

REPUBLIC OF RWANDA



THE SUPREME COURT



**Request for Expression of Interest**

**Title of Tender: Training of 17 court registrars in real time court reporting and captioning Using steno machines (Impression writers) and computer aided transcription software (CAT).**

**Reference Number:** 27 /02/RCJP/JoR/CS/2015

**1. BACKGROUND**

1.1. The Government of Rwanda through the Judiciary, has received funding from the Investment Climate Facility for Africa, ICF to implement the second generation of Rwanda Commercial Justice Project (RCJP) which aims at enhancing contract investors' confidence in the commercial justice system in Rwanda by 1) fully clearing the commercial litigation backlog; 2) reducing the procedures and time for a more efficient and transparent court process; 3) reducing the cost of commercial litigation; 4) improving the quality of judgments delivered; and 5) improving the quality of commercial justice information available to court management for decision making as well as to various stakeholders.

The Judiciary intends to apply a portion of the funds to hire a consulting firm which expresses interest for the **Training of 17 court registrars in real time court reporting and captioning Using steno machines (Impression writers) and computer aided transcription software (CAT).**

**MAIN OBJECTIVES**

- a. The general objective of this project is to enhance the efficiency and effectiveness of service delivery of commercial courts through training of court registrars in real time court reporting, and developing the profession of real time court reporting, captioning and computer aided transcription (CAT) in the Judiciary of Rwanda
- b. Court reporters will conduct business within a courtroom setting, and will transcribe verbatim from court sessions and provide captioning services for the deaf or hard-of-hearing at live court sessions.
- c. Court reporters may record proceedings using a stenotype machine and through this comprehensive court reporting training program, reporters will be able to capture spoken words in a phonetic code on a stenotype machine and translate the code into written text to produce a final transcript.

- d. Court reporters working in real time situations shall be able to connect their stenotype machines to a computer, which then translates the phonetic code and displays it on a screen.
- e. The court reporters may engage in voice writing, which is the process of echoing the spoken words of a proceeding into a special, mask-like device that is connected to a computer; whose software translates the spoken word into a transcription, which is then reviewed by the court reporter upon the conclusion of the proceeding.

**2. SCOPE OF WORKS AND DELIVERABLES**

The scope of this assignment includes the following:

- a) Provide onsite training for a period of 4 months for 17 court registrars/reporters in real time court reporting and captioning using steno machines ( PROCAT- made machines) for 8 hours a day, 5 days a week.
- b) Training of real-time court reporters using the existing DVD/CDs of training materials from 60 through 260 wpm and other materials that the trainer determines necessary so that they attain real time reporting speed of 260 WPM.
- c) Training of real-time court reporters in reporting and captioning using the existing theory manual and other materials that the trainer determines necessary
- d) Provide downloadable PDF training materials
- e) Provide practice and test materials
- f) Provide 3 years training support to trainees after the 4 months of onsite training.
- g) Provide monthly reports of the training that includes individual performance assessment for each trainee.

**3. PRE-QUALIFICATION CRITERIA**

All submissions should include the following elements:

- 1. A proof of incorporation of the firm or registered consultant
- 2. Criteria for selection

Criteria	scores
A full profile experience of the firm having at least 5 years of experience in the area	10
A detailed description of similar work by the firm in other countries with the relevant reference contact details ( minimum of 2 references)	10
A declaration of willingness to partner with a local (Rwandan) firm if selected for the next phase. (Only for firms based in foreign countries	10
Key personnel to do the training and their experiences and relevant qualification	30
Methodology of the training	30
Knowledge transfer to local staff/supreme Court staff	10

- 3. Well bound and sealed Expressions of Interest in English, presented in 4 copies one of which is marked **ORIGINAL** should be sent to the Procurement Office, 2<sup>nd</sup> floor, Supreme Court Kigali Building, Supreme Court on or before **28<sup>th</sup> February 2015** at

10:00 am local time (0800 GMT). Expressions of Interest will then be opened at 10.15 am local time (08h15 GMT) in the presence of bidders who choose to attend.

4. **SUBMISSION OF EXPRESSION OF INTEREST:** The copies will be put into an envelope clearly

Marked; **“Training of 17 court registrars in real time court reporting and captioning Using steno machines (Impression writers) and computer aided transcription software (CAT).**

**- DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE”.**

**Expression of Interest MAY also be sent by email to: [procurement@judiciary.gov.rw](mailto:procurement@judiciary.gov.rw) and these should be secured by a password which must be sent separately.**

Enquiries regarding this Request for Expression of Interest may be addressed to the Secretary General of the Judiciary of Rwanda through the following email: [procurement@judiciary.gov.rw](mailto:procurement@judiciary.gov.rw)

Qualifying shortlisted firms will be invited for submitting their technical and financial proposals.

Bidding will be conducted in accordance with the Investment Climate Facility for Africa \_ICF Procurement Guidelines.

**Done at Kigali on 12<sup>th</sup> February 2015**

**MURORA Beth**  
Secretary General