


**Counterpart International  
Request for Quotation – Simple Services**

	<b>RFQ#</b>	RFQ-CSII-1070-19-003
	<b>Date Issued</b>	April 26, 2019
	<b>Questions Received by</b>	May 2, 2019
	<b>Quotation Required by</b>	May 6, 2019
	<b>Service delivery by</b>	May 10, 2019

**Counterpart Contact info**

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<b>Title</b>	
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**Provider's Contact info**

<b>Name</b>	
<b>Title</b>	
<b>Phone#</b>	
<b>Fax#</b>	
<b>E-mail</b>	

**Quotation Validity:**     30 days                       60 days                       90 days                       120 days

**Quotations submitted by**  E-mail                       Courier                       Mail                       Facsimile

**Description:**

Counterpart International is currently seeking a Freelance Multimedia Editor based in the USA for approximately six months with possibility of extension. The Freelance Multimedia Editor will be working with the Innovation for Change (I4C) Counterpart International team to produce a range of digital video edits. This position requires consistent production of high-quality material for <http://www.innovationforchange.net>, the I4C's social media platforms and the I4C YouTube channel. This could be editing raw footage into a final video for online usage or re-editing existing videos to refresh them.

The role will be on an ongoing freelance or zero-hours basis, where the employer is not obliged to provide any minimum working hours, while the worker is not obliged to accept any work offered. Successful candidates will also be considered for further work on other I4C projects should opportunities present themselves. Due to the nature of the role, candidates must be available for work during weekends and evenings. The successful applicant must be flexible and prepared to work occasional long hours. It is assumed that the Freelance Multimedia Editor will have their own equipment and software.

Successful applicants will need to work effectively the wider CPI Editorial Team. They will need to ensure that final videos are of the highest possible quality, delivered on time, according to brief and help to achieve key objectives of driving increased audience engagement and conversion across a range of digital platforms.

**Required skills for the candidate**

- Experience in editing video/audio material on Final Cut Pro and/or Adobe Premiere to professional standards
- Ability to create visually strong text and/or graphics within Final Cut Pro and/or Adobe Premiere
- After Effects skills and experience a bonus
- Experience of producing and delivering video for a range of social media platforms and YouTube
- Experience of capturing, encoding and logging video/audio material
- Highly-organized and ability to work at own initiative
- Good all-around digital video and broadcast industry knowledge, including latest trends
- Ability to prioritize and meet workload to make deadlines
- Proven ability to work to tight deadlines and thrive under pressure
- Knowledge about social innovation and what it means.
- Industry standard video editing training/qualification and Language skills in Spanish, French, Arabic, and/or Russian (desirable)

Deliverables

To be determined after selection.

Requirements for Submission

The candidate must be compliant with all federal and local labor laws in order to be eligible to submit application. Please submit Resume and hourly rate. List at least three (3) references that are familiar with your ability to provide the required services. Include contact names, addresses, and phone numbers. The candidate will need to demonstrate proficiency in creating video content for the web/social media - this is to be displayed via an online portfolio and / or show reel of work. Counterpart may interview the shortlisted candidates. We anticipate the work to start shortly after the contract is issued.

This document is not a commitment to purchase on the part of Counterpart International. Should your offer be successful a purchase order or a contract will be issued. Any order arising from this Request for Quotations will be subject to Counterpart International terms and conditions for procurement. Counterpart reserves the right to accept or reject any offer.