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## Request for Proposal

### Video Editing Services NAMASTE Programme, Sangath

**Submission Deadline: 10th April 2026**

#### 1. Project Overview

Sangath is a leading mental health research non-profit. Under the **NAMASTE (Neurodevelopment and Autism in South Asia Treatment and Evidence)** programme, Sangath is developing a digitally enabled pathway for children with Autism across India, Sri Lanka, and Nepal.

As part of this initiative, Sangath plans to develop a series of structured e-learning videos based on the PASS Plus intervention to support training of non-specialist workers.

#### 2. Scope of Work

The selected vendor/individual/consultant will be responsible for editing and finalizing e-learning videos using provided materials.

- Total number of videos: **120**
- Monthly target: **Minimum 10 finalized videos per month**
- Video duration: **3-4 minutes per video**
- Input materials provided by Sangath:
  - Raw video footage
  - Scripts
  - Voiceovers

The editor will convert these inputs into high-quality, engaging instructional videos.

#### 3. Technical Requirements

- Software: **Final Cut Pro (FCP) or Adobe Premiere Pro**
- **Editing work includes:**
  - Integration of footage, voiceover, and script
  - Basic motion graphics and text overlays
  - Audio cleaning and balancing
  - Ensuring clarity and instructional quality

#### 4. Engagement Model & Location

- Mode: **Full-time, on-site engagement**
- Location: **Sangath, NAMASTE Programme Office, East Delhi**
- Work type: **Only video editing work**
- Remote work: **Not permitted**

#### Sangath will provide:

- Workspace at the office
- One programme resource familiar with the content to support the editor

#### 5. Resource Requirement

- One dedicated video editor will be sufficient for this assignment
- **Vendor/individual must bring:**
  - Own computer/laptop
  - Licensed editing software



## 6. Contract Duration & Extension

The initial contract will be for a period of 3 months.

During this period, the vendor/editor is expected to deliver a minimum of 10 finalized videos per month (total 30 videos).

Any extension of the contract beyond the initial 3 months will be based on:

- Quality of work
- Timely delivery of agreed targets
- Overall performance and coordination with the team

The extension will be decided mutually and may continue until completion of the full project scope (120 videos), subject to satisfactory performance.

## 7. Experience & Eligibility

- Minimum **3-4 years of experience** in video editing
- Strong working experience in **Final Cut Pro or Adobe Premiere Pro**
- Prior experience in **educational, training, or similar content-based videos** is preferred

## 8. Portfolio Requirement

- A **proper portfolio** is mandatory
- **Can be from:**
  - Vendor/organization
  - Individual editor
  - Consultant

Portfolio should include relevant work samples, preferably educational or social sector content.

## 9. Workflow & Revision Policy

- Maximum **4 rounds of edits per video** will be allowed
- The vendor/editor must work closely with the NAMASTE programme team
- Good coordination and team working ability is essential

## 10. Payment Terms

- **10% advance** before the start of the work
- **Monthly payments** based on:
  - Number of finalized videos
  - Submission of work report
  - Valid invoice

## 11. Performance Expectation

- Consistent delivery of **minimum 10 videos per month**
- Timely completion and quality adherence
- Active coordination with the Sangath team

## 12. Submission Details

Interested vendors/individuals/consultants are requested to submit the following documents to [raghuveer.singh@sangath.in](mailto:raghuveer.singh@sangath.in):

- CV/Profile
- Portfolio of relevant work
- Details of experience
- Commercial quotation (per video or monthly basis)



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[contactus@sangath.in](mailto:contactus@sangath.in)

[www.sangath.in](http://www.sangath.in)

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### 13. General Conditions

- The selected vendor/editor is expected to work in close collaboration with the Sangath team
- Professional conduct, timely delivery, and responsiveness are essential
- Sangath reserves the right to select or reject any proposal without assigning any reason

### 14. Equal Opportunity

Sangath is an equal opportunity organization. We encourage applications from individuals of diverse backgrounds and actively welcome applications from persons with disabilities, given the participatory nature of the project.

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**Registered Office**

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