

Request for Proposal: Production of a short impact film showcasing assistive technology through LIF Advance

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Summary of invitation

The Royal Academy of Engineering is seeking a supplier to produce a short, high-quality impact film showcasing how assistive technology is improving lives through the Leaders in Innovation Fellowships (LIF) Advance programme. The film will tell the story of an innovator and the people benefiting from their technology, demonstrating the real-world impact of assistive technology through authentic, human-centred storytelling.

The successful videographer will be responsible for developing the creative approach, managing filming and production, and delivering a professionally edited film suitable for both funder reporting and programme promotion. We are looking for a supplier storytelling capabilities and experience of producing impactful content in international or social impact settings.

We look forward to receiving proposals to create a film that evidences impact and brings the story of assistive technology to life.

About our organisation

The Royal Academy of Engineering (Academy) harnesses the power of engineering to build a sustainable society and an inclusive economy that works for everyone.

In collaboration with our Fellows and partners, we're growing talent and developing skills for the future, driving innovation and building global partnerships, and influencing policy and engaging the public.

- As a charity, we deliver public benefit from engineering excellence and technology innovation.
- As a national academy, we provide progressive leadership for engineering and technology, and independent expert advice to government in the UK and beyond.
- As a Fellowship, we bring together an unrivalled community of leading business people, entrepreneurs, innovators and academics from every part of engineering and technology.

In everything we do, we are guided by our five values: progressive leadership, diversity and inclusion, excellence everywhere, collaboration first and creativity and innovation.

The Academy's strategy can be [viewed here](#).

[LIF Advance](#) equips entrepreneurs working with a customer-validated product with the knowledge, network and skills to rapidly scale, and internationally expand.

The fully-funded, seven-month programme offers bespoke relationship-building and business-growth modules, culminating with an 11-day residential in the UK. Thanks to our charitable status, we take no equity, fees or IP.

Advance 2026 is a collaboration between the Royal Academy of Engineering and [Global Disability Innovation Hub](#), part of the [AT2030](#) programme, which is funded by UK International Development.

Diversity and Inclusion at the Academy

As an Academy, we are committed to advancing [diversity and inclusion in the engineering profession](#), and therefore proactively seek to procure services from diverse suppliers. We expect the project to be delivered in line with our values of inclusion and diversity and to the highest ethical standards. Diverse perspectives should be considered in the development of proposals and outputs should be inclusive.

Please expect to be asked questions regarding your commitment to diversity and inclusion.

Statement of requirements

1. Summary:

The Royal Academy of Engineering is seeking a supplier to produce a short, high-quality impact video showcasing (apx 2 minutes long) how assistive technology is improving lives through the Leaders in Innovation Fellowships (LIF) Advance programme. The video will be used to fulfil a funder reporting requirement and support future programme promotion. It will focus on the lived experiences of assistive technology users and demonstrate the real-world impact of innovations developed by LIF Advance participants.

2. Timing:

Filming is expected to take place on Sunday 27th September 2026, with final outputs delivered before the end of the financial year. Suppliers should propose a realistic timetable covering pre-production, filming, editing and review stages.

3. Content:

The supplier will be responsible for developing and delivering a narrative-led impact film that:

- Showcases the life-changing impact of assistive technology.
- Features a LIF Advance innovator and end users of the technology.
- Includes diverse participant voices, with representation of women and girls as well as men and boys.
- Uses interviews and supporting footage to tell an authentic human-centred story.
- Produces content suitable for both funder reporting and wider LIF Advance communications.
- Obtains and manages all appropriate filming rights.

4. **Location:**

Filming is expected to take place in Belo Horizonte, Brazil, with one innovator and their tech users. Suppliers should demonstrate their ability to manage in-country filming or work with local production partners.

5. **Delivery:**

Suppliers should provide:

- Creative treatment and filming approach
- Collaboration with LIF team on pre-production planning and contributor management
- On-location filming
- Interview capture and B-roll footage
- Editing and post-production
- At least two review and feedback stages with the Academy
- Final video files suitable for digital use and reporting purposes.

The Programme and Communications teams will provide messaging input, access to contributors and review/sign-off throughout the project

6. **Formats**

We require delivery of these videos in three formats:

- An edited version complete with all GFX and music, with subtitles provided in a separate .srt file
- As above, but with on-screen subtitles burned into the videos themselves
- As (1) but without any GFX, music, or subtitles – consisting just the edit sequence of plain footage with recorded audio
- The videos should be designed for the following uses:
 - Published on the Academy's website and social media channels (LinkedIn and Instagram)
 - To be used for broadcast at in-person and virtual Academy events
- Delivery is expected via WeTransfer or similar.

