



## PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

- REF NO:** PSC-08-2022
- OPEN TO:** All interested eligible and qualified candidates. Fluent speakers of one or more of the following languages are highly encouraged to apply: Kabye, Ikposso, Ife, Mina, Nawdum, Adja, Akebou.
- POSITION:** Language and Cross-Culture Facilitator (LCF).
- SALARY:** Compensation starting from 22,514 FCFA per day worked, based on prior salary history and experience.
- NUMBER OF POSITIONS:** More than one candidate may be contracted from this announcement.
- OPENING DATE:** December 5, 2022
- CLOSING DATE:** December 19, 2022
- SCHEDULE:** Intermittent – estimated at not-to-exceed 100 days in the year. The anticipated contract period will be between March and December 2023, with most of the work taking place between June and September 2023.

**LOCATION OF THE POSITION:** The primary work location for this position is Pagala, Togo and surrounding villages. During the training for new Peace Corps Volunteers, the selected contractors will live in housing provided by Peace Corps either at the Peace Corps Training Center or in the villages surrounding the training center. Occasional work in Lome may also be required.

**LENGTH OF CONTRACT:** The anticipated contract will be for approximately nine months, with most work taking place between June and September 2023.

**NOTE: Any applicants who are not Togolese citizens must already have the required work and/or residency permits to be eligible for consideration.**

The United States Peace Corps, a United States government agency leading Volunteer programs in 65 countries around the world, is seeking Language and Culture Facilitators.

Under the supervision of the Language and Culture Coordinator (LCC), the Language and Cross-Culture Facilitator (LCF) will assist the LCC in designing and implementing a comprehensive language and cross-cultural training program for Peace Corps Trainees and Volunteers that takes into consideration Peace Corps Togo's Logical Project Frameworks (LPFs), adult learning principles and the linguistic landscape and cultural realities of Togo. This comprehensive training program will take place primarily during the pre-service training (PST), but also continues throughout the entire length of a Peace Corps Volunteer's service. The LCF is a member of the training team and is also expected to serve as a liaison between host families and Volunteer/Trainees at their assigned training communities during PST and in-service trainings (ISTs), collaborate with designated community members to identify training resources and ensure the participation of host families/community members in selected PST and IST training events. The LCF will work as part of a team of LCFs contracted by Peace Corps.

The complete statement of work (SOW) for this position is attached to this advertisement and is also available for download at <https://www.peacecorps.gov/togo/contracts>.

**Qualifications:**

Applicants must address each required and preferred qualification listed below with specific and comprehensive information supporting each item. Failure to address required qualifications will result in a determination that the applicant is not qualified.

**Education:**

***Required***

Completion of bachelor's degree in a relevant field, such as Teaching or Adult Education/Training.

**Prior Work Experience:**

***Required***

- Three or more years' experience in a relevant field (teaching, adult education/training, etc.).
- Strong experience (preferably three years or more) working closely with or supporting international students, or others from a different culture, or significant experience working and living in another culture is required.
- Significant experience as a trainer and/or in the development of training programs.

***Preferred***

- Experience in grassroots community development

**Language Proficiency:**

***Required***

- Level 5 (translator) written and spoken **French**
- Level 3 (intermediate mid) written and spoken **English**
- Proficiency in one or more of Togo's local languages.

**Skills and Abilities:**

***Required***

- Experience with language teaching and curriculum development, delivery, and assessment.
- Ability to live and work in a rural area with limited infrastructure and comfort.
- Experience with an American organization and/or American culture.
- Knowledge of or interest in American culture and issues of cross-cultural differences.
- In depth knowledge of rural Togolese cultural and traditional norms/structures.
- Understanding of traditional and modern dynamics of Togolese society.
- Sound knowledge of community development issues and challenges.

***Preferred***

- Some knowledge of PC/Togo's Volunteer program areas.
- Good understanding of NGOs and international development organizations in Togo.
- Counseling skills.
- Good conflict resolution skills in a cross-cultural setting.
- Good computer skills in MS Office (Word, Excel, Power Point, and Outlook).

**For Further Information:** The complete statement of work listing all the duties and responsibilities may be obtained on Peace Corps Togo's website at <https://www.peacecorps.gov/togo/contracts>. The point of contact is [TG-JOBS@peacecorps.gov](mailto:TG-JOBS@peacecorps.gov).

**Applicability:**

Any applicants who are not Togolese citizens must already have the required work and/or residency permits to be eligible for consideration.

All applicants under consideration will be required to pass medical and security certifications.

Incomplete applications will not be considered.

Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.

**How to Apply:**

A complete application will include:

- A cover letter in English
- A current curriculum vitae or resume in English.
- Copy(ies) of degree(s) or diploma(s)
- Copies of work certificates (to support your previous employment)
- A valid police record (Casier Judiciaire datant de moins de trois mois)
- Completed application form (available to download at <https://www.peacecorps.gov/togo/contracts>).

