ceremony recognizes those who embody the IFES vision of democracy for a better future; 2019 awardees included a former U.S. secretary of state, former U.S. national security advisor and the former foreign minister of Sweden. The 2022 Democracy Awards – to take place on June 14, 2022 – will be a premier event at the Four Seasons Hotel in Washington, D.C., including members of Congress, the Biden Administration and other leaders, experts and advocates for democracy, human rights and governance. It will include a reception, dinner and awards ceremony.

About IFES’ 35th Anniversary

In 1987, IFES was established to address a gap in U.S. democracy assistance by providing highly specialized, technical support to election management bodies. As the Cold War came to a close, building capacity for free and fair elections was central to what seemed an inexorable march toward democracy.

Today, democracy is at risk. Increasingly complex threats by malign actors and authoritarian regimes have fueled the need for ever more nimble and creative tools and partnerships to address corruption, repression, disinformation and weaponized technology.

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Throughout 2022 IFES will celebrate this evolution, reflecting on the voices and moments that have shaped us – as an organization, as individuals and as part of a broader community – strengthening our resolve to safeguard and advance democracy and elections around the world.

Do No Harm Approach

IFES upholds Do No Harm principles, especially when working with those who may experience compounding discrimination due to gender, age, disability, religion, ethnicity and/or sexual identity, as well as those who may be at risk in closing/closed societies, rapidly-changing environments and otherwise sensitive contexts. To this end, IFES seeks a vendor(s) who firmly uploads Do No Harm principles, particularly in the context of obtaining appropriate consent and respecting the rights and dignity of those being filmed.

Production of “35th Anniversary” video

Budget: Below \$20,000

IFES will present a short, inspirational and uplifting video at its Democracy Awards and 35th Anniversary Celebration on June 14, 2022 at the Four Seasons in Washington, D.C. IFES seeks a video production vendor to use footage obtained from other Project (See Attachment A above) to create a video that celebrates IFES’ 35th Anniversary (“35th Anniversary video”).

The 35th Anniversary video could be nearly identical to the About IFES video, except for brief, specific mention(s) (at the beginning and/or end of the video) of the IFES 35th Anniversary – for example, a “Brady Bunch Effect” grid with many voices wishing IFES a happy 35th anniversary. IFES is open to creative, cost-effective ideas and suggestions about similarities/differences between the About IFES and 35th Anniversary video.

Goals:

- Inspire and uplift gala attendees
- Inspire governmental and nongovernmental donors
- Briefly acknowledge IFES' founding and history, and educate about IFES' evolution into a multifaceted, global organization
- Grow general awareness about IFES' vision and mission, and elevate IFES' work under its [Strategic Plan \(2020-24\)](#), with emphasis on Strategic Objectives 2 – 4
- The target audiences for 35th Anniversary video include:
 - The 35th Anniversary Video will debut at a June 14 prestige gala in Washington, D.C., with members of Congress, the Biden Administration and other leaders, experts and advocates for democracy, human rights and governance in attendance
 - Social media followers after gala
 - Visitors to the IFES website
 - Private donors (foundations, individuals, etc.)

Video Specifications:

- The 35th Anniversary video will be projected to a ballroom of approximately 250 people and should be in a high-resolution format delivered via an external drive
- Should be formatted for YouTube (MP4) with SRT files
- Should be Section 508 compliant, with closed captions in English
- Should be resized and reformatted for distribution on Facebook, Twitter and LinkedIn, as necessary
- The vendor should also provide pricing on captions for the video in French, Spanish and Arabic

Deliverables:

- Provide such creative consulting, pre-production, concept development as pre-production discussions with IFES leadership (President and CEO; Vice President of Global Growth and Outreach; Vice President of Programs; and Director of Strategic Communications) to capture our vision for the 35th Anniversary video
- Review/editing of script drafted by IFES
- Storyboards, as appropriate
- First draft video – rough cut (*IFES reserves the right to make at least two rounds of edits before the final video products are approved*)
- Delivery of the final video in all required versions and formats (see “video specifications,” above) by June 10, 2022 for use at IFES' 35th anniversary gala takes place on June 14, 2022

The vendor must secure its own production facilities and equipment to produce the videos, including but not limited to shooting, voicing, lighting, graphics, animation, editing, and music. The vendor is responsible for all project management, leading the work and achieving project goals given scope, time and budget.

The vendor's proposal should include:

- A proposed timeline of key activities and deliverables
 - IFES is open to vendor ideas and recommendations on sequencing/timelines in the context of Project 1
- Examples/samples of past projects, preferably of similar size and scope
- Examples of collaboration with overseas film crews/obtaining footage abroad
- Experience working with VIPs, including dignitaries, members of Congress, celebrities, etc.
- Team members and their qualifications
- Vendor production and revision process, with a proposed timeline
- Pricing details in the provided budget template, including cost-per-hour of revisions, labor, captioning, etc.
- Plan to ensure the video reflects the priorities of [IFES' Strategic Plan \(2020-24\)](#), with emphasis on Strategic Objectives 2 – 4
- Ability to adhere to IFES' Do No Harm and accessibility principles
- Creative ideas to deliver a high-quality product in an efficient and cost-effective way
- Summary of any relevant experience and production resources demonstrating your ability to meet the requirements stated above

The following videos are similar to what IFES is seeking:

- [The United Nations 75th Anniversary](#)
- [Internews: "Local Voices. Global Change."](#)
- [About the National Endowment for Democracy](#)

[End of Solicitation]