



## INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS

### RFP-20-062 - Video production

#### Questions and Answers

**July 9, 2020**

1. Is to create from "0" graphics and animate it. In this case we get a cosmic cost. And I am worried. I don't want to be mistaken with that.

**IFES Responds:**

Most videos should be done in relatively short period (3-4 weeks) so it is possible to use animated templates as well as developed graphic elements. We need a quality product.

2. Is to compile previously created materials in a long view video with graphics and animation elements creation?

**IFES Responds:**

It would be considered how to use the previous video in developing the new one. Although, it should be a completely new product as the rules and procedures have been changed dramatically.

3. Do you have examples of graphic videos with animation you like?

**IFES Responds:**

These are videos previously developed on similar topic.

<https://www.youtube.com/watch?v=wle6eFLwwNQ>

[https://www.youtube.com/watch?v=XwQRgr0\\_-q8&t=6s](https://www.youtube.com/watch?v=XwQRgr0_-q8&t=6s)

<https://www.youtube.com/watch?v=9zj46ZCdX1o>

<https://www.youtube.com/watch?v=9GgW5VqpvNw>

4. Play videos must include interviews with experts and play scenes with actors? Or part of the videos will include only interviews and another part will include only play scenes?

**IFES Responds:**

Yes, part of the videos will include only interviews and another part will include only play scenes. It will be separate videos.

5. Do you have examples of the play videos and video interviews you like?

**IFES Responds:**

These are videos previously developed on similar topic.

<https://www.facebook.com/watch/?v=197105348306758>  
<https://www.facebook.com/565003083651719/videos/202516217604182>  
<https://www.facebook.com/307534826783348/videos/2549609858407321>  
<https://www.youtube.com/watch?v=HHqOwgT1Lw>

6. We develop scenarios for 1 minute-video and 90 minute-video, is that correct?

**IFES Responds:**

Yes, correct with IFES Ukraine support and guidance, we will provide all legal or analytical information and we need vendor assistance to present it in a creative and simple way.

7. What elements should be created in 3D? Send us examples, please.

**IFES Responds:** It depends on scenarios, please see some examples here.

<https://vimeo.com/391684557>  
<https://www.youtube.com/watch?list=PLTL-JKEshzANNVBAuA0A74TzsHe8e8e77&v=laINnhwFC7c>

8. Please, send as an example of the desirable level of complexity for 2D animation.

**IFES Responds:** It will depend on scenarios, please see some examples here

[https://www.youtube.com/watch?time\\_continue=20&v=cjeMDizF6nQ&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=20&v=cjeMDizF6nQ&feature=emb_logo)  
<https://www.youtube.com/watch?v=o5Qq-7cX0uU&list=PLTL-JKEshzANNVBAuA0A74TzsHe8e8e77&index=6>

9. Please, send us a sample of video-guidebook.

**IFES Responds:** <https://www.youtube.com/watch?v=jInc8WAF94w>

This video was prepared for the elections in 2019, for this year the idea is to divide animation video into blocks, presenting each topic -specific to election procedure.

10. What do you mean by phrase 'edit animated videos'? Could you please explain?

**IFES Responds:**

We might have already finished video and will need to somehow edit it. Or shorten developed video for TV placing.

11. In which video recording format and size the video is needed to be made when it's ready for handing over?

**IFES Responds:**

It depends from the placing. Different TV channels have different requirements. For social networks it could be simply MP4 format.

12. Is it possible at the moment to give us a picture of what are technical demands for the final version of the video?

**IFES Responds:** general technical demands are specified in the RFP, the rest will be known while producing video

13. How many soundtracks are needed to be in the 1-minute video and 90-minute video?  
**IFES Responds:** it depends on the scenario, but approximately 1-2
14. How many speaker voices do you want us to put in 1-minute video and 90-minute video?  
**IFES Responds:** it depends on the scenario, but approximately 1-2
15. Should we add sfx to the 1-minute video and 90-minute video price list?  
**IFES Responds:** depending from scenario, but better foresee their application in budget
16. Are there any demands concerning formatting the subtitles? If yes, please send us your vision.  
**IFES Responds:** it will depend on the type of the video, but in general they should be big and clear enough to be easily visible for all people, like this  
[https://www.youtube.com/watch?v=i5MO\\_iSonjM&fbclid=IwAR1Ej1B\\_eZk7kAFUO7RH1BMGjRpCpKVQ655PRYS1Pu6h7cPEPaGoZEVfNRc](https://www.youtube.com/watch?v=i5MO_iSonjM&fbclid=IwAR1Ej1B_eZk7kAFUO7RH1BMGjRpCpKVQ655PRYS1Pu6h7cPEPaGoZEVfNRc)  
or <https://www.youtube.com/watch?v=S9w7cW2CSe4>
17. On which territory the shooting is planned?  
**IFES Responds:** it will depend on the scenarios, please include price of the rent of the studio and decoration into proposal if that costs will be envisioned.
18. What locations may be needed for that?  
**IFES Responds:** it will depend on the scenarios
19. Please, send us samples of video interviews.  
**IFES Responds:** <https://www.facebook.com/watch/?v=197105348306758>  
<https://www.facebook.com/565003083651719/videos/202516217604182>
20. Dubbing into what languages we are going to need?  
**IFES Responds:** Into English, we will provide the translation
21. What do you mean by 'elements of animation'?  
**IFES Responds:** we mean animate an object in a video or draw animation in the video.  
<https://www.facebook.com/307534826783348/videos/382765505781603>
22. How many actors are needed to be added to cost sheet for 30-second, 1-minute and 3-minute video?  
**IFES Responds:** it will depend on the scenarios
23. Is it necessary to perform a separate voicework for the short version of the video clip?  
**IFES Responds:** yes

24. In which video recording format and size the video is needed to be made when it's ready for handing over?

**IFES Responds:** It will depend where the video will be placed-on TV or Internet

25. Is it possible at the moment to give us a picture of what are technical demands for the final version of the video?

**IFES Responds:** It depends from the placing. Different TV channels have different requirements. For social networks it could be simply MP4 format.

