

**Request for quotes / offers**

**Name of service: Decryption (transcription) of audio / video files into text in Russian and / or English**

**Date:** 2020-05-20

**The purpose of this request for proposals is to select a supplier (s) who will provide services for transcribing audio files into text format.**

1. The Eurasian Harm Reduction Association (EHRA) invites you to submit a price offer (in EUR) for the following services:

*- transcribing audio interviews into a text format in Russian*

*- transcribing audio interviews into a text format in English*

2. The period / frequency of the provision of services: at the request of EHRA from June 1, 2020 to December 31, 2022.

3. Your proposal must be submitted to [julia@harmreductioneurasia.org](julia%40harmreductioneurasia.org%20) by June 1, 2020.

4. Your proposal must be drawn up in the form of EHRA (see Appendix 1 to the Request)

5. Selection procedure:

- by June 5, 2020, EHRA will evaluate the proposals received and select the 5 most competent applicants.

- By September 30, 2020, each of the applicants will receive a task. EHRA will pay for the job after assignment is completed.

- based on the results of the assignment, contracts will be signed with the selected applicants for a period until December 31, 2022.

6. This Request shall not be considered as a contract or any obligation. This RFP does not in any way oblige EHRA to award a contract, nor does it oblige EHRA to pay any costs or expenses incurred in preparing or submitting proposals.

*Appendix No. 1 to the Request for proposals for transcription services*

*Please fill in the form*

|  |  |
| --- | --- |
| Name, Surname |  |
| Place of residence (country, city) |  |
| Native language |  |
| Is your experience in decoding materials a year or more? | Choose an item. |
| Indicate all types of decryption (transcription) in which you have experience (from the list):• Interview• Video subtitles• Interpretations• Conferences / Round Tables• Focus groups• Trainings / seminars• Webinars |  |
| Are you familiar with decoding materials using the terminology of harm reduction from drug use (including abbreviations, acronyms, etc.)? | Choose an item. |
| Are you familiar with the decoding of materials from the healthcare sector, the social sphere (including abbreviations, acronyms, etc.)? | Choose an item. |
| Do you know the technique of touch typing in Russian? | Choose an item. |
| Do you know the English touch typing technique? | Choose an item. |
| Indicate the cost of decryption 1 minute audio recording | \_\_\_\_\_\_\_Eur |
| Briefly describe your previous experience in similar work.Provide a reference (if possible) |  |