Your application materials will be scored against the qualifications, so please include sufficient information. Do not submit any other documentation with your application. The application should be submitted to:

E-mail Address: [TG-JOBS@peacecorps.gov](mailto:TG-JOBS@peacecorps.gov)  
Subject Line: PSC-08-2022\_Language and Culture Facilitator\_Surname, First Name

**Note:** Paper applications **will not** be considered. Due to the high volume of applications received, we will only contact applicants who will be invited to an interview. Thank you for your understanding.

**Limitations:**

Award of this contract is contingent on availability of funds, reference checks, completion of a security and medical certification.

Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.

Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.

The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.



# Peace Corps Togo

## Language and Cross-Culture Facilitator (LCFs)

### Statement of Work

**TYPE OF CONTRACT:** Intermittent contract estimated at approximately 100 days per year. Contractor will be paid for days worked per the schedule required by Peace Corps.

#### 1. BACKGROUND

##### Summary

Under the supervision of the Language and Culture Coordinator (LCC), the Language and Cross-Culture Facilitator (LCF) will assist the LCC in designing and implementing a comprehensive language and cross-cultural training program for Peace Corps Trainees and Volunteers that takes into consideration Peace Corps Togo's Logical Project Frameworks (LPFs), adult learning principles and the linguistic landscape and cultural realities of Togo. This comprehensive training program will take place primarily during the pre-service training (PST), but also continues throughout the entire length of a Peace Corps Volunteer's service. The LCF is a member of the training team and is also expected to serve as a liaison between host families and Volunteer/Trainees at their assigned training communities during PST and in-service trainings (ISTs), collaborate with designated community members to identify training resources and ensure the participation of host families/community members in selected PST and IST training events. The LCF will work as part of a team of LCFs contracted by Peace Corps.

##### Country Program Information

In 1961, United States President John F. Kennedy established the Peace Corps, an independent US Government Agency, to promote world peace and friendship through the service of American Volunteers abroad. The Peace Corps has 3 goals:

- To help the people of interested countries in meeting their need for trained men and women.
- To help promote a better understanding of Americans on the part of the peoples served.
- To help promote a better understanding of other peoples on the part of Americans.

In Togo, the first Peace Corps Volunteers arrived at the invitation of the Togolese government in 1962. Except for the 2020 – 2022 COVID-19 pandemic period, the program has been continually active since then, and to date has hosted over 3000 Volunteers. Prior to evacuation for COVID-19, the program brought in approx. 50 trainees each year, giving a total in-country presence that on occasion exceeded 100.

With the return to service, Volunteer are eventually expanding to serve across four of the five districts of Togo in three different sectors:

- Promoting Agricultural Education for Sustainability (PAGES), where Volunteers assist smallholder farm households to achieve food and nutrition security, sustainable livelihoods, and increased resilience.
- Targeting English Education for Change (TEECH), where Volunteers work with girls and boys in public schools to strengthen their communication skills in English and have more equitable access to academic and/or professional opportunities.
- Community Health Education and System Strengthening (CHESS), where Volunteers assist rural communities to obtain improved health outcomes through education and strengthened Ministry of Health systems.

##### Reference Materials

- Logical Project Framework
- Adult Learning Principles
- Calendar of Training Events
- Kirkpatrick Levels
- Language Task Analysis
- Language Proficiency Interview
- PC Togo Staff handbook
- Volunteer Service Handbook
- Training Book (TB)
- Oral Proficiency Learning Workbook (OPL)

- Volunteer Competency Model (VCM)
- Sector-Specific Language Training (SSLT)

