

Contractor Needed

IRI is in need of a contractor to support the Generation Democracy program's Global Member Advisory Board (GMAB) Assembly. Please submit your application by October 19, 2021.

International Republican Institute (IRI) launched the Generation Democracy program in 2015 to help young leaders across 70+ countries forge national and transnational alliances to build more resilient, inclusive and transparent democracies. The program's annual event, the Generation Democracy GMAB Assembly, invites program participants from around the world to Washington, D.C. for four (4) days of presentations, collaborative workshops, and strategic meetings. **IRI seeks Audio/Visual (A/V) service provider(s) for a (4) day engagement to document the Generation Democracy GMAB Assembly and capture A/V assets for future IRI promotional materials. IRI also seeks editing services for (1) related promotional video, but is considering candidates who can only provide A/V capture services.**

DATES OF CONTRACT: - October 27, 2021 – November 27, 2021

AVAILABILITY: Bidders should be able to work four eight-hour days between 9:00 AM and 5:00 PM on November 1, November 2, November 3 and November 4, in addition to the time required to complete pre-production and post-production. Please specify your availability for the duration of your contract in your cover letter.

LOCATION: TBD at a location in Washington, D.C.

GEAR: The service provider is required to supply a video camera. IRI will provide a PA system.

MAJOR RESPONSIBILITIES:

1. Pre-Production
 - Assist IRI in developing promotional content strategy.
 - Determine feedback workflow.
 - Location briefing.
 - Production Schedule briefing.
2. Production
 - Four (4) production days on November 1, November 2, November 3 and November 4.
 - Work with Creative Director Daniel Keesey.
3. Post-Production
 - Determine editing timeline.
 - Complete up to 3 Revisions.
 - Use Titles/Graphics provided by IRI.
 - Color Correction.
 - Sound Mixing/Design.
 - Music Licensing.
 - Final Delivery.

KNOWLEDGE, SKILLS AND ABILITIES:

- Bidders should have the necessary skills to complete all major responsibilities.

APPLICATION REQUIREMENTS:

- The name, address and email of the applicant.
- CV/resume and portfolio (if applicable), and cover letter describing why the bidder is qualified to conduct the responsibilities listed above.
- Applicants should provide contact information for a professional reference with whom the applicant has had a working relationship within the last 24-month period. Individuals may be contacted.

- The application must be submitted in English and submitted to dwoods@iri.org via email with the subject line: IRI Videographer Contract: *full name* (for example: IRI CA Contract Application: David Woods). Please also Cc mertelt@iri.org and dkeesey@iri.org.

COMPENSATION: IRI will provide a compensation based on a daily rate. Please specify your daily rate expectation in the attached expert rate form.

DEADLINE: The deadline for submission of the application is October 18, 2021.

EXPERT RATE INFORMATION					
Name <i>(Last, First, Middle)</i>			Proposed Rate:		Daily Hourly
Rates should be given for the last three (3) years. If employment history/salary information is applicable, list salaries separate for each year. If expert services is applicable, indicate the type of rate daily/hourly.					
EMPLOYMENT HISTORY - SALARY					
POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period <i>(M/D/Y)</i>		Annual Salary ¹ U.S. Dollars	
		From	To		
SPECIFIC EXPERT SERVICES					
SERVICES PERFORMED/TITLE	CLIENTS NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Service Period <i>(M/D/Y)</i>		Units at Rate	Daily/Hourly Rate ² In U.S. Dollars
		From	To		
CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.					
Signature				Date	

¹ Basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

² A form of management fee whereby the client pays a set fee for providing professional services. Exclude cost reimbursements, bonuses, overtime work payments, overseas differential or quarters, cost of living, and any other allowances.