



PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

REF NO:	PSC-11-2022
OPEN TO:	All interested eligible and qualified candidates.
POSITION:	Technical Coordinator for Targeting English Education for Change (TEECh)
SALARY:	Compensation starting from 34,821 FCFA per day worked, based on prior salary history.
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 technical coordinators for the Targeting English Education for Change (TEECh) program.

Under the supervision of the Targeting English Education for Change (TEECh) Program Manager (PM), the Technical Coordinator for TEECh will train Education Trainees/Volunteers during pre-service training (PST) and in-service training (IST) to teach English in Togolese classrooms taking into consideration Peace Corps Togo's Logical Project Framework (LPF), adult learning principles; and societal, cultural, and operational realities related to the Togolese educational system. The incumbent is a member of the training team and is expected to collaborate with other members of the training team (Language and Cross-Cultural Facilitators [LCFs], Language and Cultural Coordinator [LCC], Training Manager [TM], Monitoring, Reporting, and Evaluation Specialist [MRES], and TEECh Program Assistant/Regional Coordinator [PA/RC]) when planning, designing, and implementing education training materials and activities.

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 a bachelor's degree in a relevant field, such as English teaching/teacher training, linguistics, or literature.

Prior Work Experience

Required

- At least five years of work experience in teaching English as a foreign language.

Preferred

- Experience in grassroots development
- Knowledge of Adult Learning Principles
- Strong experience (preferably three years or more) working closely with or supporting English Teacher Training programs.

Language Proficiency

Required

- Level 4 written and spoken **French**.
- Level 4 written and spoken **English**.
- **Proficiency in one or more of Togo's local languages**

Skills and Abilities

Required

- Knowledge of gender issues in Togo, as they relate to the education sector.
- Knowledge of English Teaching Curriculum issued by the Ministry of Education in Togo.
- Knowledge of limitation affecting Togolese education system, especially in rural Togo
- Ability to lead group discussions.
- Ability to live and work in a rural area with limited infrastructure and comfort
- In depth knowledge of rural Togo.
- Good computer skills in MS Office (Word, Excel, Power Point, and Outlook) is desirable.
- Understanding of the traditional, cultural and modern dynamics of Togolese society, as it relates to the education sector

Preferred

- Some knowledge of PC/Togo's Volunteer program area
- Experience with an American organization and/or American culture.
- Good knowledge of or interest in American culture and issues of cross-cultural differences.
- Counseling skills, especially young adults.
- Good conflict resolution skills in a cross-cultural setting.

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.

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
Subject Line: PSC-11-2022_TEECh Technical Coordinator_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

Technical Coordinator for Targeting English Education for Change (TEECh) 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 Targeting English Education for Change (TEECh) Program Manager (PM), the Technical Coordinator for TEECh will train Education Trainees/Volunteers during pre-service training (PST) and in-service training (IST) to teach English in Togolese classrooms taking into consideration Peace Corps Togo's Logical Project Framework (LPF), adult learning principles; and societal, cultural, and operational realities related to the Togolese educational system. The incumbent is a member of the training team and is expected to collaborate with other members of the training team (Language and Cross-Cultural Facilitators [LCFs], Language and Cultural Coordinator [LCC], Training Manager [TM], Monitoring, Reporting, and Evaluation Specialist [MRES], and TEECh Program Assistant/Regional Coordinator [PA/RC]) when planning, designing, and implementing education training materials and activities.

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. With the exception of 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, Volunteers 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

- PC Togo Staff handbook
- Volunteer Service Handbook
- PC/Togo Site Management Manual
- My Safety Guide
- Targeting English Education for Change Logical Project Framework
- Volunteer Competency Model (VCM)
- Education Toolkit
- Kirkpatrick Evaluation Model

- Manual Section 242, Stalking of a Volunteer Procedures
- Manual Section 243, Responding to Sexual Assault Procedures
- Manual Section 270, Volunteer Safety and Security
- Manual Section 271, Confidentiality Projection Procedures
- Manual Section 294, Confidentiality of Volunteer Information Guidance
- Safety and Security Instruction 202, Response to Threatening Situation

2. MAJOR DUTIES AND RESPONSIBILITIES

The duties of the TEECh Technical Coordinator include but are not limited to:

Technical Instruction

- Technical Session Instructional Design – In conjunction with the PM, PA/RC, and other relevant staff members, identifies and reviews the Education project-specific global core sessions that will be facilitated in PST and IST. Works closely with the Language team to ensure technical vocabularies are integrated into language classes and technical vocabulary words are translated into French. Creates and maintains appropriate learning environments for training.
- Technical Learner Support – Plans and facilitates classroom routines that support learner independence. Encourages host families, LCFs, and community members to support the technical learning of Trainees/Volunteers and to assist with their practical activities in the PST and IST community.

Technical Training Administration

- Actively participates in the Training Design and Evaluation (TDE) process to ensure the 27-month training curriculum accurately reflects the objectives and the activities of the TEECh LPF, its accompanying M&E Plan, and Trainee/Volunteer training needs.
- Performs necessary pre-training research and preparation as defined in coordination with the PM, PA/RC, and TM.
- Facilitates technical training sessions in English and French.
- Organizes a practicum, classroom observations, and field activities for TEECh Trainees and Volunteers.
- Assists the training team in training Community Integration facilitators (CIFs) and counterparts.
- Participates in training team meetings and provides technical recommendation to strengthen Trainee/Volunteer performance.

Trainee/Volunteer Support and Management

- Trainee/Volunteer Technical Skills 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. Provide mentorship and guidance to Trainees/Volunteers on technical competencies and resources needed to strengthen acquisition of technical competencies.
- Volunteer site matching and assignment – Assists PM in analyzing Trainee technical competencies and other programmatic factors that support staff in assigning Trainees to permanent sites.
- Coaching – Assists TEECh PM to review, monitor, and evaluate Trainee progress to identify strengths and weaknesses or sector specific-related deficiencies and provide necessary guidance, motivation, and encouragement to Trainees/Volunteers.
- Performance management - Documents Trainee/Volunteer learning progress using Peace Corps's standardized tools. Assesses Trainee/Volunteer technical performance during practicums. Identifies related problems or limitations and provides advice and consultation as necessary. Supports other staff in ensuring Trainee/Volunteer adherence to Peace Corps policies and standards of conduct. Documents and report cases of inappropriate behavior to the Program Manager and Training Manager in a timely fashion.
- Trauma-informed support – Understands the physical, social, and emotional impact of trauma on Trainees and Volunteers, report trauma related matters to Peace Corps Medical Officer.

Other

- During PST, uses the Peace Corps Training phone to keep in contact with Trainees, host families, community collaborators, Safety and Security Manager, Peace Corps Medical Officers, and other members of the training team.

- 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

Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists Program Managers/APCDs to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.). Reviews and references site history files when evaluating potential sites and incorporates appropriate safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed. 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 Program Manager, in close coordination with the Training Manager and Program Assistant/Regional 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 technical coordinator are executed primarily from the Peace Corps Training Center and surrounding villages in Pagala. The technical coordinator 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 technical coordinator will work on a schedule determined by the Peace Corps. During pre-service training, the technical coordinator 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. QUALIFICATIONS

Education

Required

- Completion of a bachelor's degree in a relevant field, such as English teaching/teacher training, linguistics, or literature.

Prior Work Experience

Required

- At least five years of work experience in teaching English as a foreign language.

Preferred

- Experience in grassroots development
- Knowledge of Adult Learning Principles
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