



INVITATION TO TENDER

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1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child but know this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected.

Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face.

We support children's rights from birth until they reach adulthood and we enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries.

We won't stop until we are all equal.

Read more about Plan International's Global Strategy: **Girls Standing Strong** at:

<https://plan-international.org/strategy>

2. Summary of the Requirement

Plan are seeking additional Video Editors with experience in fast turnaround content, highly skilled in After Effects, on screen graphics, grading, sound fixing and creating graphics to add to our existing supplier base.

The Editor is a supporting role to the Video Production Manager and is fully remote. This person is a key position in helping Plan International's Communications Department tell the story of Plan International's work by producing quality video and multi-media material for media, Plan's National Offices and website use.

We are currently looking to add to our existing supplier base of contracted Video Editors due to increasing demands and volume of content in development.

Working with Plan's Video Production Manager the Video Editor will be expected to produce engaging, accurate and innovative films to help build Plan International's Brand.

As well as this they are expected to support Plan International's core campaigns through film, to help promote key messages to elevate the campaign's profile in advocacy, fundraising and media circles and increase awareness and audience as required.

Expectations of the Video Editor:

- Working with Plan's Video Production Manager and on occasion other departments who need video editing, ensure that stock footage and materials are backed up, catalogued and securely stored.
- To ensure that all deliverables are delivered on time, and that deadlines are met.
- This is a busy Video Production Department so the Editor must be able to effectively manage their own time and handle competing demands to complete the task.

- The Editor will need to be able to assist and advise on technical issues around film formats & resolutions Etc; advise colleagues and provide direction on which type of media is appropriate for various platforms.
- This role has contact with a wide range of staff at all levels throughout the organisation. The Editor should be comfortable working with different internal stakeholders.

Requirements (to be met in full):

Skills

- The selected Consultant should have proven experience as an editor and be comfortable with a range of equipment and systems. The Editor should have access to her/his/their own computer to edit on in either Premier or similar. Plan International will not provide equipment to the Consultant.
- The Editor should have work experience in branded content or similar commercial or voluntary sector role and be accustomed to the demands of a busy video suite.
- The Editor should demonstrate creative problem-solving in video editing, with the ability to translate briefs into engaging content.
- The Editor should have strong team skills and the ability to work closely with others and work well under pressure with others.
- Fluent in English (both written and verbal) is required. French and/or Spanish is desirable.
- Awareness of current video and motion design trends, with the ability to apply them appropriately within brand and campaign objective.
- Ability to create accurate subtitles and captions, including managing multi-language versions and ensuring accessibility standards.

Knowledge and experience

- Knowledge of international development or humanitarian contexts and experience of working with diverse cultures and global teams.
- Proficiency in professional video editing software (e.g. Adobe Premiere Pro or similar) including exporting, compression and delivery for multiple platforms Premier for editing and have sufficient experience in compression/encoding audio and video.
- The Editor should have relevant work experience in a broadcast/video production facility.
- Proficiency in Adobe After Effects, including motion graphics creation and template development for scalable content production.
- Understanding of social-first storytelling and how content can be adapted based on audience engagement and platform requirements.
- The Editor should have experience producing a single video for multiple uses, taking a scalable approach that enables easy repurposing into shorter clips and adaptation across platforms, formats, and regions, with careful consideration for framing, subtitles, and on-screen elements in both landscape and portrait formats.

3. ITT Overview and Instructions

3.1 Overview

Plan International are inviting interested parties to submit a **Proposal** as part of a competitive process for **the provision of Video Editing services**. Successful Bidder(s) will be expected to enter into a **Long-Term Agreement** on a **non-exclusive basis** with our organisation.

Plan International reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders. Plan wishes to make a sourcing decision for all of the works involved in this tender, creating an agreement with a single or multiple suppliers.

The successful Tenderers will be expected to enter into a service agreement with Plan International **for a period of 3 years**. The continuation of the contract after each contract year, will be subject to a successful annual performance review.

3.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is the Bidders' responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 8 of this ITT document, **'Submission Checklist'**.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Documents comprising this tender pack are as follows:

- **ITT FY26-0219 Video Editing Tender Dossier**
- **ANNEX A – Supplier Questionnaire**
- **ANNEX B – Non-Staff Code of Conduct**

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to procurement@plan-international.org. Offers must be received by the deadline specified in the section **'3.3 Key Dates and Timelines.'**

The offer and all correspondence and documents related to the tender must be written in English.

