



REQUEST FOR PROPOSALS: ONLINE COURSE VIDEO PRODUCTION AND POST-PRODUCTION

Issue Date: September 21st, 2026

Proposal Due Date: October 12th, 2026

Anticipated Award Date: October 26th, 2026

To Whom It May Concern:

IREX (International Research & Exchanges Board) is seeking proposals from qualified organizations or consultants to provide production and post-production services for a scripted, ten-module online course totaling approximately six hours. The selected vendor will record a course facilitator and/or voiceover narration, integrate the recordings with final slides provided by IREX, and deliver accessible, platform-ready lesson videos. Services will include production planning, recording, video and audio editing, slide synchronization, captioning, and final file preparation.

The video recording is expected to take place at the IREX office from October 26 to October 30, 2026.

IREX reserves the right to withdrawal this request for proposals at any time up to the award of the contract.

Proposal Requirements

- Organizations interested in providing this service must submit a proposal which demonstrates the organizations' capacity to provide:
- Review the final scripts, speaker notes, slides, and module structure provided by IREX and develop an efficient production plan.
- Recommend a production approach using voiceover narration, on-camera facilitator footage, or a combination of both.
- Provide and operate the equipment required to record ten approximately 35-minute modules at the IREX office from October 26 to October 30, 2026.
- Edit the recorded video and audio, including removing errors, retakes, unnecessary pauses, and other extraneous material and ensuring consistent audio quality.
- Synchronize the narration and/or facilitator footage with the final slides provided by IREX. Slide redesign, animation, motion graphics, and additional graphic development are not required.
- Produce accurate closed captions based on the final scripts and deliver synchronized, editable caption files.

- Submit a pilot segment for IREX approval before completing post-production for all ten modules.
- Incorporate consolidated IREX feedback through the agreed number of revision rounds.
- Conduct quality control to verify the accuracy and synchronization of the recordings, slides, captions, module titles, and file names.
- Deliver ten platform-ready MP4 module videos, caption and transcript files, raw recordings, and editable production files in accordance with the selected platform's technical specifications.
- Complete and securely transfer all deliverables according to an agreed production schedule.

Required Skills and Qualifications

- Demonstrated experience producing and editing online courses, instructional videos, training programs, or comparable educational content.
- Experience recording professional-quality voiceover narration and on-camera presenters.
- Proficiency with professional video and audio production equipment and editing software.
- Experience synchronizing narration and/or facilitator footage with presentation slides.
- Experience producing accurate closed captions and editable caption files.
- Knowledge of video formats and specifications used by online learning platforms and learning management systems.
- Strong quality-control, project-management, and communication skills.
- Demonstrated ability to deliver high-quality work on time and within budget.
- A portfolio of comparable work.
- Experience preparing content for Coursera, LinkedIn Learning, or comparable platforms is preferred.
- Demonstrated SCORM/LMS packaging experience is preferred.

Proposal Content

Proposals must include:

- A brief description of relevant experience.
- Résumés or professional profiles of key personnel, including their proposed roles.
- Links to at least three relevant work samples.
- Contact information for at least two professional references for comparable assignments.
- A technical proposal describing:
 - The recommended recording and production approach;
 - The proposed on-site recording setup and equipment;
 - The editing and slide-synchronization process;
 - The captioning, quality-control, and final-file preparation process;
 - The proposed review process and number of included revision rounds; and
 - The approach to managing and transferring project files.



- A timeline covering pre-production, recording, pilot approval, draft delivery, review, revisions, and final delivery.
- A detailed financial proposal identifying costs for:
 - Pre-production;
 - Recording personnel, equipment, and setup;
 - Editing and slide integration;
 - Captioning;
 - Included revision rounds;
 - Delivery of final and editable files;
 - Additional revisions or services; and
 - Any travel, administrative, or other costs.
- Any assumptions, exclusions, or support required from IREX.
- Confirmation of availability for the anticipated recording dates and proposed delivery schedule.

Proposal Submission Requirements

Proposals must be submitted by email to Jen Kennedy at jkennedy@irex.org by **5:00 PM Eastern Time on October 12, 2026**. Late proposals may be considered only when determined by IREX to be in the project's best interests and at IREX's sole discretion. Proposals must remain valid for at least 60 calendar days after the submission deadline.

If you decide to submit a proposal, it must be received no later than 5:00 p.m. Eastern Standard Time on the closing date indicated above. Late submissions will only be considered if in the best interests of the project, and then at IREX's sole discretion. All proposals submitted must be valid for a period of not less than sixty (60) calendar days from the closing date indicated above.

Proposal Evaluation

The criteria are listed in descending order, starting with the most important factors to be evaluated.

- Technical approach and understanding of the assignment: 30%
- Relevant experience, qualifications, and work samples: 30%
- Production schedule and project-management approach: 15%
- Past performance and references: 10%
- Overall price competitiveness and value: 15%

IREX may at its discretion ask for additional information or perform site visits.

Contact Information

Name: Jen Kennedy

Title: Program Manager

IREX



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