



Peace Corps – NEPAL

Attachment I - Statement of Work (SOW)

Position Title: Senior Language and Culture Facilitator (SLCF)

Work Hours: Full time, 40 hours per week (+ overtime – i.e. a six-day work week during trainings, as needed)

Position Summary: Under the direct supervision of the Training Manager (TM), the SLCF facilitates language and cross cultural learning activities so that Peace Corps Trainees (PCTs) and Peace Corps Volunteers (PCVs) achieve cross cultural and language skills to effectively integrate into their communities and further positive outcomes in their projects. The SLCF supports the Training Coordinator (TC) in the planning, coordination, integration, implementation and evaluation of the language and cross-culture training throughout the PCV's term, including the period before PCTs arrive to Nepal, during the Pre-Service Training (PST), In-Service Trainings (ISTs), and through field, phone and web-based support. The LCF designs and facilitates cultural sessions, conducts Nepali language classes, provides cultural guidance and support to PCTs, short-term PST LCFs and PCVs. The SLCF will live at the PST site 13-15 weeks and is required to carry out a six-day work week and work during holidays.

In-Country Travel Requirements: 40%

The SLCF will live at the PST site for 13-15 weeks, and will travel to support language and culture components of ISTs. The SLCF field based work also includes delivering language and cross-cultural support to PCVs at their sites. In addition, the SLCF will provide support to the Program Team in facilitating site identification visits to potential PCV sites, and will conduct orientation events for potential host families and other key community stakeholders about Peace Corps, PCVs, safety and security, and cross-cultural aspects of PCV cultural backgrounds and diversity.

QUALIFICATIONS:

Required qualifications:

- University Bachelor's degree in any discipline
- Good command of written and spoken English
- At least two years training experience teaching Nepali language and culture
- Sound knowledge of Nepali language, culture, traditions/values/customs and practices of the ethnic diversities of Nepal
- Must have training session facilitation experience
- Must have computer skills, proficiency in Microsoft Office (i.e. Word, Outlook, Excel, Power point)
- Must be willing to live outside of Kathmandu for 13 to 15 weeks each year and travel up to 40% of the year.
- Must meet US Embassy security clearance requirements

Desired Qualifications:

- Experience working with foreigners and/or Volunteers in Nepal
- Ability to type in Nepali language



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- Certified Nepali language proficiency tester
- Knowledge of other languages spoken in Nepal

MAJOR DUTIES AND RESPONSIBILITIES

I. Volunteer Language Learning

1. Facilitates in-person, phone, and web-based engagement with PCVs to ensure continuous Nepali language assessment, support, and training so PCVs can effectively integrate into their communities and perform their work. Activities include facilitating language learning classes and language learning strategies that help PCVs to identify tutors and to effectively manage the tutor/learner relationship to best suit their language learning strengths, interests and needs.
2. Maintains an inventory of all Language and Cultural lesson plans, printed materials, and digital resources, and submits regular updates to the Training Coordinator.
3. Assists Training Coordinator in developing and updating key resources such as the “Continued Language Learning” curricula, the Language Training Manual, and related worksheets and learning tools.
4. Performs periodic evaluations of PCV language competence and provides recommendations to Training Manager and Training Coordinator about methods to improve the language training program. This often includes developing, updating, and translating training materials and resources.

II. Training Preparation & Logistics

1. Assists Training Coordinator in the PST host family selection process, and assists with orientation events and visits to potential host families and other key community stakeholders to share about Peace Corps, PCVs, safety and security, and cross-cultural aspects of PCV cultural backgrounds and diversity.
2. Assists in logistics arrangements/set-up in training events/activities.
3. Under the guidance of the Training Coordinator, prepares all necessary pre-departure materials, handouts, visuals, activities, worksheets, and web-based items related to the language and cultural training for PCTs before they arrive to Nepal for PST.
- 4.

III. During Pre-Service Training:

1. Serves as a lead LCF and visits language class at least 5 days in a week to provide on-site support to LCFs.
2. Assists and works with Training Coordinator in planning and implementing language/cross culture TOT. Facilitates Training of Trainers (TOT) for short-term PST LCFs prior to PST.
3. Provides proactive guidance to short-term PST 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.
4. Teaches/co-teaches 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. This includes

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providing short-term LCFs with observation and feedback to ensure they adopt target training practices.

5. Develops Nepali Language and Cross-Culture assignments for PCTs to perform at their PST cluster sites and follows up the assignments.
6. Helps PCTs to develop cross-cultural knowledge and skills by clarifying their questions/interpretation regarding Nepali culture and practices/behaviors.
7. Collaborates through the TC with the Training Administrative Assistant for any necessary reproduction or purchase of training materials.
8. Coordinates with all other component trainers to effectively integrate language in safety, health, technical and cross–culture components training.
9. Demonstrates best practices for engaging PCTs, PCVs, host families, and staff. This includes use of the Coach Approach which includes techniques such as OARS (Open-Ended Questions, Affirmations, Reflections, Summaries), as well as SAW (Sharing, Asking, Wrapping Up) and other methods that hold others accountable to agency policies and target performance, while also engaging others as the experts of their lived experience.
10. 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.
11. Provides timely and regular feedback to PCTs regarding their progress in language acquisition and cultural understanding.
12. Provides support to PCTs on technical and cross-cultural/community activities and during technical practicum. Participates in field trips and integrates appropriate technical language.
13. Maintains a high level of confidentiality, complying with Manual Section 294, when dealing with PCT health issues and other concerns and shares on a need to know basis only.
14. Participates in all plenary meetings and training group activities.
15. Participates as a full member of the PST core staff, supports and assists the Training Manager and Training Coordinator as requested.
16. Integrates gender into all training events and sessions whenever possible.
17. Demonstrates respect to diversity that PCTs and staff bring by being inclusive and provides required support to all.

IV. Supports Volunteer and Trainee 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 Volunteers, Trainees, and staff.
2. Assists the Training Manager in developing, assessing and redesigning safety and security 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



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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 Training Administrative Assistance, TC, 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.

OTHERS

1. Completes tasks, as required and instructed by the Training Manager and Training Coordinator.
2. Serves as backup to Training Coordinator and/or Training Manager when needed.

SAFETY AND SECURITY:

Per MS 270, all members of the Peace Corps staff must be familiar with the Emergency Action Plan and their responsibilities in the event of an emergency. The LCF must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

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

POSITION ELEMENTS:

Supervision Received: The SLCF reports to the Training Manager.

Available Guidelines: Peace Corps Manual, supervisor's instructions; standard forms.

Exercise of Judgment: Exercises judgment within the confines of job responsibilities.

Authority to Make Commitments: None

Nature, Level, and Purpose of Contacts: Interoffice communication at all levels as required including interaction with HQ, U.S. Embassy, Nepali Ministries, local media, Vendors and Volunteers

Time Required to Perform Full Range of Duties: The time required for a qualified individual without experience in Peace Corps to perform fully and adequately duties of this position is one to two years.

TDY Availability

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps



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Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.