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to procurement@plan-international.org and must include the ITT reference number: **ITT FY26-0219 Video Editing**

3.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Plan International reserves the right to change these at any time as the tender progresses. To maintain transparency, fairness, and adequate time to prepare your offers, Plan International will inform all interested Parties of any changes to these key dates and timelines simultaneously and in a timely fashion.

| Activity | Deadline Date |
|--|-------------------------------|
| Issue of Invitation to Tender | Monday 20 April 2026 |
| Deadline for supplier submission of clarifications questions | Monday 27 April 2026 |
| Deadline for Plan to respond to clarification questions | Friday 1 May 2026 |
| Deadline for submission of offers | Friday 15 May 2026 |
| Plan Review of Offers | w/c Monday 18 May 2026 |
| Supplier shortlist notification | w/c Monday 1 June 2026 |
| Supplier presentations / interviews | w/c Monday 1 June 2026 |
| Contract Award | w/c Monday 8 June 2026 |

3.4 Pricing

All prices (including the supplier's daily rates) must be quoted in GBP, and exclusive of Value Added Tax (VAT).

It is expected that prices will be fixed for the duration of the contract and quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

To ensure a fair and transparent process, Plan International will not be able to divulge budget information relating to this tender or associated projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

The successful Bidder will be required to pay their staff who work on this contract at least the National Living Wage.

4. Selection Criteria

Bids will be assessed against predetermined criteria which has been developed and agreed by the Tender Panel prior to launching this Tender process. Please find further details in the below table:

| | Criteria | Tenderers must demonstrate... | Weight (%) |
|-------------------|---|---|---|
| Compliance | Tender Compliance & Completion | <ul style="list-style-type: none">Satisfactory completion of all documentation requested with sufficient information, submitted no later than the closing date specified. | Pass/Fail. Bidders who do not meet these minimum requirements |

| | | | |
|---------------------------------|--|---|--|
| | | <ul style="list-style-type: none"> Agreement to our mandatory policies as set out in Annex B – Non-Staff Code of Conduct | will not have their Bids further assessed. |
| Technical Proposal (65%) | Experience | <ul style="list-style-type: none"> Previous editing experience References to back up experience | 40% |
| | Graphic Design | <ul style="list-style-type: none"> Ability to create and produce exceptional graphic design Strong creative skills | 20% |
| | Communication | <ul style="list-style-type: none"> Solid team skills and the ability to work closely with others and work well under pressure with others | 5% |
| Financial Proposal (30%) | Pricing Schedule | <ul style="list-style-type: none"> Fixed pricing (Day rate, half-day rate) Economically advantageous for the organisation | 30% |
| Gender Responsive (5%) | Gender sensitive Practices & Policies | <p>As part of our ongoing Gender Responsive Procurement Initiatives. Bidders will be allocated 5% of the overall score if they meet one or more of the following:</p> <ul style="list-style-type: none"> If headed up by a woman If the supplier is a women-owned business: A legal entity in any field that is more than 51% owned, managed and controlled by one or more women. If the % women in management positions is over 35% If % women workers is 55% or above. If robust gender equality initiatives are in place and active. E.g. WEPs signed, gender equality procurement policy, and additional gender-sensitive program/s implemented. | 5% |

5. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for Plan International in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that Plan reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of award of contract will be issued via e-mail.

6. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- Plan International will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder and a site visit by Plan International staff, where applicable and necessary
- Plan International reserves the right to alter the schedule of tender and contract awarding
- Plan International reserves the right to cancel this tender process at any time and not to award any contract
- Plan International reserves the right not to enter into or award a contract as a result of this invitation to tender
- Plan International does not bind itself to accept the lowest, or any offer
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Plan International during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Plan International's discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Plan International in writing

- You declare that you are affected by no potential conflict of interest, and that you and our staff have no particular link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform Plan International in writing
- You accept Plan International's standard terms of payment which are **30 days** after the end of the month of receipt by Plan of a proper invoice or, if later, after acceptance of the Goods or Services in question by Plan International

7. Plan International's Ethical & Environmental Statement

- The organisation should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation
- The organisation should seek to set reduction targets in areas where the organisation's activities lead to significant environmental impacts

8. Submission Checklist

Please note Plan International are unable to accept submissions which are accessible by an online link, for example SharePoint, Dropbox etc. Please submit the documents in the table below as email attachments.

| Document | Form |
|--|---|
| Annex A – Supplier Questionnaire | Please complete with all requested information and return in Word format. |
| Annex B – Non-Staff Code of Conduct | Please complete with all requested information and return in PDF format. |
| Detailed Technical Proposal, ensuring alignment with the requirements set out in this document | Please submit in PDF or PPT format. |
| Financial Proposal, including rates | Please submit in PDF or PPT format. |
| 3 client references | |
| Portfolio containing at least 10 examples of recent video work, showing ability to craft a narrative and create stylish and innovative graphics | |