

Country: BARBADOS
Program: ADMINISTRATION OF JUSTICE PROGRAMME
Sector: Consultants
Product: PROFESSIONAL/CERTIFIED COURT REPORTER
Loan No. 1332/OC-BA

The Government of Barbados (GOB) has received a loan from the Inter-American Development Bank (IDB) to assist in financing the Administration of Justice Program, which is being implemented by the Justice Improvement Program Secretariat (JIPS), Office of the Attorney General, seeks to modernize and strengthen the justice sector of Barbados by improving court administration processes, enhancing access to justice and reducing the economic and social costs associated with criminal behavior. The GOB will be establishing a modern court reporting management system and will be seeking two consultants for the provision of court reporting services within its justice sector.

Objective: The objective of this consultancy is to expand the court-reporting capacity within the justice sector of Barbados and provide the Judiciary with immediate court reporting services in the courts.

Scope of Works: The consultancy entails:

- Taking daily verbatim reports of the legal/court proceedings;
- Preparing precedents for the Court of Appeal;
- Ensuring there is a complete and accurate legal record of court proceedings;
- Organizing and researching official records taking in case proceedings;
- Documenting and proofreading all statements in case proceedings using computer-aided stenographic equipment;
- Preparing written transcripts and providing transcript information upon request;
- Creating and maintaining the computer dictionary for translating stenographic strokes into written text;
- Developing processes for the easy storage and retrieval of all stenographic notes, either on paper or digital format;
- Providing the necessary equipment required to enable the consultant(s) to perform reporting/transcription activities.

A copy of the terms of reference can be obtained from JIPS.

The consultant(s) must possess at least an associate degree in court reporting, be a certified Registered Professional Reporter (RPR) or its equivalent. At least two years work experience in computer-aided transcription is required with the ability to capture not less than 200 words a minute (preferably real time) or at least five years practical court reporting experience and a minimum of 180 words per minute with certification (literary). The consultant(s) must have excellent listening skills, a good command of the English language and be aware of the current events and business and legal practices in the Caribbean. A competent knowledge of legal terminology and court proceedings as evidenced by relevant courtroom and legal process experience in relevant legal jurisdictions is essential. Knowledge about computer applications is also necessary.

Evaluation Criteria: Applicants will be evaluated using the following criteria:

- Understanding of the services to be performed;
- Approach and Methodology
- Prior court reporting experience in similar judicial jurisdictions as that of Barbados and the Caribbean;
- Qualifications;
- Proficiency in the English language;

Applicants must be citizens or bona fide residents of member countries of the IDB.

Duration: Twelve months.

Application Requirements: Interested consultants are required to submit a letter of application, curriculum vitae and proposal outlining the approach and methodology and understanding of the services to be undertaken to the address below no later than 1630 hours, Friday, 17 October 2003.

Late applications will not be considered. Unsuitable applications will not be acknowledged.

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