## **2. MAJOR DUTIES AND RESPONSIBILITIES**

### **Language Instruction**

- Language Assessment – Uses the Language Proficiency Interview (LPI) to assess general language proficiency of Volunteers/Trainees. With guidance from the Language and Culture Coordinator, assesses Peace Corps Trainees ability to effectively use language to perform specific Volunteer tasks. Shares Language Proficiency Interview (LPI) results with Volunteers/Trainees and staff.
- Language Instructional Design – Develop language and cross-cultural instructional materials to teach French and Togolese local languages to Volunteers and Trainees (V/Ts). These materials should take into consideration the core language competencies required for V/Ts, including medical, safety and security, technical and Global Core Curriculum. Works closely with the LCC to ensure Togolese language and cultural lenses are integrated into all aspect of the training continuum. Creates and maintains appropriate learning environments for both in-person and virtual language training. Assists the LCC, other members of the training team, and Volunteers in developing pre-departure, pre-service, and in-service training curricula, and materials according to Post sector needs and objectives as well as Agency Global Core requirements.
- Language Learner Support (Teaching and Training Facilitation) – Plans and facilitates classroom routines that support learner independence. Encourages and motivates learners, language tutors, counterparts, and community members to support ongoing language learning. Works with first year Volunteers during site visit to reinforce the need for language learning throughout service. Participates in pre-departure, PST, and IST events by facilitating sessions as needed and by collaborating with sector technical trainers, as well as Programming & Training, Safety & Security, and medical staff members. Identifies and understands the individual language learning needs of V/Ts and recommends appropriate language resources to use for learning as well as Trainee Directed Activities (TDAs). Manages classroom/learner environments. Teaches aspects of culture that lead to intercultural communicative competence. Clarifies form, meaning, and use. Checks for understanding. Provides communicative practice of form, meaning, and use. Reflects on teaching.
- Language acquisition monitoring and evaluation – Implements learning assessment systems that incorporate Kirkpatrick levels 1 (reaction), 2 (learning), and 3 (behavior). Reviews data provided by the Monitoring, Reporting and Evaluation Specialist (MES), regarding progress towards language program goals and objectives. Analyzes data and suggests language program modifications based on the data. Works with LCC and MES to ensure Volunteers have the language capabilities to collect quality technical sector and other relevant data in their communities.
- Language reporting and dissemination – Provides information and insights based on field experience to the LCC for use in Annual Status Reports related to training, especially with respect to language acquisition and progress.

### **Language Training Administration**

- Actively participates in the General Training of Trainers (GTOT). Interacts with the entire training team including Volunteer Trainers and Program Managers to develop facilitation skills and a training curriculum that accurately reflects the Language Task Analysis in relation to each Logical Project Framework (LPF), accompanying M&E Plan, and Volunteer training needs.
- Attends the Language Training of Trainers (LTOT) prior to each Pre-Service Training to refine language competencies, as well as curriculum design and facilitation techniques.
- Participates in LPI Training on a tri-annual basis to attain and maintain required certifications.
- Devises methods for motivating Volunteers/Trainees to continue language learning throughout their service.
- Attends meetings that discuss Trainee Performance.

### **Trainee/Volunteer Support and Management**

- Trainee/Volunteer language monitoring and assessment – Participates in the Trainee Assessment process and shares feedback regarding the readiness of each Trainee to perform in his/her proposed Volunteer assignment. Helps Trainees and Volunteers to identify their individual learning needs. Guides Trainees and Volunteers toward resources to meet those needs (manuals, tutors, Learning Space activities, etc.)

- Coaching – Reviews, monitors, and evaluates Volunteer/Trainee progress to identify strengths and weaknesses related to language acquisition and cultural integration and provides necessary guidance, motivation, and encouragement to Trainees and Volunteers.
- Performance management - Documents trainee progress for each Trainee on a periodic basis. When requested by the LCC, perform site visits, or accompany the LCC on site visits to support language acquisition for Volunteers at their respective sites. Supports other staff in ensuring Volunteer/Trainee adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs LCC, in a timely fashion.
- Trauma-informed support – Understands the physical, social, and emotional impact of trauma on Volunteers and provides victim-centered support.

#### **Other**

- In the absence of the pre-service training secretary, may be called on to hold the duty phone.
- If requested, assists the LCC with creating virtual language training modules to be hosted in Peace Corps' Learning Management System.
- Performs other duties or assignments, when deemed necessary by the Country Director, Director of Programming and Training, Training Manager, and/or [Supervisor], for the successful implementation of Peace Corps program(s) and/or operations in Togo.

### **3. SAFETY AND SECURITY**

Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required. Evaluates and reports Volunteer/Trainee acquisition of safety and security competencies. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Training Manager. Supports 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.

### **4. ROLES AND RESPONSIBILITIES**

- Position is a member of the Programming and Training team.
- Position is supervised by the Language and Culture Coordinator.
- Position has no supervisory role.
- May carry the pre-service training (PST) duty phone on a rotational basis.

### **5. LOGISTICS**

The duties and responsibilities of the LCF are executed primarily from the Peace Corps Training Center and surrounding villages in Pagala. The LCF will live in housing provided by the Peace Corps in either the training center or the surrounding villages. Occasional work in Lome or Volunteers sites may also be required. Absences from the primary duty station must be approved by the supervisor and the Training Manager.

### **6. LEVEL OF EFFORT**

The LCF will work on a schedule determined by the Peace Corps. During pre-service training, the LCF may work up to six days a week. During other periods of the contract, the LCF may work for only one or two days at a time.

### **7. MINIMUM QUALIFICATIONS**

#### **Education:**

##### ***Required***

Completion of bachelor's degree in a relevant field, such as Teaching or Adult Education/Training.

#### **Prior Work Experience:**

##### ***Required***

- Three or more years' experience in a relevant field (teaching, adult education/training, etc.).

- Strong experience (preferably three years or more) working closely with or supporting international students, or others from a different culture, or significant experience working and living in another culture is required.
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- Language teaching and curriculum development, delivery, and assessment.
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