



PEACE CORPS/KYRGYZ REPUBLIC

Position	TEACHING OF ENGLISH AS A FOREIGN LANGUAGE PROJECT'S TECHNICAL 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

Teaching of English as a Foreign Language Project (TEFL) Technical and Cross-Cultural Facilitator (TCF) works closely with TEFL Program Managers (TEFL PMs) to design, plan, and implement the technical component of the community-based Pre-Service Training (PST) for Peace Corps Trainees (PCTs). The TCF works closely with Language and Cross-Cultural Facilitators (LCFs) and Peace Corps Volunteer (PCV) guest speakers to integrate the technical and language components.

The TCF is responsible for the delivery of classroom lectures, sessions and activities, designing and supervising teaching practicum and technical assignments for the TEFL Project. The TCF will also be responsible for assisting TEFL PMs in developing professional/teaching materials, handouts, and other resources that the PCTs will utilize at their sites.

This is a fulltime, contracted position living and working in the training villages. The TCF will be required to follow a six-day work week. Additional preparation time and activities in the evenings and on weekends and holidays may be required.

Major Duties and Responsibilities

General:

- Understand and support Peace Corps goals, philosophy, and mission in Kyrgyz Republic. Study and understand the project and community activities as well as technical assignment curricula.
- Become familiar with the overall objectives, design, and delivery of various PST components.
- Act as a fulltime PST staff member; foster productive and cooperative working relationships with the training staff and between staff and Trainees. Attend all PST staff meetings.
- Participate in the Training of Trainers (TOT) workshop prior to PST and subsequent TOTs during PST.
- Provide both verbal and written feedback on technical skills and cultural integration to PCTs.
- Attend PC staff meetings as needed. Provide written and verbal documentation and feedback on PCTs' performance to PC staff.
- Assist LCF and PC staff in planning and implementation of community projects

Technical Component:

- Develop solid working and social relationships with Peace Corps American and local staff working on the TEFL project.
- Facilitate technical training session for PCTs
- Liaise with local school administration, community leaders, and resource persons at the chosen training site to ensure full cooperation and collaboration.

- Contact and communicate with local schools or universities in the training villages to participate in technical training activities and practicum.
- Organize practicum and clubs at schools and universities.
- Identify and train practicum counterparts.
- Meet regularly with the TEFL Program Managers and other training staff for briefings on upcoming technical training sessions and to develop new lesson plans and create new training materials.
- Submit all technical session plans and resource materials and other documentation to the Program Manager.
- Provide recommendations and suggestions for improving the technical training curriculum and for the development of supplemental materials
- Report on training results.

Additional Duties:

- Support the Trainees and serve as a cross-cultural informant and language coach.
- Attends language, cross-cultural, and safety and security sessions or activities when needed.
- Participate in all PST, IST, and MST events.
- Act as translator and interpreter for PC and PST staff as needed.
- Provide support to PMs and TM as needed.
- Participate in the development of the technical training materials development
- Lead online training sessions on teaching methodology for potential counterparts.

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 TCF 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 TCF 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 TCF 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 TEFL TCF 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: B.A. or University degree in Teaching English

Experience: Teaching experience in English teaching field

Language: Fluent in English and Kyrgyz

Skills & Abilities:

- Curriculum development and lesson planning skills
- Facilitation and training skills
- Experience in organizing training events