



Humanity and Inclusion is currently seeking 1 Consultant (2 weeks) for:

## Transcription of Audio Files

### CONTEXT OF THE MISSION

Humanity and Inclusion (HI - previously known as Handicap International) is carrying out an action research to test and assess the use of Washington Group of Questions in Humanitarian Action. As part of the action research Key Informant Interviews (KII) and Focus Group Discussions (FGD) were carried out with partner organizations in the Philippines to gather feedback on the use of the tool.

HI is looking for a consultant, with experience audio transcription and knowledge of the international development sector, to convert the audio recordings of the KII and FGD into text.

### OBJECTIVES, ROLES AND EXPECTED RESULTS

The Consultant is expected to transcribe **14 audio files** (mp3 format) provided by HI **no later than March 2<sup>nd</sup>**

Under this contract, the Consultant is expected as per the annex document to:

- Guarantee data accuracy and statement sensibility
- Comply with data integrity and security policy by keeping the information confidential

### SPECIFIC ROLES & RESPONSIBILITY

#### **Roles and Responsibilities of the Consultant audio transcriber:**

1. Transcribe the audio file (word per word) in a word document in Tagalog
2. Name the word document with the same name than the audio file
3. Include the time start and time end for the transcription
4. Colour code or clearly differentiate the different speakers in the transcript
5. Group respondent's statements per question in the transcription
6. Send audio transcriptions as soon as an audio file is completed for quality check
7. Coordinate with the Project Officer on the transcription progress and any issues encountered in the process of transcription

#### **Roles and Responsibilities of HI:**

1. Provide technical assistance to the Consultant transcriber through orientation and regular quality spot-check.
2. Send a pre-formatted word file to be filled out by the Consultant for transcription

3. Send the 14 audio files with a clear naming convention
4. Quality check the transcription of audio file after each had been completed
5. Provide the 30% payment to the Consultant transcriber upon signing of Consultant contract.
6. Address issues and concerns of Consultant transcriber that may arise during the transcription process.

**Expected Results:**

Fourteen (14) word documents in Tagalog transcribing each audio file will be submitted to HI with specificities mentioned above.

**Requirements in Education/Skills:**

1. Graduate of any four year course (preferably secretarial or management course)
2. With strong 1 year experience in transcription
3. With sample work in transcription
4. Timeline from 19 February to 02 March 2018

**What needs to be submitted:**

1. Curriculum Vitae (CV)
2. Must submit portfolio or sample of past work
3. Copy of BIR Registration/TIN ID
4. Price Quotation
  - a. Quote must cover professional and other fees to fulfill the objectives of this consultancy
  - b. Please address quotations to:  
**MS. SOPHIE DECHAUX**  
**Regional Program Director**  
**Handicap International Federation Philippines Program**
  - c. Price quotation must be in Philippine pesos
  - d. Price quotation must be NET OF TAXES
  - e. Must be signed
  - f. Send to the e-mail addresses below **on or before 12<sup>th</sup> February 2018.**  
[recruitment@handicapinternational.ph](mailto:recruitment@handicapinternational.ph)  
[logistics.manila@handicapinternational.ph](mailto:logistics.manila@handicapinternational.ph)