



Peace Corps – NEPAL

Limited-term Contract Statement of Work

Position Title: Language and Culture Facilitator (LCF)

Work Hours: This is a limited-term (Four weeks of trainings prior to PST and total period of PST: Tentative start date - July 2021) contract.

Reports to: Training Manager/Training Coordinator

Position Summary:

Under the direct supervision of the Training Manager (TM) and under the guidance and coordination of Training Coordinator (TC) and Senior Language and Culture Facilitator (SLCF) the Language and Culture Facilitator (LCF) conducts Nepali language training classes and helps Peace Corps Trainees (PCTs) to learn about Nepali culture and gain the knowledge, skills, and attitudes necessary for living and working successfully in Nepal. Under normal working conditions, LCFs work with small groups of PCTs (4 - 5 per group) and live immersed in Nepali communities for the duration of contract period. In accordance with COVID-19 safety mitigation measures, LCFs conduct one-on-one and small group language and culture sessions with Peace Corps Trainees (PCTs) and Peace Corps Volunteers (PCVs) using online/virtual formats, and may also deliver in-person sessions when COVID-19 safety mitigation measures are possible. LCFs follow a prescribed curriculum and use a variety of language training techniques and methodologies. They serve as a primary cultural bridge between the PCTs, PCVs, their host families, and the broader communities in which they are living, and also provide emotional support to PCTs and PCVs as they transition to life in Nepal. The LCF will be required to follow a six-day work week and work during holidays. Work hour is not limited to 8:00 AM – 5:00 PM and no provision for overtime.

REQUIRED QUALIFICATIONS:

1. Must have Bachelor's Degree in any discipline.
2. Must be fluent in both written and spoken Nepali, and able to train foreigners in speaking Nepali.
3. Must be able to communicate effectively in written and oral English with foreigners and staff.
4. Knowledge of Nepali culture, practices and ethnic diversity.
5. Must be willing to live with a Nepali family at the Training site (outside of Kathmandu) for the duration of contract period.
6. Strong communication and interpersonal skills.

DESIRED QUALIFICATIONS:

1. Previous experience in teaching Nepali language to foreigners is preferred.
2. Ability to speak ethnic language (Magar and Gurung) and Far western dialects is preferred.
3. Bachelor's degree in Education is preferred.



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MAJOR DUTIES AND RESPONSIBILITIES

LANGUAGE AND CULTURE TRAINING:

1. Actively participates in the General Training of Trainers (TOT) and the TOT for Language and Culture Facilitators (LCFs) conducted prior to Peace Corps Trainees' (PCTs) arrival.
2. Builds teamwork among fellow training staff and supports PC/Nepal staff and training team efforts and decisions.
3. Creates or modifies daily language lesson plans using Peace Corps/Nepal (PC/N) Language training curriculum and Lesson plan format.
4. Prepares all necessary training materials, visuals, activities, worksheets under the guidance of the Training Coordinator and Senior LCF. Collaborates through the Senior LCF with the Training Administrative Assistant (TAA) for any necessary reproduction or purchase of training materials.
5. Coordinates with all other component trainers and Technical Trainer to effectively integrate safety, health, technical and cross-cultural components into language training.
6. Conducts language classes at cluster sites, making appropriate lesson modifications based upon the learning needs of the PCTs and feedback received from them, paying particular attention to meeting the learning needs of adults.
7. Gives Nepali Language and Cross-Culture assignments to PCTs and PCVs to perform at their PST and permanent sites respectively, and follows up on assignments.
8. Monitors and evaluates individual PCT and PCV learning progress. Provides timely and regular feedback using (Shared Affirmation and Wrap up) SAW to PCTs and PCVs regarding their progress in language acquisition, cultural understanding and community integration.
9. Uses coach approach to help PCTs and PCVs solve their issues and does not prescribe solution.
10. Documents PCT and PCV performance in the language and cultural components, as well as their personal attributes, and shares with the Senior LCF, TC and TM. Reports potential issues to the TC and TM before they become problems.
11. Provides support to PCTs and PCVs on technical and cross-cultural/community activities and during technical practicum. Participates in field trips and integrates appropriate Technical Nepali Language.
12. Integrates gender in all training events and sessions as appropriate.
13. Demonstrates respect to diversity that PCTs, PCVs, and staff bring by being inclusive and provide required support to all.
14. Assists PCTs and PCVs in practicing classroom-based topics outside of the classroom, encourages them to interact with community members, establish contacts with institutions, and obtaining resources at the local level.
15. Assists PCTs and PCVs in developing skills and ability to achieve success by modeling the use of incorporating available resources to meet training goals.
16. Participates in all plenary training group activities including field visits.



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17. Submits all lesson plans, language/cultural materials and other documents to the Senior LCFs for future use.
18. Responsible for maintaining inventory of their cluster's PST supplies and equipment, and for returning these supplies at the end of PST.
19. Actively participates in an end-of-PST evaluation, making recommendations for improvement for the next PST.
20. Carries out additional duties as assigned by the Training Coordinator and/or Training Manager.
21. Demonstrates creativity and accepts the changes in training events when required during PST and other training activities.
22. If required, participates in discussion activities on the Volunteer competency model and training alignment, and provides input based on teaching and learning experience.

TRAINEE SUPPORT:

1. Initially serves as the intermediary between host families and PCTs. Prepares host families before PCT arrival.
2. Helps PCTs and PCVs to develop cross-cultural knowledge and skills by acting as a language and cultural informant both formally (in class) and informally.
3. At a basic level, assesses the PCTs' and PCVs' health and well-being, and reports any possible health issues to the appropriate staff.
4. Maintains a high level of confidentiality when dealing with PCT and PCV health issues and other concerns and shares on a need to know basis only.
5. Regularly conducts monitoring and evaluation visits to PCTs and their host families in order to assess living conditions, food situation, and relationship between the family members and PCTs, and assists them in resolving their own issues related to their home stay experience.
6. Explains and interprets the actions and reactions of both parties (PCT and host family) in day-to-day social interaction.
7. Conducts training sessions using a mix of in-person, online, live, and recorded sessions and methods with online platforms that can include Zoom, Skype and LearningSpace. For in-person sessions, take all COVID-19 mitigation measures prior to any session or interaction, as specified by the agency guideline.

OCCASIONAL MONEY HANDLER:

The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC 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 PSC 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 Contracting Officer.



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SAFETY AND SECURITY:

1. Is knowledgeable of the Peace Corps Emergency Action Plan (EAP) and in the event of an emergency conducts his/her role in helping to ensure the safety of Peace Corps Trainees and Staff.
2. Assists the Training Manager in developing, assessing and redesigning competencies and training sessions as required.
3. 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.
4. 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.
5. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
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7. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.
8. Serves as a warden for the PCTs at his/her cluster site.
9. Strictly follows Peace Corps Nepal COVID-19 mitigation protocols and guidance including physical distancing, PPE, usage of mask, accommodation, number of participants present at any event, as specified by the agency guideline.
10. Regarding COVID safety, staff monitor their own symptoms, manage risks, and ensure that those around them are also following the correct procedures.
11. The Contractor is required to follow any workplace health and/or safety rules indicated for their position specified in a Peace Corps policy/policies.

OTHERS:

1. As required and instructed by the Training Coordinator or Training Manger
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior