



## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

### INDIVIDUAL CONSULTANT – DATA LOGGERS

Reference No. PAP-0063 -CS-INDV

#### 1. Purpose of the Assignment

The purpose of this assignment is to recruit Data Loggers to support the Hansard Unit in accurately capturing and organizing parliamentary proceedings for transcription

#### 2. Objectives of the Consultancy

The specific objectives of the assignment are:

- To ensure accurate capture of Members' interventions during plenary sittings
- To facilitate the timely distribution of recorded speeches for transcription in the official languages of the PAP
- To support the Hansard process by ensuring proper allocation and tracking of speeches for correction and finalization

#### 5. Scope of Work

Under the supervision of the Head of Hansard, the Data Loggers shall perform the following duties:

- Capture the names of Members of Parliament speaking on the floor and record the timing of their interventions
- Log and organize audio recordings of Members' speeches during plenary sessions
- Allocate recorded speeches to the appropriate language clusters for transcription
- Distribute recorded speeches to transcribers in a timely manner
- Track the progress of transcription and ensure speeches are returned for correction
- Submit organized and complete records of proceedings to the Hansard Unit

#### 6. Expected Deliverables

The Data Loggers shall deliver the following:



- Accurate and complete records of Members' names and speaking times
- Properly logged and allocated recorded speeches for transcription
- Timely distribution of speeches to language clusters
- Transcribed speeches submitted for correction
- Organized documentation supporting the Hansard production process

## 7. Consultancy Cost

The consultant will receive a daily remuneration of **USD 100.00**. Total payment will be based on the number of days worked and duly approved.

## 8. Reporting

The Data Loggers shall report directly to: Head of Hansard Unit

## 9. Required Qualifications and Experience

The ideal candidate should possess:

- Minimum of a secondary school certificate
- Basic computer literacy (Microsoft Word, Excel, and audio handling tools)
- Ability to work under pressure and meet tight deadlines
- Strong attention to detail and organizational skills
- Good communication skills
- Prior experience in data logging, transcription support, or parliamentary environments is an added advantage

## 10. Languages:

- Proficiency in one of the AU working languages (Arabic, English, French, Kiswahili, Portuguese, and Spanish) is mandatory and fluency in another AU language is an added advantage.

## 10. DEADLINE AND SUBMISSION ADDRESS

- Expressions of interest must be delivered in a written form to <http://www.papsupport.org> by **21 April 2026 – 10:00** (South Africa Time)



## 11. SUBMISSION OF EXPRESSIONS OF INTEREST

Interested individual consultants must submit:

- Detailed CV
- Copies of academic and professional certificates
- Cover Letter