

This is a generic Statement of Work (SOW) that will help you to understand the roles and responsibilities of a Pre-Service Technical Trainer.

If you are qualified for a specific position we will contact you to determine your availability. At that time we will send you the position's SOW for your review.



*** SAMPLE ONLY***

PST Director for PC/ Country Name

Dates of Contract: beginning date and end date (total number of days = XX)

- **Dates of Training of Trainers: insert dates here**
- **Dates of PST: insert dates here**
- **Dates of post-PST wrap-up: insert dates here**

Reports To: Training Director/Training Manager, Programming and Training Officer, Country Director

Oversees: Technical Assistant Trainers, PCVs who assist with specific sessions

Coordinates with: All training staff, sector APCD, guest speakers, homestay families and other community members

Evaluated By: Training Director/Training Manager, Programming and Training Officer, Country Director

Position Summary

The Technical Trainer works closely with the sector APCD and other training staff to design, coordinate, implement, and evaluate a professional training sequence of integrated learning activities designs to develop skills, knowledge, and attitudes necessary to work effectively in their sector assignments. S/he provides professional guidance, ensures quality technical training, assesses and documents the training, and motivates and provides on-going communication to improve the monitoring and evaluation of training to ensure that PCT learning needs are met in collaboration with the technical staff. S/he assists the Host Country Technical Trainer to develop skills necessary to serve as lead trainer during subsequent PSTs.

Duties and Responsibilities

Before the PST:

- Reads all relevant program documentation: project plans, prior PST reports, training design guidance, trainee assessment guidance, and Peace Corps policies and procedures regarding volunteer/trainee grounds for termination, standards of conduct/behavior, and selection criteria for becoming a volunteer.
- Conducts training needs assessments in concert with tasks outlined in post's sector project plan:

- Meets with the PST Director, Program and Training Officer, and/or Associate Peace Corps Directors (APCDs) in order to develop a thorough knowledge of the project plans.
- Analyzes Volunteer Assignment Descriptions (VADs), Pre-Training Questionnaires (PTQs), resumes and personal data about trainees, and reviews previous training evaluations to assess potential technical training needs of trainees. **Completed by (date)**
- Plans and develops, in collaboration with the Training Coordinator and APCDs/Program Managers, a training design which incorporates the philosophy of the PST assets-based community training design adapted to the host country. The technical training designs and competencies are based on the overall objectives of the project plans.
 - More specifically, builds into trainings the concept of sustainable development and leadership and first-year at-site technical skills acquisition, emphasizing reflection and processing of all activities in a cross-cultural context.
 - Follows principles of hands-on experiential learning in designing technical training and uses the approved session design format. **Submitted by (date)**
- Coordinates with APCD, Training Director and other trainers to determine which sessions and activities are relevant to all sector trainees and how best to coordinate these sessions.
- Works with Language and Cross-Cultural Coordinators to plan integration of the three training components, i.e. Technical, Language, and Cross-Cultural sessions.
- Develops and implements evaluation tools designed to monitor trainee performance and assesses the overall technical training component.
- Visits volunteers in the field at various sites. **Completed by (date)**
- Develops a budget plan in conjunction with the PST Director and/or Training Manager that includes the field trips, resource speakers, audio/visual/written materials and other resources needed to best implement the technical training program. **Submitted by (date)**
- Attends and participates in all pre-PST planning meetings and activities including full and active involvement and facilitation of sessions in the all-staff Training Of Trainers (TOT) Workshop. Participates in a technical TOT by becoming acquainted with the overall statement of work, learns and adopts training methodology and adult training styles, is assigned specific areas of responsibility, becomes familiar with short and long term training schedules.
- Identifies and recruits resource speakers, where needed.
- Works with the logistics coordinator and training director to identify possible sites that are appropriate for the content of technical training.
- Selects, with the assistance of the Resource Center Coordinator, training and other resource materials for PST.
- Develops working relationships with Peace Corps and Host Country Agency personnel working on project.
- Develops team spirit in training staff.

During the PST:

- Works as a member of a team by being willing to work long hours while maintaining a positive and constructive attitude and by maintaining a high level of motivation, seriousness, and preparedness in training.
- Fosters and maintains positive relationships, a spirit of cooperation, and teamwork with all PST staff and trainees.

