



UNAKRT

United Nations Assistance to the Khmer Rouge Trials

Re-advertise of Request for Expression of Interest (EOI)

The previous REOI No. UNK/PU/REOI/0011-005R has been cancelled

Subject: Transcription of audio recordings (Court proceedings)

Date of this EOI: 04 July 2012

Closing Date for Receipt of REOI: 13 July 2012

Reference No: UNK/PU/EOI/012/001

Address EOI by fax for the Attention of: Noah Estifanos, Procurement Officer

E-mail Address: unakrt_procurement@un.org

Fax Number: +855 (0)23 219-715

Description of Requirement:

- 1 UNAKRT (United Nations Assistance to the Khmer Rouge Trials) requires verbatim transcription (audio-typing) services from digital recordings of proceedings before the Extraordinary Chambers in the Courts of Cambodia ('the Court'), located in Phnom Penh, Cambodia, for calendar year 2013. The services are required in French and/or English.
- 2 These services will be used by the Court as a back-up for in-house transcription, and no guarantee is given for the amount of work that will be requested from the provider.
- 3 The Court will provide audio files exported from CourtFlow court reporting software, which includes annotations to identify speakers. Unless otherwise arranged, these files will be available for download by the vendor no later than 5 pm Phnom Penh time (GMT+7), with a transcript to be returned by 7 am Phnom Penh time the following day. When in session, the Court is expected to sit between 2 - 5 hours per day, 4 days a week.
- 4 Sound quality of audio files provided by UNAKRT is very good to excellent. However, significant portions of both English and French transcript are simultaneously interpreted (from Khmer, English or French) and may contain strong Khmer accents.
- 5 Technical requirement: provision of transcripts in the required typing format (as supplied by the UNAKRT Transcription Unit) and electronic format (Word 2010); ability to work with CourtFlow files. Accuracy rate: minimum 97%.
- 6 Experience/expertise requirements: demonstrated expertise and experience in undertaking transcription of audio records, in particular in a setting involving complex legal issues and legal terminology. Experience with interpreted and heavily accented speech an advantage.
- 7 A confidentiality undertaking will be required from all personnel performing services under the contract as well as the vendor.

Important Notice:

When replying to this EOI, please send a fax or email to the attention of Noah Estifanos, Referencing REOI/012/001 (fax: +855 (0) 23 219 715, email: unakrt_procurement@un.org). Please state the name of your company, your vendor registration number (if already registered with UNAKRT), and if not your full contact details.