

## RLS SEA is looking for filming & content-editing service

### 1. Background of RLS

The Rosa-Luxemburg-Stiftung (RLS) is an internationally operating non-profit institution that has become a provider of political education and a center for progressive social research in both Germany and throughout the world. It is part of a transnational, progressive and solidary network striving for democratic and social participation and empowerment. RLS works within the tradition of workers' and womens' movements and is affiliated with the German political party "The Left/ Die Linke".

Rosa-Luxemburg-Stiftung Southeast Asia (RLS SEA) embraces the mission of supporting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable, participatory and democratic society. The RLS SEA Regional Representative Office has been opened in April 2009 in Hanoi and is currently cooperating with approximately 15 partner organizations such as academic institutions and universities, non-government-organizations (NGOs) and government institutions and parliaments. RLS SEA's activities and partnerships focus on a variety of issues under three major themes, i.e. "components" such as "social justice", "socio-ecological transformation" and "participatory politics".

In the Southeast Asian region, Rosa embraces the mission of assisting transformation countries, such as Cambodia, Laos, Myanmar and Vietnam to a socially just, sustainable, participatory and democratic society. Currently, it is cooperating with approximately 15 partner organisations like academic institutions and "grass-root" organisations as well as state partners on a variety of issues within the three components of social justice, socio-ecological transformation and participatory politics.

### 2. Terms and execution period

RLS SEA is in need for a filming & content-editing service to implement the below tasks and is calling for tender from interested companies or individuals.

The office will award a service contract to the selected company / individual depending on the assessment of RLS SEA and the agreement of both Parties in writing.

### 3. Criteria for assessment of the tender

RLS SEA will evaluate and assess the submissions of the interested applicants upon a set of criteria. These include:

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Phone +83 4 3 718 5836 Fax +84 4 3 718 5834  
Email [hanoi@rosalux.de](mailto:hanoi@rosalux.de) [www.rosalux.vn](http://www.rosalux.vn)

1. Track record and experience in the provision of the similar tasks.
2. Service fee (in a package for the whole tasks described below).
3. Education and training background.
4. Ability to communicate in English is an asset
5. Meeting with RLS deadline for the final product.

#### 4. Duties and Tasks

The contracted company / individual shall implement the following tasks in line with the following time schedule:

No.	Task	2017				
		Oct.	Nov.			
		w4	w1	w2	w3	w4
1	Recording two-day-long training (27-28 Oct. 2017) in Da Nang*.	x				
2	Transcribing the recording of the two-day training.		x			
3	Processing the recording to make a 30 minute clip for documentation and RP purposes.		x	x	x	
4	Review the content of the training (training curriculum 150 pages long) & the training transcription to develop English subtitle for the clip.		x	x	x	
5	Providing the draft version of the clip (with English subtitle) for RLS' review and comment.				x	
6	Finalizing the clip based on RLS's comment and providing the final copy (ecopy + DVD) to RLS.				x	x

\*: Air ticket and accomodation will be provided by RLS SEA

#### 5. Duration of the service

The selected service provider will be contracted from 26 October , 2017 until the sasfactisory completion of the service (no later than 30 November 2017).

#### 6. How to apply

Interested service providers are invited to submit their application including a most updated CV, the financial proposal in which you state clearly the desired fee for this service, one example of your product (i.e. a clip posted online). Application should be sent to Mr Nguyen Van Tung at: [nguyen.tung@rosalux.de](mailto:nguyen.tung@rosalux.de) latest by 23 October, 2017 at 5 PM.