



PEACE CORPS/KYRGYZ REPUBLIC

Position	LANGUAGE AND CROSS - CULTURAL FACILITATOR
Department/Unit	Programming and Training
Location	Bishkek, Kyrgyz Republic
Reports To	Training Manager (TM)
Date	January 2023

STATEMENT OF WORK (SOW)

POSITION SUMMARY

The Language and Cross-Cultural Facilitator (LCF) is the primary contact for the implementation and evaluation of the daily language and cultural learning activities of Peace Corps Trainees during the Peace Corps Pre Service Training (PST). They will work closely with the Language and Cross-Cultural Coordinator to design, plan and evaluate language learning and cultural activities. The LCF serves as a cultural information resource and cultural trainer for Trainees, assists with community entry skills and is the primary contact with Homestay families and other community members.

This is a fulltime, contracted position located at the training site. The Language and Cross-Cultural Facilitator (LCF) will be required to follow a six day work a week. The Language and Cross-Cultural Facilitator (LCF) works closely together with Technical & Cultural Facilitators (TCFs) to fulfill integration of technical and language components. Additional preparation time and activities in the evenings and on weekends and holidays may be required.

Major Duties and Responsibilities

General:

- Understands and support Peace Corps goals, philosophy, and mission in Kyrgyz Republic. Studies and understands the adult learning process
- Becomes familiar with the overall objectives, design, and delivery of various PST components.
- Acts as a fulltime PST staff member; fosters productive and cooperative working relationships with the training staff and between staff and Trainees. Attends all staff meetings.
- Participates in the Training of Trainers (TOT) workshop prior to PST and subsequent TOTs during PST.
- Provides feedback on language skills and cultural integration to PCTs
- Attends PC staff meetings as needed. Provides written and verbal documentation and feedback on PCT performance to PC staff
- Together with TCF and PC staff assists in the planning and implementation of community projects

Technical Support:

- Responsible for language instruction (both formal and informal) at the community level, and supervision of on-going community integration skills.
- Plans and provides formal instruction in language acquisition of Trainees 6 days per week within the community, following the guidance provided by the Language and Cross Cultural- Coordinator (LCCC).
- Serves as the cultural model and “guide” for Trainees within the community and provide weekly feedback and evaluation to Trainees in their cultural and language learning competence.

- Assists in developing evaluation measures and activities that test language and cultural proficiency in realistic situations.
- Provides ongoing trainings to home stay families on language, culture learning, and safety and security of PCTs. Serves as the primary liaison between Trainees and their families to support language and cultural integration.
- Meets regularly with the Language and Cross-Cultural Coordinator and other training staff for briefings on upcoming training topics and to develop new lesson plans and create new training materials.
- Submits all lesson plans and language materials and other documentation to the Language and Cross-Cultural Coordinator. Provides recommendations and suggestions for improving the existing language curriculum and community integration activities and for the development of supplemental materials.

Additional Duties:

- Supports the Trainees as needed in practicum activities. Attends language, cross-cultural, and safety and security activities and participates in all PST events.
- Acts as translator and interpreter for PC and PST staff as needed.
- Provides support to LCCC and TM as needed.
- Involves into PC trainings like Re-Entry language training, IST and MST.
- Leads online tutoring for PCVs and VSP volunteers.
- Conducts English and Kyrgyz language classes for PC/KR staff for their professional development
- Involves into tutor trainings
- Participates in the development of the Language and Culture related materials
- Involves in SPA ‘ related activities

Safety & Security Support

Assist the Training Manager in developing, assessing and redesigning competencies and training sessions as required. Evaluate and report Volunteer/Trainee acquisition of safety and security competencies. Immediately communicate Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager. Support the safety and security systems that are in-place for pre-service training, including reinforcing Trainee roles and responsibilities related to personal safety and security. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Other Duties

Perform other duties or assignments, when deemed necessary by the Country Director and/or Training Manager, for the successful implementation of Peace Corps program(s) and/or operations in Kyrgyz Republic.

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/Kyrgyz Republic, 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.

Occasional Money Handler/Holder (OMH): The LCF 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 LCF 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 LCF 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.

Level of Effort

Perform LCF duties during the scheduled work hours as specified in Section VI of the contract. Schedule may change, based on post requirements and may include evening, holidays and weekends work.

Required Skills and Experience:

Qualifications:

Minimum:

Education: University degree, equivalent to a Bachelor’s Degree, in teaching foreign or local languages

Experience: Teaching local/foreign language experience

Language: Fluent in English and Kyrgyz

Skills & Abilities:

- Facilitation and training skills
- Strong communicative teaching methods