



Peace Corps – NEPAL

Limited-term Contract Statement of Work (SOW)

Position Title: Lead Language and Culture Facilitator (LLCF)

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), the LLCF, together with the Training Coordinator (TC) is responsible for planning, coordination, integration, implementation and evaluation of the Language and Cross-Culture training during the Pre-Service Training (PST). Under normal working conditions, The LLCF works supports Language and Culture Facilitators (LCFs) to facilitate language and cross-culture training 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, the LLCF will support LCFs to 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. LLCFs 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 LLCF 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:

- Bachelor's degree in any discipline
- Good command in written and spoken English.
- At least one year experience in teaching Nepali language and culture to foreigners
- Sound knowledge of Nepali language, culture, tradition/values/customs and practices of Nepal and the ethnic diversity.
- Must have training session facilitation experience.
- Must have Computer skills, proficiency in Microsoft Office (word, outlook, excel, PowerPoint, etc).
- Must be willing to live outside of Kathmandu during the contract period.

DESIRED QUALIFICATIONS:

- A thorough and practical understanding of Language training techniques and approach.
- Ability to type in Nepali language.

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MAJOR DUTIES AND RESPONSIBILITIES

1. Assists and works with Training Coordinator in planning and implementing language/cross culture TOT. Facilitates Training of Trainers (TOT) for LCFs prior to PST.
2. Actively participates in the Pre-Service Training (PST) General TOT and TOT for Language and Culture Facilitators (LCFs) conducted prior to Peace Corps Trainees' (PCTs) arrival.
3. Builds teamwork among fellow training staff, PCTs, PCVs, and supports PC/Nepal staff and training team efforts and decisions.
4. Serves as a substitute LCF whenever needed.
5. Provide proactive guidance to LCFs in planning language learning activities, reviews lesson plans on a regular basis and assists in developing language lesson plans incorporating different training methods and activities.
6. Teach /co-teach 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. 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.
8. Collects/compiles all lesson plans, language/cultural materials and other documents and submits to the Training Coordinator for future use.
9. Develops Nepali Language and Cross-Culture assignments for PCTs to perform at their PST cluster sites and follows up the assignments.
10. Helps PCTs to develop cross-cultural knowledge and skills by clarifying their questions/interpretation regarding Nepali culture and practices/behaviors.
11. Facilitates cross-culture training sessions/big group language activities at different cluster sites.
12. Ensures that community activities are planned and implemented at their cluster site.
13. Prepares all necessary materials, handouts, visuals, activities, worksheets that are required for the language and cultural training under the guidance of the Training Coordinator.
14. Visits PCTs' cluster sites, observe language classes and provide onsite support and guidance to PCTs and LCFs.
15. Collaborates through the TC with the Training Administrative Assistant for any necessary reproduction or purchase of training materials.
16. Coordinates with all other component trainers to effectively integrate Language in safety, health, technical and cross –culture components training.
17. Maintains open communication with the PCTs and staff throughout the PST.
18. Participates fully in the assessment of the PCTs' progress in fulfilling the Language Cross-Culture and technical training objectives and in evaluating the appropriateness of behaviors and attitudes to become a PCV.
19. Provides timely and regular feedback using SAW to PCTs regarding their progress in language acquisition and cultural understanding.



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20. Uses coach approach to help PCTs solve their issues and does not prescribe solution
21. Provides support to PCTs on technical and cross-cultural/community activities and during technical practicum. Participates in field trips and integrates appropriate Technical Language.
22. Maintains a high level of confidentiality when dealing with PCT health issues and other concerns and shares on a need to know basis only.
23. Participates in all plenary meeting and training group activities.
24. Participates as a full member of the PST core staff, supports and assists the Training Manager and Training Coordinator as requested.
25. If required, participates in discussion activities on the Volunteer competency model and training alignment, and provides input based on teaching and learning experience.
26. Integrates gender into all training events and sessions whenever possible.
27. Demonstrates respect to diversity that PCTs and staff bring by being inclusive and provide required support to all.

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.

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 PCTs 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. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
5. Collaborates with TAA and TM to periodically evaluate the safety and security situation of the Training Site.
6. Integrates into the community at the Training site, with a focus on developing positive relationships with community members during PST.
7. 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.
8. Regarding COVID safety, staff monitor their own symptoms, manage risks, and ensure that those



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around them are also following the correct procedures.

9. 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 Manger/ Training Coordinator
2. Follows Peace Corps Policies and Guidelines for Professional Trainer/staff behavior