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### **Request of the expression of interest for Individual Consultancy services**

The TB Europe Coalition ("TBEC"), non-profit foundation registered in the Netherlands, is pleased to announce a call for expression of interest **for Transcript specialist for 5 countries** in the framework of the implementation of the current tasks of the Community Rights and Gender Strategic Initiative (CRG-SI of the Global Fund) project.

#### **Scope of work and requirements:**

Transcript specialist for 5 countries (Ukraine, Belarus, Moldova, Tajikistan, Kazakhstan) will be expected:

- 1) transcript of interviews and focus groups (transcription of audio recording into text) conducting in 5 countries (Ukraine, Belarus, Moldova, Tajikistan, Kazakhstan) of Eastern Europe and Central Asia region
- 2) efficiency of text entering - up to 3 days from the moment of receiving the interview recording or focus group
- 3) literal introduction
- 4) adequate punctuation for readability of the text, removing the filler words that do not have semantic load
- 5) an illustration of especially vivid emotions and pauses that have a semantic load
- 6) in case of poor quality of the recording, inform the customer.

#### **Duration of the assignment and remuneration provisions:**

- The work is expected to start after signature of the specific agreement with individual consultant.
- The duration of agreement is December 2020 – March 2021.
- Remuneration will be paid in US Dollars, so Consultant shall have a USD bank account.
- The Consultant will be responsible for the payment of taxes according to the laws of his(her) country of residence

#### **Conditions:**

1. Individual consultants are invited to submit expression of interest for the consultancy services mentioned above.
2. TBEC offers the following type of cooperation:
  - Consultancy Agreement with an Individual Consultant. The Consultant will be responsible for the payment of taxes according to the laws of his(her) country of residence. Remuneration will be paid in US Dollars, so consultant shall have a USD bank account.
3. The contract will be awarded on the competitive basis to a Consultant with the highest qualifications and meeting all requirements described in Terms of References (ToR<sup>1</sup>). Consultant will be evaluated based on the qualifications.
4. Consultancy fee for a given assignment will negotiated with a Consultant with the highest evaluation results.
  - ✓ Your expression of interest should contain CV with proven experience and qualifications (in Eng/Rus, not more than 3 pages).Failure to meet this requirement will lead to automatic disqualification of application;
5. All documents for expression of your interest should be submitted electronically to Anna Medvedenko, Administrative Officer, TBEC, at the following address [medvedenko@tbcoalition.eu](mailto:medvedenko@tbcoalition.eu)
6. The deadline for receipt of your expression of interest: **December 22, 2020, 6 PM, Kyiv time**. Late proposals will be rejected.
7. Selected candidate will be contacted by **December 25, 2020**.

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<sup>1</sup> All the short-listed Consultants/Experts will be included in the TBEC Consultancy pool for potential future cooperation according to the Consultants' expertise.