Invitation to tender:

Podcast Production

Applications close Wednesday 28 October, 12:00 GMT

UK ENGINEERS WITHOUT BORDERS

ENGINEERS WITHOUT BORDERS INTERNATIONAL

Overview

Engineers Without Borders UK and Engineers Without Borders International invite proposals from freelance podcast producers or suitably qualified production teams to develop and deliver the first series of a new global Engineers Without Borders podcast.

The appointed collaborator will work with a small international editorial team to turn an initial concept into a distinctive, engaging and professionally produced series. We are seeking a creative and collaborative partner who can provide both editorial leadership and end-to-end production, from concept development and guest preparation through to recording, editing and publication.

About Engineers Without Borders

Engineers Without Borders is one of the world's largest purpose-driven engineering communities delivering better outcomes for people and the planet.

Engineers Without Borders UK and Engineers Without Borders International, with support from Engineers Without Borders organisations around the world, are developing a new podcast exploring how engineering can contribute to a safe and just future.

Through conversations with guests from across the world, the series will share ideas, experiences and practical examples from people supporting communities to access the infrastructure they need to thrive and building engineering capacity in line with our commitment to sustainable, ethical and community-driven engineering.

The headlines

Contract: Fixed-term freelance/service contract

Contract period: November 2026 - May 2027 (approximate)

Location: Remote within Europe/Africa, with online meetings and remote recordings across multiple time zones

Client lead: Communications and Engagement Lead, Engineers Without Borders UK

Proposal deadline: Wednesday 28 October 2026, 12:00 GMT

Interviews/pitch conversations: w/c Monday 2 November 2026

The project

We are commissioning a collaborator to lead the development and delivery of the podcast's first series.

The collaborator will work closely with a small international editorial team to refine the podcast's audience, proposition, format, tone and editorial direction; develop episode ideas; identify and prepare guests; coordinate and facilitate remote recordings; edit the audio; and support publication and distribution.
We have an initial concept and access to a wide international network of potential contributors. We want the appointed collaborator to bring creative and editorial expertise, help us identify what will make the series distinctive and engaging, and establish a realistic production process across multiple organisations, contributors and time zones.

The collaborator will act as the main day-to-day production lead. Engineers Without Borders UK and Engineers Without Borders International will retain final strategic and editorial approval.

We welcome proposals from individual freelancers or collaborative teams. Where more than one person would deliver the work, proposals should clearly explain the team structure, named lead and division of responsibilities.

Creative inspiration

We are inspired by podcasts that explore complex global challenges through compelling people, practical ideas and grounded examples. These include *Somewhere on Earth* and *People Fixing the World* for their accessible, human-centred exploration of technology and solutions; *Built to Change the World* for its focus on infrastructure, purpose and impact; and *The Life Scientific* for its ability to connect an individual's story with wider questions. We also value the optimistic, future-facing conversations of *From What If to What Next* and the cross-sector thinking of the *Future Forum Podcast*.

These are reference points rather than a prescribed format, and we welcome suppliers' own creative interpretation of the brief.

Objectives

The series should:

- Introduce listeners to compelling people, ideas and experiences from across the global Engineers Without Borders network and beyond.
- make complex questions about engineering, infrastructure and global responsibility accessible to a broad audience;
- centre a thoughtful range of voices, lived experiences and geographic perspectives;
- balance inspiring stories with practical insight and honest reflection;
- establish a distinctive and credible identity for a podcast that could continue beyond its first series; and
- create high-quality content that can be promoted and repurposed across Engineers Without Borders communications channels.

Scope of work

We expect the successful applicant's approach to cover the following areas. Bidders are welcome to recommend refinements where these would improve the quality, reach or deliverability of the series.

1. Series development

- Review and refine the initial concept, audience proposition, format, tone and recurring structure.
- Develop a clear editorial identity and narrative for the first series.
- Recommend an achievable episode format, length and release pattern.
- Produce a production schedule covering development, guest recruitment, recording, editing, approvals and publication.
- Advise on the equipment, recording software, music, hosting and distribution required.

2. Editorial development

- Turn broad themes into focused, engaging episode concepts.
- Work alongside the editorial team to research topics and potential guests, utilising contributions from the Engineers Without Borders International network.
- Develop episode outlines, interview briefs and suggested questions.
- Ensure the series includes a thoughtful range of voices, experiences and geographic perspectives.
- Identify opportunities to connect individual episodes into a coherent overall series.
- Apply appropriate editorial judgement, including fact-checking and identifying potentially sensitive or reputational issues.

3. Recording and post-production

- Brief guests clearly on the podcast's purpose, audience, format and practical requirements.
- Prepare the host for each conversation, including briefing notes and interview guidance.
- Coordinate and facilitate remote recording sessions.
- Monitor recording quality and resolve straightforward technical issues.
- Oversee or undertake audio editing, including structuring conversations, improving sound quality and adding introductions, music or other agreed elements.
- Produce final audio files that meet the technical requirements of the selected podcast platforms.

