CALL FOR INTEREST – TRANSCRIPTS OF PROCEEDINGS

TRIAL International is a non-governmental organization fighting impunity for international crimes and supporting victims in their quest for justice.

Within the framework of its project "Increasing accountability and preventing enforced disappearances and extrajudicial killings in Mexico, Nepal, the Gambia and beyond", financed by the European Union, TRIAL is currently looking for a service provider to produce transcripts of selected sessions of auditions to take place at the Gambian Truth Reparation and Reconciliation Commission (TRRC).

ASSIGNMENT

We are looking for an individual or organization to provide literal transcription from videos of selected auditions in English. Transcripts shall be carried out for videos made available by TRIAL International. The total volume of videos to be transcribed is subject to variation but estimated between 40 and 80 hours.

The person must be available on demand from November until the end of the TRRC hearings scheduled for Spring 2021. The assignment will be carried out remotely.

REQUIRED QUALIFICATIONS

- Prior experience in transcribing recorded materials;
- Excellent written and oral skills in English;
- Solid knowledge of legal vocabulary;
- Knowledge of the Gambian context is a valuable asset;
- Ability to work in a reliable and discreet manner, availability and respect of deadlines;
- Previous collaborations with NGOs and/or international organizations preferably in human rights are an asset;

APPLICATIONS

Both, individual and companies are invited to submit offers. Individual applicants must be registered as an independent consultant in their country of residence. Individuals in Switzerland can apply without consultant status if they have a valid work permit.

Payment will be done per hour of video transcribed and offers must include an estimation of time needed for transcription.

We look forward to receiving your application. Please send us your file (letter of expression of interest, financial offer in euro (EUR), CV, certificates, registration/status and references) to secretariat@trialinternational.org by 3 November 2020, midnight (CET), deadline for submission.