

Peace Corps – NEPAL

Limited-term Contract Statement of Work (SOW)

Position Title: Technical Trainer

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 and Food Security Program Manager

POSITION SUMMARY: Under the direction of Training Manager (TM) and Food Security Program Manager (FSPM) the Technical Trainer (TT) is responsible for designing, implementation and evaluation of the technical component of the Pre-Service Training (PST) for a food security project. The TT coordinates/collaborates with FSPM in the implementation of core food security technical sessions including the production technology of ginger, turmeric, mushroom, fruit-tree cultivation, beekeeping and nutrition education. The TT monitors effectiveness of training and Peace Corps Trainees (PCTs) performance and writes periodic evaluative reports to the Training Manager.

The TT coordinates with (TM), Training Coordinator (TC), Food Security Program Specialist (FS PS) Resource Peace Corps Volunteers (RPCVs), Language/Culture Facilitators (LCFs) Senior LCF, PST Administrative Assistant and PCV Leaders (PCVLs). She/he ensures language integration, cultural/cross-cultural understanding and learning into the technical component. Under normal working conditions, the TT will live at the training site for the duration of contract period and is required to follow a six-day work week and works during holidays. In accordance with COVID-19 safety mitigation measures, the TT conducts one-on-one and small group technical 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.

REQUIREMENTS / QUALIFICATIONS:

- Bachelor's Degree in agriculture or related field with experience in high value low volume crops, beekeeping, Fruit Tree Cultivation and Nutrition Education.
- At least 1 year of work experience in the Agriculture and Food Security. Experience working on Nutrition sector will be an advantage
- Must have good command of written and spoken English and must be able to communicate effectively with Peace Corps Trainees (PCTs), other training staff and Peace Corps staff.
- Experience in training session design and facilitation in related field.
- Must have good Microsoft office skills Office.
- Must be willing to live and work outside of Kathmandu during the contract period.
- Training design, implementation and work experience in cross-cultural environment.

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Preferred:

- Experience working in a food security project.
- Knowledge and experience on nutrition education.
- Knowledgeable about community/participatory assessment tools, designing, implementing, monitoring and evaluation of community projects.
- Familiarity with adult learning principles and experiential learning cycle.
- Experience working with International Organization and or with Foreigners.
- Must have a good presentation skills
- Experienced with modern training methods (coaching, mentoring, etc)

DUTIES AND RESPONSIBILITIES:

BEFORE PST (Preparation Phase):

1. Reads all relevant documents, e.g. project framework, previous PST reports, Peace Corps policies and procedures, standards of conduct/behavior and criteria for becoming a Volunteer.
2. Analyzes Volunteer Assignment Descriptions (VADs), Pre-Training Questionnaires (PTQs), resumes and personal data about PCTs, and reviews previous training evaluations to assess potential technical training needs of PCTs.
3. Follows principles of hands-on experiential learning in designing technical training and uses the Peace Corps session design format throughout the PST.
4. Develops working relationships with Peace Corps, PST staffs and relevant Host Country Agencies, I/NGO and community where training takes place.
5. Visits PST site and coordinates with relevant GoN officials, community people and I/NGOs for technical training design and implementation and for the practicum.
6. Develops a budget in conjunction with the FSPM, Training Coordinator (TC), TM and/or Admin Assistant that includes field trips, practicum, resource speakers, training materials and other resources needed to implement the technical training program. (Periodically during the PST).
7. Collaborates with FSPM to design Technical training sessions.
8. Participates in the Training of Trainers, develops session designs and co-facilitates sessions at TOT.
9. If required, participates in discussion activities on the Volunteer competency model and training alignment, periodic professional development activities, and provides inputs based on teaching and learning experience.
10. Collaborates with the TC, resource PCVs, PCVL and LCFs to ensure the integration of technical training into each segment of training including the safety/security, Health and wellness, Language, and Cross-Culture.

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11. Collects training and other resource materials such as books, training manuals/session designs and audio-visual resources from the Resource Center, Program Office, Training office and from other sources (NGOs, INGOs, projects) to set up a technical library at the PST.
12. Arranges land for model garden in each link site for hands on technical training.
13. Arranges and ensures at least 2 meter x 2 meter land at each PCTs' host family for their practice.

DURING PST:

1. Coordinates all technical training activities including designing and conducting training sessions, arranging resource persons, and planning off-site activities such as field trips, practical training and practicum.
2. 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.
3. Works with TC, Senior LCFs and LCFs and ensures the integration of technical component into language, cross-cultural, health and safety security contents.
4. Designs/updates and delivers technical training sessions following principles of hand-on and experiential learning as required in coordination with FSPM.
5. Supports FSPM to develop technical resources regarding food and nutrition security.
6. Monitors PCTs' progress and makes recommendations on PCTs' fulfillment of technical objectives and remedial efforts necessary.
7. Visits PCTs' home garden at least two times during training and gives appropriate and on time coaching, mentoring and feedback.
8. Participates fully in the assessment of the PCTs' progress in fulfilling the technical training objectives and in evaluating the appropriateness of behaviors and attitudes to become a PCV.
9. Gives and receives appropriate feedback to PCTs and other trainers throughout the PST.
10. Coaches PCTs to solve issues and does not prescribe solution.
11. Writes periodic evaluation reports and submits them to TM and FSPM.
12. Develops assignments for PCTs to perform at their cluster site and follows up the assignments.
13. Co-facilitates integrated field trips that are determined by the training program or suggested by PCTs.
14. Reviews PCTs plans for community activities and practicum including goals, objectives, activities and budget and assists PCTs with session/activity planning when needed.

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15. Coordinates and handles logistics as needed for all technical training activities involving HCN agency officials, including making contacts and scheduling.
16. Builds teamwork among fellow training staff, PCTs and supports PC/Nepal staff, resource PCVs and training team efforts and decisions.
17. Lives at the PST hub site and conducts training sessions/activities at the hub site and in small groups at the PST cluster sites.
18. Provides guidance and explanation of any work related cross-cultural issues to PCTs.
19. Participates in meetings as a full member of the PST staff, supports and assists the Training Manager as requested.
20. Integrates gender into all training events and sessions whenever possible.
21. 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 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.
5. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
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

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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 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.

POST PST:

1. Submits a complete technical training manual to TM and FSPM, including all technical training session design and handouts used in the PST along with names of all resource persons and recommendations for their future involvement in PST. Follows Peace Corps guidelines for manual format.
2. Submits PCT evaluations and thorough periodic reports in a timely manner. Submits final technical training report, documenting all lessons and activities for use in the future.
3. Returns all indispensable items, technical training materials and resources to the PST admin, Training Manager/IRC Managers.
4. Recommends the TC and TM for improvements in technical and language training for future PSTs and Language ISTs/Camps.

OTHERS

1. As required and instructed by the Training Manager and FSPM.
2. Follows Peace Corps Policies and Guidelines for a Professional trainer/staff behavior.