4. Publication and promotional support

- Draft or coordinate episode titles, descriptions, show notes and contributor credits.
- Upload and schedule approved episodes through the agreed podcast hosting platform.
- Support distribution to relevant podcast platforms.
- Identify strong excerpts or moments that could be repurposed for promotional content.
- Work with the Engineers Without Borders communications teams to develop the information and assets needed to promote each episode.

5. Project management and handover

- Act as the main day-to-day coordinator for the production process.
- Provide progress updates at regular check-ins with the editorial team.
- Keep the work within the agreed scope, schedule and budget.
- Conclude the project with a short handover and recommendations for future series.

Expected deliverables

The final deliverables will be agreed at the start of the contract but are expected to include:

- A refined podcast concept and format.
- An editorial plan for the first series (6 episodes).
- A realistic production and publication schedule.
- Episode outlines, research and host briefing materials.
- Coordination of guests and recording sessions.
- Professionally edited, publication-ready episodes.
- Episode titles, descriptions and show notes.
- Appropriate contributor permissions and production records.
- Uploading or handover of final episode files and supporting materials.
- A short end-of-series review, including recommendations for future production.

Available support and input

Engineers Without Borders UK and Engineers Without Borders International expect to provide:

- The initial podcast concept and strategic context.
- A small editorial team to provide input and timely approvals.
- Access to relevant brand guidance and organisational background.
- Introductions to Engineers Without Borders organisations, projects and potential contributors across the international network.
- A proposed host, subject to final confirmation.
- Communications support to promote the series through owned channels.

Collaborator requirements

We are looking for a collaborator who can demonstrate:

- A strong track record in producing podcasts, radio, interviews or comparable audio content.
- Excellent editorial judgement and the ability to identify what will make a compelling episode and coherent series.
- Strong research, interviewing and written communication skills.
- Experience preparing hosts and contributors for recorded conversations.
- End-to-end production capability, including remote recording, audio editing, mixing, mastering and publication.
- Strong project-management skills and experience coordinating multiple stakeholders and deadlines.
- Confidence working remotely and sensitively with contributors from different countries, cultures and time zones.
- A collaborative approach and the ability to respond constructively to feedback from several partners.
- A thoughtful approach to inclusive storytelling, consent and responsible representation.
- The ability to communicate complex subjects in an accessible and engaging way.

Knowledge of engineering, sustainability, international development, infrastructure, or social and environmental justice would be helpful but is not essential. More important is an ability to approach these subjects with curiosity, sensitivity and a willingness to learn.

Contractual expectations

The successful applicant will be expected to:

- Enter into a written services agreement with Engineers Without Borders UK.
- Maintain appropriate confidentiality and comply with applicable data-protection requirements.
- Secure and retain appropriate contributor permissions and releases using an agreed process.
- Use appropriately licensed music, sound effects, images and other third-party material.
- Agree ownership and permitted use of raw recordings, edited episodes, project files and promotional assets before work begins.
- Follow the relevant safeguarding, ethical and brand requirements supplied by Engineers Without Borders.

Engineers Without Borders will own the commissioned final outputs, with the collaborator retaining ownership of any pre-existing tools, templates or methods. The detailed intellectual-property and usage terms will be confirmed in the contract.

Remuneration

Proposals should provide a clear fixed-fee quotation and cost breakdown, showing assumptions such as:

- Development and editorial planning.
- Research and guest/host preparation.
- Recording and production management.
- Editing, mixing and mastering.
- Transcription and accessibility.
- Music, software, hosting or other third-party costs.
- Promotional clips or assets.
- Expenses and VAT, where applicable.

Please identify any optional or recommended elements separately, with associated costs. The final scope may be adjusted with the successful bidder to achieve the strongest possible series within the available budget.

Please note that we are non-profit organisations and potential budgets will reflect that. We welcome holistic budget proposals that reflect this.

How to apply

Please submit a short proposal via **this form** by Wednesday 28 October 2026, 12:00 GMT.

The proposal should outline your understanding of the brief, how you would approach the project, your relevant experience and examples of previous work. Please also include an indicative project timetable, details of who would deliver the work, and a fixed-fee quotation with any key assumptions or optional costs clearly identified. We are interested in your initial creative thinking, but do not expect fully developed concepts or episode plans at this stage.

Questions about the brief may be submitted to **milly.last@ewb-uk.org**. To support a fair process, we may share anonymised answers to material questions with all interested bidders.

Please let us know if you require any reasonable adjustments to participate in the tender process.

Submit your proposal

We hope to hear from you soon.

UK
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WITHOUT BORDERS