



THE KAIZEN COMPANY

## **Terms of Reference**

**Position: IVR Voice Recording Consultant (Short-Term)**

**Location: Gbarnga, Bong County**

### **Program Overview**

Launched in May 2017, the USAID-funded Learning Links (LL) Program is an innovative education program targeting adolescent girls who had to leave school due to pregnancy. Liberian girls who become pregnant often drop out of school, fall behind academically, usually never return, and become trapped in a cycle of poverty. USAID/Learning Links is piloting an innovative approach in rural Liberia that connects literate and numerate Liberian women with these at-risk girls to serve as Tutor-Mentors (TMs). Learning Links is providing micro-incentives to both Learners and TMs for demonstrated learning progress verified by SMS. The program complements this incentive-based performance model with psychosocial support that draws from existing support channels in Gbarnga, Bong County. This model will support 2,500 girls in and around Gbarnga over the life of the project (2017-2020).

### **Scope of Work:**

The IVR Voice Recording Consultant will provide professional services to The Kaizen Company's Learning Links Project which will record [two-hundred sixteen (216)] questions from the Alternative Based Education (ABE) Curriculum. The terms of reference for said position are subject to amendment at any time by The Kaizen Company or USAID.

### **Requirements:**

- Literate and numerate
- Clear speaking voice
- Experience with voice recordings
- Liberian national

### **Duties and Responsibilities:**

The IVR Voice Recording Consultant will carry out duties designed to meet the objectives of the program from the voice recording perspective to support learning outcomes. The IVR Voice Recording Consultant must be available for re-recordings, if necessary.

Pursuant to Kaizen's agreement with USAID and under the direct supervision of the Liberia-based Kaizen Program Director and in coordination with the US-based Program Manager, the STTA will have the following responsibilities:

- Voice recording of Level 1 Literacy, 216 questions

### **Application:**

Interested applicants are requested to provide a complete application to [operations@learninglinks-liberia.com](mailto:operations@learninglinks-liberia.com) no later than August 1, 2018, 5:30PM GMT to include the following:

- A letter of interest with a brief description of experience with voice recording.
- A detailed CVs highlighting the degree of responsibility held in various assignments during the last ten (10) years
- An estimate of the Level of Effort needed to carry out the assignment