

Terms of References
Transcript specialist for 5 countries

Date: December 09, 2020

About TB Europe Coalition (TBEC)

Established in 2009, TBEC is a regional advocacy network of civil society organizations and individuals from across the World Health Organization (WHO) Europe region, comprising Western and Eastern Europe, Caucasus and Central Asia. The network aims to strengthen the role of civil society within the regional response to TB, and ensure political and financial commitments to end TB. Currently TBEC has more than 200 members from more than 30 countries in the region. In 2017, TBEC was registered as a legal entity in the Netherlands to step up its regional and national advocacy, capacity building and support to country-led TB advocacy initiatives. The TBEC Secretariat is located in Kyiv and responsible for the coordination, communication, administration, programmatic and policy management of the network.

Background information on the project:

[Community Rights and Gender Strategic Initiative](#) (CRG-SI of the Global Fund) project aimed at support to strengthening the capacity of networks and coalitions of TB advocates, TB activists and people affected by TB in Eastern Europe and Central Asia region (EECA).

CRG-SI of the Global Fund project provide TB affected communities and CSOs in countries of the EECA region with a unique opportunity to receive technical support in response to both emerging individual requests as well as in response to a shared need to keep up with the commitments of the Political Declaration of the UN General Assembly High Level Meeting on the Fight against Tuberculosis for the region. The project is funded by the Global Fund to fight HIV/AIDS, Tuberculosis and Malaria.

The developed document will contribute to activities mobilization of TB communities and CSOs in the direction of multisectoral coordination and accountability framework on delivering the commitments of Political Declaration, that serves as an advocacy tool to foster progress and strengthen the meaningful engagement of civil society and TB affected communities not only to End TB but also having more of an impactful role in health systems strengthening approach.

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 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.

Languages:

Russian

Skills and knowledge:

- Experience on similar assignments
- Knowledge of the spoken and written Russian;
- Attentiveness;
- Perseverance;
- High level of responsibility;
- Philological or Sociological education will be considered as an asset