



# Application Instructions

## Homestay Coordinator

Contracted salary is Kshs. 6,897 per day. This remuneration is inclusive of all Peace Corps allowances for community-based training needs, including housing, meals, incidentals, local transport, and communication.

The following 6-day per week work schedule is required throughout the contracted Period of Performance: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, from 8:00 AM to 5:00 PM.

This is an intermittent-term position ranging from 6-20 weeks of work per year and is not eligible for benefits.

**Please note: This position is based in **Kisumu** or at a designated training facility in Western Kenya. Housing is not provided and relocation costs are not paid.**

Interested and qualified applicants are required to access the complete Application Instructions and Statement of Work at <https://www.peacecorps.gov/kenya/contracts/>

Failure to follow Application Instructions will result in your Application being rejected.

1. Applications accepted by email only at [KE-Recruitment@peacecorps.gov](mailto:KE-Recruitment@peacecorps.gov)
2. Your application email subject line should be “**Homestay Coordinator – Your Full Legal Name**”
3. Applications that do not meet all requirements will be discarded
4. Attach 1 single file including a combined Cover Letter (describing how you meet the minimum qualifications) and your current CV only
5. Attachment size is limited to 1MB, emails with larger file sizes will be discarded.
6. Attach only Word or PDF files, ZIP/compressed not accepted.
7. Application updates and confirmations of applications received are not provided. If selected for shortlist interview, you will be contact by phone and/or email
8. Telephone inquiries are not accepted.

More than one position may be filled with each vacancy announcement. All hires are contingent upon funding availability.

**Deadline to Apply: 06 February, 2023 at 8:00 AM local Kenya time**

## STATEMENT OF WORK

|                      |                                                                 |
|----------------------|-----------------------------------------------------------------|
| Position             | Homestay Coordinator (HC)                                       |
| Division/ Department | Programming and Training (P&T)                                  |
| Duty Station         | Kisumu, Kenya, or designated training facility in Western Kenya |
| Reports to           | Training Manager (TM)                                           |
| Open to              | Qualified Kenyan Citizens                                       |

Peace Corps Kenya, a United States government agency with Volunteer programs in the Health and Education sectors that supports approximately 40-70 Volunteers in the western region, is seeking a Homestay Coordinator (HC) for an intermittent term contract to support Volunteer pre-service training (PST).

### **General Description**

The Homestay Coordinator is responsible for identifying home stay locations for Peace Corps Trainees (PCTs) to reside while undergoing pre-service training (PST) and venues to be used for village-based trainings (VBTs). The HC assists and works under the supervision of the TM(TM) to evaluate homestay sites to ensure conformity to established standards for safety and security of Trainees, to help identify training venues and trainer housing locations, and develop training materials for PCTs and homestay families and facilitate any non-medical training required for homestay families. The HC will provide support to Trainees and families during the homestay living period to enable both groups to have a meaningful and valuable cross-cultural learning experience, along with building relationships with communities on behalf of Peace Corps to enhance community entry and Volunteer acceptance and support.

### **Duties and Responsibilities**

#### ***Homestay Coordination***

- Identify and recruit host families in sufficient numbers to house one Trainee for each household that meets the required Peace Corps Kenya criteria.
- With the TM, determine necessary allowances and material inputs necessary for homestay families.
- Identify, recruit, orient, and monitor performance of homestay families at the site.
- Maintain all homestay files and records.
- Ensure that homestay families understand their responsibilities under the homestay program during well designed homestay orientation sessions before Trainees arrive.
- Assist TMin drafting and implementing agreements with responsible host family members.
- Visit all homestay families periodically during PST to detect and respond to problems in a timely manner.
- Coordinates homestay thank you event by preparing CD letters and thank you certificates, along with ensuring adequate staff representation and transportation arrangements.
- Communicates evaluation results to both PCVs and homestay families.
- Encourages maintenance of communication with homestay families to foster a working relationship between Peace Corps and appropriate homestay families, local leaders, and other partners.
- Participates in resolving home stay related issues on a timely basis.
- Leads host family debriefing sessions with Trainees.
- Prepares host family reports at the end of PST and shares with TM.

