

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES– INDIVIDUAL SELECTION)**

*ST. VINCENT AND THE GRENADINES*  
**HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**  
Credit No.:IDA-60600

**Assignment Title: Provision of Technical Assistance for the Transcription of Interviews for the Institutional Assessment Component of the Enhancement Country Poverty Assessment (eCPA)**

**Transcriptionist**

**Reference No. SVG-HDSD-CS-INDV-49**

The **Government of St. Vincent and the Grenadines** has received financing from the World Bank toward the cost of the **Human Development Service Delivery Project** and intends to apply part of the proceeds for consulting services.

The objective of the consulting services (“the Services”) is to provide verbatim transcription services for Institutional Assessment (IA) interview documentation. This entails listening to audio recordings and providing accurately-typed transcriptions that are representative and naturalistic “in which every utterance is transcribed in as much detail as possible,” for example, pauses, stutters and poor grammar are included. The consultancy is expected to be executed over an eight-week period.

The detailed Terms of Reference (ToR) for the assignment can be obtained at [http://www.gov.vc/images/RequestForExpressionsofInterest/revised\\_2\\_SVG\\_HDSDP\\_INDV\\_49\\_ToR.pdf](http://www.gov.vc/images/RequestForExpressionsofInterest/revised_2_SVG_HDSDP_INDV_49_ToR.pdf)

The **Economic Planning and Sustainable Development Division, within the Ministry of Finance, Economic Planning, Sustainable Development and Information Technology** now invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (description of similar assignments, experience in similar conditions, etc. via curriculum vitae, relevant academic certificates and other supporting documents). The minimum requirements include:

- (a) Excellent written communication and presentation skills
- (b) Proficient in the MS Office
- (c) Excellent knowledge of the English language, including spelling, grammar and vocabulary

(d) Proven experience in conducting quality audio transcriptions will be an asset

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant (IC)** method set out in the above-mentioned Regulations. Further information can be obtained at the address below during office hours *9:00am and 3:00pm*.

Expressions of interest must be delivered in written form to the address below (in person, by mail, or by e-mail) by 6<sup>th</sup> March, 2020 to:

**Attn: Mr. Recardo Frederick,  
Director of Economic Planning  
Ministry of Finance, Economic Planning, Sustainable Development and Information  
Technology  
1st Floor, Administrative Building  
Kingstown, Saint Vincent and the Grenadines  
Tel: 784-457-1746 / 784-457-2182**

**Email to:** [cenplan@svgcpd.com](mailto:cenplan@svgcpd.com) and [edfpmcu@svgcpd.com](mailto:edfpmcu@svgcpd.com)

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