



Event/Program: Mandela Washington Fellowship for Young African Leaders
Issue Date: October 18, 2022
Proposal Due Date: November 1, 2022

IREX (International Research & Exchanges Board) is seeking quotes from videographers who can provide videography and video editing services for the Mandela Washington Fellowship between November 2022 and December 2023.

The Mandela Washington Fellowship for Young African Leaders is the flagship program of the U.S. Government's [Young African Leaders Initiative \(YALI\)](#). Since 2014, nearly 5,800 young leaders from every country in Sub-Saharan Africa have participated in the Fellowship. The Fellows, between the ages of 25 and 35, are accomplished leaders and have established records of promoting innovation and positive impact in their communities and countries.

I. Proposal Requirements

Interested parties must submit a proposal, including a breakdown of costs that demonstrates their capacity to provide one or all of the following services:

- Event videography for the Mandela Washington Fellowship Summit in Washington, DC (July 31-August 3, 2023)
 - Our digital video needs cover the three full days of the Summit with some live streaming and captioning/transcription of various events.
 - Video without streaming with post captioning during the three full days of the Summit.
 - Full file transfer of content, to hard drive and YouTube.
 - Please complete the following highlighted columns and add any additional items for costs that are not mentioned in the following specifications.

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Videography Quote – with Live streaming

Live Streaming / Video Production / Live Captioning

Quantity	Item	Description	Date	Cost	Total
	Set-up Test				
	Half Day Streaming	1 camera shoot & live stream	July 31		
	Half Day Streaming	1 camera shoot & live stream	August 1		
	Half Day Streaming	1 camera shoot & live stream	August 2		
	Web Development	Configuration and deployment of code to support live dynamic captioning during live webcast			
	Language Translation	Possible live translation options available			
	Captioning	Live captioning			
	Editing	Lower thirds, and other editing of video as part of livestream.			

Videography Quote – Video production (no live streaming)

Video Production / Live Captioning

Quantity	Item	Description	Date	Cost	Total
	Set-up Test				
3 cameras	Video Production	1 camera shoot & live stream	July 31		



3 cameras	Video Production	1 camera shoot & live stream	August 1		
3 cameras	Video Production	1 camera shoot & live stream	August 2		
	Captioning	Captioning, per hour charge of Ignite Talk videos, and upload to YouTube. Estimated 30. Example: Example			
	Editing	Editing of the archived video into a highlights package after the conference. Includes two major revisions, minor graphical design and minimal animations. Charged per hour.			

- Video editing needs*
 - Produce 4-5 short (3-5 minute) videos for the Alumni Symposium (December 2022-March 2023)
 - Produce or update videos for the Mandela Washington Fellowship Summit (May-August 2023)
 - Produce new Fellowship impact video (3-4 minutes)
 - Produce or update 4-5 short (2-3 minutes) vignette videos
 - [Example](#)
 - One 3–4-minute video introducing the Leadership Impact Award winner, featuring voiceover, b-roll, photos, and animation
 - [Example](#)
 - 4-5 short (less than 1 minute) animated statistic videos
 - [Example](#)
 - Produce or update videos promoting applications (January-December 2023)
 - Leadership Impact Award (LIA)
 - [Example](#)
 - Catalyst Grant
 - [Example](#)
 - [Mandela Day Service Grant](#)
- Creation of mp3 voiceover and related audio products
 - Radio ad production (May-June 2023) of 15- and 30-second radio ads in multiple languages, including but not limited to English, French, Portuguese, Spanish, and Swahili
 - [Example](#)

** Storyboards, b-roll, and photographs will be provided by IREX, but please include prices for voiceover artists and music for video projects.*

Please specify any additional rates for video editing, filming, voiceover, audio mixing, and royalties, as necessary

II. Proposal Submission

If you are interested in rendering these services, please send your proposal to Meredith Lopez via email at mlopez@irex.org. Please submit your proposal by **November 1, 2022**. All proposals must be valid for a period of no less than sixty (60) calendar days from the closing date.

III. Proposal Evaluation

The criteria for evaluating proposals are:



- Overall price competitiveness and best value
- Flexibility and customer service
- Professional quality of videography services

IV. Renewal

IREX reserves the right, based on availability of funding and vendor performance, to enter into subsequent contractual agreements with the selected vendor(s) for a period of up to five years without issuing a new RFP.

Contact Information

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