TERMS OF REFERENCE (TOR)
PROVISION OF PROFESSIONAL TRANSCRIPTION SERVICES FOR
QUALITATIVE HEALTH SURVEYS DONE UNDER HUMAN HEALTH
RESEARCH PROGRAM

BACKGROUND

The International Centre of Insect Physiology and Ecology (*icipe*) was established in Kenya in 1970. *icipe* is the only independent international institute working primarily on arthropods. It employs a diverse range of scientific disciplines in a holistic manner to perform original research on pest and beneficial insects and arthropods with the goal of improving human and livestock health, crop production, ecological systems, and well-being of communities. *icipe* has carved out a leading role in what may be termed tropical insect science, as reflected in the range, depth, and impact of its strong publication record. The focus of this work is sub-Saharan Africa (SSA), particularly the large population of smallholder farmers. At the core of its mission is the development of affordable and effective tools and strategies to combat insect pests and vector-borne diseases in order to help alleviate poverty, ensure food security and improve the overall health of peoples of the tropic. Its mandate is to develop alternative and environmentally friendly pest and vector management strategies that are effective, selective, non-polluting, non-resistance inducing and affordable for uptake by resource-limited rural and urban communities.

JUSTIFICATION

icipe's Human Health Research Program implements a range of qualitative surveys to investigate determinants of health. Such surveys include focus group discussions, in-depth and key informant interviews as well as semi-structured household interviews and discussions during stakeholder and public engagement events. These surveys and meetings are audio recorded for data analysis and reporting purposes. These surveys are implemented in the local languages in the study locations in Kenya, currently largely in Kiswahili with additional Digo, Luo and Luhya languages. To allow for analysis, all audio recordings of these meetings will require transcribing to convert the data into written document format (word doc). Transcribing involves a native speaker listening to the recorded data and representing it in written form. All transcriptions need to be **verbatim**, meaning each word is transcribed into text including mumbles such as "uh" or "hum". Conversations need to be recorded as heard on the tape, without being simplified or condensed in anyway.

Audio files obtained from project activities need to be professionally transcribed into English for analysis. Audio files will involve either 1 interviewer and 1 responder or 1 facilitator with several respondents.

There should be no effort to 'clean' or 'clarify' what people are saying. If it's broken Kiswahili, it's broken English. Nevertheless, translation involves meaning, not translation word for word,

therefore the translator is required to strike a balance between conveying meaning and preserving the messiness of the conversation as it was spoken.

Group discussions will be transcribed with an attempt to distinguish between male respondents and female respondents as well as denoting them further as male 1, male 2, female 1, female 2 to determine number of active respondents and frequency of their contribution. In general, standard operating procedures will need to be agreed prior to transcriptions in collaboration with the project PI and research team, specifically including staff that were present during the surveys. Collaboration and communication with the researchers will be required should there be any issues arising.

Individual audio files range in duration from 40 mins to 2 hours.

Tasks will include transcribing

1. 22 audio files from key informant interviews on veterinary extension done in Busia in both English and Kiswahili.
2. 22 audio files from key informant interviews on veterinary extension from Kwale done in both English and Kiswahili.
3. 8 audio files from community meetings in Kwale done in Kiswahili with some contributions in Digo.
4. 8 audio files from community meetings in Busia done in Kiswahili with some contributions in Luhya.
5. 30 audio files from community meetings in Funyula conducted mostly in Kiswahili with some contribution in Luhya.

KEY DELIVERABLES

1. Every audio will be recorded in a word document being a complete transcription in English. The transcript will be checked and approved by the Project Manager.
2. Transcriptions will be sent continuously and individually to the Project Manager for quality-check.

TIME FRAME

As this will be a continuous process, completion of every submitted audio file into transcribed data will be the requirement prior to the submission of the next audio file.

Task 1 and 2 (44 audios) to be completed by 3rd January. 2022
Task 3 and 4 (16 audios) to be completed by 12th January 2022.
Task 5 (30 audios) to be completed by 31st January 2022.

QUALIFICATION REQUIREMENTS

1. Fluent in written and spoken English.
2. Fluent in written and spoken Kiswahili.
3. Working knowledge of Luo and/or Luhya and/or Digo desirable.
4. Provide a CV with outlined expertise.
5. At least 1 year of experience in transcribing audio recorded qualitative research.

6.	Provide at least 1 reference from scientist at renowned research institute.
7.	Provide a sample transcript for evaluation of quality and output.
8.	Total discounted quote (in KES) with cost breakdown to perform the assignment, including all the chargeable taxes.

PAYMENT TERMS

Payment **per audio transcribed** to the satisfaction of the lead researcher. Invoices can be submitted after every fifteen (15) audios transcribed and approved by the Project Manager.