- Assists all training staff in the planning, implementation, monitoring, and evaluation of any logistical, administrative, technical, personal health and safety, and other pre-service training activities as requested by the training director or as needed by colleagues.
- Participates in the delivery of cross-cultural, training-of-trainers workshops, and other training sessions.
- Co-facilitates technical sessions based on project competencies, linking and integrating other training components with technical staff. Emphasizes the professional cross-cultural aspects in training.
 - Uses a variety of training methods and materials to ensure that different learning styles are accommodated.
 - Teaches the trainees to apply these same preferred learning styles in their work.
 - Identifies and utilizes trainees' skills where and when appropriate.
- Participates in regular staff meetings by being prepared to contribute to training programming decisions, to provide feedback to other staff members, and to assist in the coordination and integration of activities among all training components, technical or non-technical, to evaluate overall trainee training progress. Makes recommendations and provides documentation to support the decision to recommend or not recommend a trainee.
- Acts as a resource person on all aspects of technical training and on cross-cultural issues. Addresses cultural, physical, language, and social issues regarding trainees' concerns and adjustment efforts to the local environment.
- Communicates all logistical and program concerns, questions, problems, and recommendations to the Training Director and Technical Coordinator.
- Is a model of cultural integration, and is respectful of local customs by representing Peace Corps in a positive manner on all occasions, and respecting the productive relationship already established by post and its staff.
- Ensures that the technical training staff identifies and arranges for resource speakers and organizes technical training field trips, when appropriate.
- Prepares with technical training staff relevant technical training materials including written training designs, trainees' materials, handouts, visual aids, etc. Designs with the technical training staff more suitable materials when existing ones do not meet the needs of the training program and ensures that the technical training staff compiles and documents all training materials weekly.
- Respects and encourages at all times the language program established and especially local language immersion for the trainees.
- Monitors Trainees
 - as measured against behavioral objectives, competencies, and qualification criteria for Trainees.
 - conducts periodic evaluations of trainees and discusses their successes, areas for improvement, and identifies strategies for improving trainee performance.
 - reviews trainees' written reports and recommends revision, supervises trainee organization of presentations/animations, and fosters trainee independence development.
 - Gives and solicits on-going, appropriate feedback with/from trainees.
- Mentors any technical assistants
 - trains him/her for taking a more independent role in the design and implementation of the component in future.
 - Gives and solicits on-going, appropriate feedback with/from staff.

- Conducts regular evaluation of the technical training and redesigns training as necessary to ensure its relevance, and provide that information to the PST Director and the APCD.
- Writes a weekly evaluation report of the previous week, based on PCTs evaluations and personal observation. Includes all recommendations necessary for improving/changing the training for the next PST.

After the PST:

- Submits a complete training manual with complete set of training designs, handouts for the PST, and resource people recommended for future use to the APCD or other post personnel in charge of the project.
- Produces a list of Host Country institutions and persons who contributed in the PST with a description of their contribution and recommendations for inclusion in future PSTs.
- Coordinates with training staff the appropriate acknowledgement (including “thank you” letters) of resources people for the training. These may include local government and sponsoring ministry officials, guest speakers, and special assistants during the training.
- Presents the technical training report and participates in debriefings with the Programming & Training staff.
- Assists in the closeout of the training site, including inventory, packing, and/or storage of all technical materials.
- Collects feedback from trainees and uses this to adjust, delete, improve, or add lessons to future trainings.
- Submits suggestions for future in-service trainings, including topics for follow-up or to be addressed.
- Prepares and submits a final PST report following an established format to the PST Director and/or other post personnel. Includes the objectives for the sectoral program, training materials and resources used and recommendations for future TOTs and PSTs. Includes assessments of any technical assistants, guest presenters, and local contacts assisting with the training with recommendations for future use. Submits final copies to Country Director, Country Desk Unit (Hard Copy) and STAU (electronic copy). **Submitted by (date)**
- Submits all other necessary final voucher / closeout documents for final payment as listed at the end of the SOW. **Submitted by (date)**

Qualifications for Technical Trainers

Minimum qualifications:

- If previously employed as a Peace Corps contractor: satisfactory completion of contract
- Programming and training experience: Experience as a trainer of adults (two year minimum) and background in experiential learning and instruction in large group settings
- Working and living experience outside the U.S.
- Fluency in English and local languages where appropriate
- Ability to work within cross-cultural teams, including trainees and staff
- Minimum degree: Bachelors