### ***Village Based Training Venue and Trainer Housing Identification***

- With input from training staff, Safety & Security, and the admin team, supports the identification of VBT venues by making good judgments about their suitability based on the Peace Corps criteria.
- Assists the TM in making a recommendation for potential VBT venues for ultimate approval by the Contracting Officer.
- Where possible, ensure that the venues will be easily accessed from potential homestays (within 15 minutes' walk).
- Drafts reports to guide Peace Corps Contracting Officers and necessary staff.
- Collaborates with admin team and Training and Events Coordinator in the process of trainer housing identification and negotiation. Where a contract is necessary, provides necessary information to Contracting Officer for their evaluation and approval.

### ***Training***

- Contributes to the design, assessment, and learning activities to be implemented in the PCT/PCV Trainings in conjunction with the TM and Language & Cross-Cultural Coordinator (LCC).
- Designs and coordinates homestay orientation sessions and any activities during pre-service training which directly address the homestay experience.
- Designs, in conjunction with the TM and LCC, training sessions to facilitate cross-cultural integration for PCTs and homestay family members during village-based training.
- Designs, along with training team and the LCC, informational materials about Peace Corps to increase understanding of Peace Corps on the part of homestay families.
- Works with the Training Manager, Program Manager, PTS, and LCC to develop an integrated cross-cultural program utilizing the homestay and other community entry experiences, on-the-job-training, and other resources, to prepare Volunteers for service.
- Conducts, along with the Language and Cross-Cultural Coordinator, research to increase the integration of homestays into training designs, and to achieve more in-depth involvement of the immediate community.
- Participates in the Training Design and Assessment meetings to collaborate with Language and Cross-Cultural Facilitators to discuss innovative changes to PST and other trainings.
- Identifies local resources, including community organizations for PCTs to visit, to include in VBT, and prepares a list of organizations and contacts for LCFs.
- Participates and assists in planning and conducting staff training activities within each component, ensuring the integration of cross-cultural issues.
- Designs and delivers sessions, along with the TM, Program Manager, PTS, and LCC, to LCFs during TOT to prepare them to facilitate community entry activities with PCTs during PST.

### ***Monitoring, Reporting and Evaluation***

- Develops and implements monitoring systems that provide peer and trainer support to Trainees in homestays.
- Monitors and advises LCFs and VBT Liaisons with regards to the implementation of cross-cultural and community integration activities.
- Prepares weekly progress reports on the homestay component of PST to be submitted to the TM.
- Designs and oversees implementation of an evaluation of the homestay component.
- Performs other duties or assignments, when deemed necessary by the Country Director and/or TM and DPT, for the successful implementation of Peace Corps program(s) and/or operations in Kenya.

### ***Safety and Security***

- Evaluates home stay sites to ensure conformity to established standards for safety and security of Trainees. Ensures host families and local officials are willing and able to provide appropriate

support to Trainees. Coordinates orientation for host families, including safety and security matters related to Trainees. Assists TM and DPT in developing safety and security systems for pre-service training and supports safety and security training objectives, including reinforcing Trainee roles and responsibilities related to personal safety and security.

#### ***Occasional Money Handler/Holder***

- May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training site(s), or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the Contractor will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the OCO.

#### ***Other Requirements***

- If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/Kenya, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director (CD), to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

#### ***Government Vehicles***

- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must always operate that vehicle safely and only operate it for official business purposes as defined in 31 USC 1334.

Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

#### ***Level of Effort***

- Performs duties at assigned during a 6-day/48-hour work week. Will be required to travel on an overnight basis as needed to support PCVs. May be required to work outside of or in addition to normally scheduled hours to support PCVs and fulfill other post requirements. May participate in in-country or out-of-country trainings provided to PC staff.

## **QUALIFICATIONS**

### **Required Qualifications**

- Fluency in spoken and written English and Kiswahili
- Fluency in one or more national languages of Western Kenya
- University degree, preferably in a related field of study
- Mastery of the Microsoft Office suite of programs
- At least 2 years of experience in developing, implementing, and supervising inter-cultural programs for diverse adult groups
- At least 2 years of experience in developing, implementing, and supervising homestay programs for diverse adult groups
- At least 2 years of experience conducting trainings

### **Desired Qualifications**

Additional skills and capacities that will be beneficial to the candidate's success:

- Experience in developing, implementing, and supervising gender equity training/programs for diverse adult groups
- Ability to multi-task and to work in a fast-paced work environment
- Proactive & solutions-oriented work style
- Ability to manage complex tasks and effectively prioritize
- Strong organizational capacities
- Excellent team-player – ability to work within and across teams effectively, excellent interpersonal communications skills
- Proven ability to work independently with limited supervision