26. How many soundtracks are needed to be added to cost sheet for 30-second, 1-minute and 3-minute video?

**IFES Responds:** it will depend on the scenarios

27. How many speaker voices are needed to be added to cost sheet for 30-second, 1-minute and 3-minute video?

**IFES Responds:** it will depend on the scenarios

28. Should we add sfx?

**IFES Responds:** Yes

29. Are there any demands concerning formatting the subtitles? If yes, please send us your vision.

**IFES Responds:**the format depends on the video, just few different examples are below:

[https://www.youtube.com/watch?v=i5MO\\_iSonjM&fbclid=IwAR1Ej1B\\_eZk7kAFUO7RH1BMGjRpCpKVQ655PRYS1Pu6h7cPEPaGoZEVfNRc](https://www.youtube.com/watch?v=i5MO_iSonjM&fbclid=IwAR1Ej1B_eZk7kAFUO7RH1BMGjRpCpKVQ655PRYS1Pu6h7cPEPaGoZEVfNRc)

<https://www.youtube.com/watch?v=S9w7cW2CSe4>

30. There is no brief for the scripts in the request, which makes it difficult to make the final calculation of the videos. Is it possible to get at least an approximate brief on the creative part, so that we can make the miscalculation in more detail?

**IFES Responds:** As of now we do not know the scenarios of all videos, we do not know the exact number of them – all of these will be developed on the request. Will be different topics and different type of visualization might be needed.

31. Do you have examples of past campaigns that you are targeting?

**IFES Responds:** yes, we do

<https://www.facebook.com/307534826783348/videos/259734365125461>

<https://www.facebook.com/307534826783348/videos/2804412372906308>

<https://www.facebook.com/307534826783348/videos/1041807249345776>

32. Do you have any references that you like?

**IFES Responds:** yes, we do

<https://www.facebook.com/307534826783348/videos/341888823121205>

<https://www.facebook.com/307534826783348/videos/1073853552738945>

<https://www.facebook.com/307534826783348/videos/447104372789926>

33. Is there an internal campaign launch deadline?  
**IFES Responds:** yes, no later than August 15, we should start to develop video tutorial for 90min.
34. *Create play videos, video interviews (up to 10 videos). Videos may include animation elements.*  
What is the planned timing of each of the 10 videos: how many videos up to 30 seconds, up to 60 seconds and up to 3 minutes? How many shortened versions of each video are planned and what is their timing?  
**IFES Responds:** This will be known at the time of video preparation
35. *Develop animated videos (PSAs, up to 12 videos of different length 30 sec, 1min, 3 min etc.)*  
*The videos should be formatted for placement on television and social media networks, as requested by IFES or media outlets;*  
How many abbreviated versions of each video are planned and what is their timing?  
**IFES Responds:** This information will be known at the time of video preparation
36. *Adapt and save the audio materials in appropriate format for placement on the radio;*  
What is the approximate timing of the audio versions adapted for radio and their number?  
**IFES Responds:** Approximately up to 30 sec. Please specify cost per one audio version.
37. *Price Offer Lot A, B,C (clause Casting & Cast)*  
Please indicate the desired number of actors who will be involved in the filming process to provide a detailed budget. The cost of services for Wardrobe & Make-up, Props & SFX, Transport, Meals also directly depends on the number of participants of the filming process.  
**IFES Responds:** It will depend on the scenarios, that we will develop. Please specify cost for one actor.
38. *Price Offer Lot A, B,C (clause Travel outside of Kyiv if requested).*  
Please provide the address / place of the possible departure of the film crew outside Kyiv to provide the budget.  
**IFES Responds:** Please provide approximate cost, based on your previous experience.
39. *Price Offer Lot E (clause Develop storyboards and scripts for animated tutorial, based on the plan provided by IFES. The script should be designed in such a way that the material can be watched independently, without the presence of a trainer.)*  
Please clarify what is meant by "The script should be designed in such a way that the material can be watched independently, without the presence of a trainer."?  
**IFES Responds:** The video tutorial should be in the format to use it in different ways, namely: (1) during the training for the members of election commissions will be conducted by the IFES trainers; (2) to be placed on Youtube channel as a source for individual training, and (3) to be broadcasted by RADA TV-channel by chapters, up to 5-10 minutes daily, with the previous announcement provided by the CEC. Each chapter of the video will be to explain the specific election procedures, depending of the stage of the process, on candidates' registration, establishing PECs, organizing poll station, assisting voters with disabilities, administering voting,

tabulation of the results, transmitting data to the upper-level EMB, and so on. This video will serve as both a reference and instructional tool

40. We also ask you to provide examples / references of videos for each of the lots, which we can focus on when preparing a proposal.

**IFES Responds:**

Please see some examples

**Slot A, video up to 30 sec** <https://www.youtube.com/watch?v=y88GLIIF2RQ>

**Slot B, video up to 1 min** <https://www.youtube.com/watch?v=IF3T6F-FMLQ>

**Slot C, video up to 3 min** [https://www.youtube.com/watch?v=i5MO\\_iSonjM](https://www.youtube.com/watch?v=i5MO_iSonjM)

**Slot D, Animated video** <https://www.youtube.com/watch?v=vfcsrCsOwLs>

**Slot E, Video tutorial** <https://www.youtube.com/watch?v=jInc8WAF94w>