Desired qualifications:

- Masters degree in related field
- Experience fostering linkages between schools and communities

- Past experience in the host country and/or region
- Prior experience as a PST Technical Trainer and/or Coordinator preferred (at least two Peace Corps Contracts) or overseas training experience
- Counseling skills with emphasis on group dynamics and interpersonal skills
- Experience with current adult learning methodologies
- Community-based training experience
- Experience in design of training programs
- Ability to oversee Peace Corps trainees
- Experience in TOT (Training of Trainers)
- Experience conceiving and designing workshops and overseeing their implementation
- Demonstrated training skills to design, implement and evaluate assets/community based development programs
- Managerial/leadership background with measurable performance of direct supervisory experience
- Ability to oversee Peace Corps trainees and assistant technical trainers

Below you will find some *suggested* ‘additional’ qualifications

FOR Community Development TT

- Education degree in Social Work or Community Development
- Experience in working with non-governmental organizations, community groups and community project activities
- Knowledgeable about community assessment tools, designing, implementing, monitoring and evaluation of community projects
- Experience about community hierarchy, leadership and decision making process

FOR Education TT

- Masters degree in Education
- More than three years teaching experience
- Teaching experience in the host country and/or region
- Experience fostering linkages between schools and communities
- Experience integrating environmental activities, HIV/AIDS awareness, income-generating activities into classroom or extra-curricular activities
- Background in science, math, special education, EFL/ESL

FOR Agriculture and Environment TT

- Minimum degree: Bachelors in Environmental Studies, Biology, Natural Resource Management or related field
- Experience integrating environmental activities, HIV/AIDS awareness, income-generating activities into classroom or extra-curricular activities and fostering linkages between schools and communities
- Specific expertise which may include past experience or knowledge of:
 - Household livelihood
 - Tree and grass/crop identification
 - Establishing tree nurseries

- Applied and demonstrated ecology experiences
- Watershed management and uses of water irrigation
- Landscaping
- Environmental Education
- Gardening/composting
- Use of wood stoves

FOR Health TT

- Masters degree in health-related field
- Health-related work experience in the host country and/or region
- Experience fostering linkages between schools and communities
- Counseling skills with emphasis on group dynamics and interpersonal skills
- At least two years experience in the area of health, one of which should have been in a developing country (preferably in the region). This should include knowledge of:
 - Community entry and assessment, outreach/extension principles and techniques;
 - Teaching health education topics (substance abuse, STDs, HIV/AIDS, nutrition, hygiene, fitness, sexual education) to youth and adults
 - Teaching life skills (self-esteem, goal setting, values, etc.) integrated into health topics
 - Designing, implementing, and evaluating of projects/health related activities
 - Advising, negotiating, and working in a multi-cultural environment.

FOR Small Business Development TT

- Three years experience in the small business development sector and/or private sector economic development, preferably which include overseas training and/or programming experience
- Knowledge of recent small business development trends and issues
- Knowledge of the micro finance sector

FOR TEFL TT

- Minimum degree: Bachelors in Education, TESOL, or Applied Linguistics
- At least three years ESL, EFL or foreign language teaching experience
- Teaching experience in the host country and/or region
- Certification to teach ESL, EFL or foreign languages
- Curriculum development experience with a content-based approach to language learning

CLOSE-OUT/FINAL PAYMENT

After completing the contracted period of performance, please send a final voucher/payment package to your Contracting Officer in Washington DC.

The final payment will not be released until satisfactory completion and submission of all items, as determined by Post and your Contracting Officer, and until all outstanding travel advances are liquidated by submitting the necessary vouchers and payments.

This FINAL VOUCHER/PAYMENT PACKAGE must contain all of the following:

- Signed Contractor Release Form discharging the Government, its officers, agents and employees from all liabilities, obligations and claims arising out of or under the contract.
- Itemized list with dollar amounts of pre-contract costs that were reimbursed at Post
- Purchase Order, Receiving Report, and Voucher/Optional Form 206 certifying receipt of services (signed)
- Travel Voucher and Schedule of Expenses (completed and signed)
- Completed Contractor Performance Evaluation
- 1 Diskette of the Final Report