7. **Experience:**

The supplier should demonstrate:

- Experience producing impact-led documentary or case-study videos.
- Experience filming internationally and managing remote productions.
- Experience working with charities, international development programmes, innovation programmes or funder reporting requirements.
- Ability to work sensitively with vulnerable or diverse participants and manage consent appropriately.
- Strong storytelling capability focused on individual outcomes and behavioural impact.

8. **KPIs:**

The successful supplier will be expected to:

- Deliver the final video within the agreed timescale and budget.

- Produce a compelling narrative centred on end-user impact.
- Include diverse participant representation.
- Secure all required filming permissions.
- Deliver a video suitable for both funder reporting and future promotional activity.
- Achieve positive stakeholder feedback from the LIF Advance programme team and Communications team.

Deadline for proposals: 7 September 2026

Schedule

Date	Activity Number	Activity
26 August 2026	1	Issue of RFP (this document) to potential suppliers
1 September 2026	2	Deadline for submission of RFP clarification questions to the Academy
4 September 2026	3	Deadline for the Academy to respond to all clarification questions
11 September 2026	4	Deadline for return of RFP
w/c 14 September 2026	5	Evaluation of proposals and portfolios
18 September 2026	6	Notification of preferred supplier
w/c 21 September 2026	7	Meet with successful bidder and commence pre-production planning
27 September 2026	8	Filming and content capture
October-November 2026	9	Editing, review and feedback
Before 31 March 2027	10	Final delivery of agreed outputs

The Academy reserves the right to amend these dates if required. Suppliers will be notified of any changes during the procurement process.

Please send your clarification questions and submissions to:

Alice Radley, Programme Manager International Entrepreneurship

alice.radley@raeng.org.uk

Your response

Please include any of the following relevant details in your proposal:

Some examples include:

- **Content**
- **Customisation**
- **Schedule**
- **Track record**
- **Cost**
- **Organisation (e.g. consortium)**
- **References**

Scoring matrix

0	No Answer/Unacceptable Response
1	Very Poor Response
2	Poor Response
3	Acceptable Response
4	Good Response
5	Excellent Response

To score well (i.e. 3 and above) the evaluation panel will look for clear evidence. The scores will be weighted to give an overall score. The tables below indicate the weightings which will be applied to each section.

Selection criteria

Your response will be evaluated using the following (**example provided below, please adjust/tailor to suit your procurement**):

Section: Programme Content						
Description of criteria				Score	Weighting	Max Points
Quality, appropriateness and novelty				0–5	5	25
All key training areas covered				Yes / No	Pass / Fail	
				Total	25	

Section: Customisation			
Description of criteria	Score	Weighting	Max Points
Approach to Customisation	0-5	3	15

Additional services and technical assistance	0–5	1	5
Experience of similar service provision - Details of work previously completed for other clients	0-5	1	5
Total		25	

Section:	<i>Track Record</i>		
Description of criteria	Score	Weighting	Max Points
Expertise of the trainers	0-5	1	5
Experience of successful delivery of similar programmes	0-5	1	5
Total		10	

Section:	<i>Schedule</i>		
Description of criteria	Score	Weighting	Max Points
The timescale to successfully deliver is realistic	0-5	1	5
Delivery process is clear and realistic	0-5	1	5
Total		10	

Section:	<i>Cost</i>		
Description of criteria	Score	Weighting	Max Points
Is competitively priced	Yes / No	Pass / Fail	
Has accounted for all cost to deliver proposal	0-5	1	5
Expenditure broken down and pricing clear	0-5	1	5
Risk of budget overspend	0-5	1	5
Total		15	

Section:	<i>Organisation</i>		
Description of criteria	Score	Weighting	Max Points
Suitability of the organisation	0-5	2	10
Suitability of the selection process for trainers	0-5	1	5
Client References - suitability of nominated references	Yes / No		
Client References - quality of reference received back	Yes / No		
Total		15	

Additional Information

As signatories of the [Race at Work charter](#), the Academy is committed to developing a diverse and inclusive supply chain. Therefore, we request information about your approach to diversity and inclusion to understand your organisation's level of commitment. This can be evidenced through your corporate policies, training, strategies and/or accreditations. **Your response will not form part of the assessment criteria.**

Responses submitted can be verbal or written. All responses will be captured in an internal Academy Vendor List for monitoring purposes.

Section:	<i>Inclusive and diverse supply chain</i>	
	Description of criteria	Response
	What is your organisation doing to show a commitment to Diversity and Inclusion? As applicable, please provide details of policies, training, strategies and/or accreditations	

If you wish to receive any additional or updated information, please ensure that you register interest prior to submitting the proposal. All proposals must remain valid for a period of **90 days** from the date of submission by the vendor. This RFP and the information contained within it are deemed to be confidential information. Proposals must include information about costs and state whether these do or do not include VAT or any other levies. By submission of a proposal, the vendor warrants that the prices in the proposal have been arrived at independently, without consultation or agreement with any other potential vendor.*