**LANGUAGE AND CROSS CULTURAL FACILITATOR**

Statement of Work

<table>
<thead>
<tr>
<th>Type of position:</th>
<th>Personal Service Contractor (PSC)</th>
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<tbody>
<tr>
<td>Grade:</td>
<td>Grade 6</td>
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<tr>
<td>Hours:</td>
<td>Temporary (48 hours per week)</td>
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<tr>
<td>Supervisor:</td>
<td>Acting Language and Cross Cultural Coordinator or TA</td>
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<tr>
<td>Opening Date:</td>
<td>February 08, 2018</td>
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<tr>
<td>Closing Date:</td>
<td>February 16, 2018</td>
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**Required Qualifications**

The successful candidate should at least have the following:

- Minimum of two (2) years’ experience in teaching or materials development.
- Completion of Secondary School education, vocational or in a recognized institution with the following: Teacher’s Certificate (TC), Technical Vocation Certificate (TVC), Diploma and Higher Teacher’s Certificate (HTC).
- Proven proficiency in spoken and written English, Krio and at least one of the following Sierra Leonean local languages: Mende, Temne, Limba, Loko, Susu, Kono, Mandingo, Kuranko, Fula, Kissi, or Shebro.
- Experience working in a multi-cultural environment
- Preferred Citizens should have in-depth knowledge of interpreting and writing about Sierra Leonean culture.
- Knowledge and skills in MS office applications, typing, and internet usage.
- Adult learning/teaching Experience

*The contractor should submit copies of:*

- Certificate(s)
- Curriculum of Vitec (CV)
- National Identification card
- Bank Account information

**2. Background**

The mission of Peace Corps worldwide is to promote peace and friendship. Peace Corps was invited to Sierra Leone in 1961, since then hundreds of Peace Corps Volunteers has worked in the fields of Education, Health, Agriculture community development etc. The work of Peace Corps Contractor does not limit itself to the role: active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Sierra Leone. Peace Corps’ mission is to promote Peace and friendship by fulfilling three 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

**3. Objective**
Peace Corps Volunteers (PCV) who come to work with Sierra Leoneans need to be trained. The incumbent will work in close collaboration with the Programing and Training Department through the Programing Manager, Programing and Training Assistants and Training Manager to better understand Sierra Leonean culture and speak the language(s) in helping them achieve their goals. This position will work in close collaboration with the Language and Training Coordinator (LTC) to plan, implement and evaluate with a specific focus on language and cross-cultural learning by Peace Corps Trainees (PCTs) and Volunteers (PCVs). The functions include: coordinating the development of language materials, and testing for appropriate language level and cross-cultural training activities.

4. Tasks & Deliverables

General Description
The Language and Cross-Cultural Facilitator (LCF) is responsible for the planning, delivery and evaluation of the daily language learning activities of Peace Corps trainees (PCT). The LCF assists in the development of language learning material, including the weekly designing and revision of session plans as needed. The LCF conducts language learning activities both in and outside of the classroom using techniques, methods and training materials developed and provided by Peace Corps Sierra Leone. The LCF assists with the design and delivery of the cross-cultural training for PCTs and serves as a cultural role model and “guide” for them within the community, providing guidance on social norms, behavior, dress, customs, etc. On a regular basis, the LCF advises the LTC on PCTs’ progress in language acquisition, ability to interact within and adapt to a new cultural context, and overall performance in the training program. The LCF makes recommendation when PCT progress is not adequate and provides additional support to PCTs as agreed upon.

Facilitation, Monitoring, and Evaluation
- Design and implement lesson plans based on acquisition of specific language and cross-cultural competencies that trainees should achieve. They are to be developed base on the Peace Corps lesson planning format (4MAT) and incorporate language, cultural and technical language objectives.
- Conduct formal/informal language training classes with small groups of trainees using a variety of language training methods and material: making appropriate change based on feedback received and learning needs of the trainees.
- Develop trainees’ cross-cultural skills by acting as a language and cross culture information resource.
- Serve as a cultural role model and “guide” monitoring and evaluating Trainee community integration on social norms, behavior, dress, customs, etc.
- Be available outside classroom hours to assists with language learning (individual tutorials, cross cultural trips/activities, field visits).
- Assists in designing and evaluating activities (simulation activities and out-of-classroom language tasks) to provide timely regular feedback to trainees about their progress in language. Inform the language team regarding these evaluative processes, and actively participate in evaluation sessions.
- Evaluate the success of each lesson and document comments, ideas and suggestions, to assists with future implementation.
- Conduct routine visit to host families and Trainees to provide support as needed.
- Participate in the preparation of training site, including class location for the language training program.
- Actively seek resources within the community to assist trainees in language learning and the performance of cultural objectives.

Management controls
• LTC will discuss LCFs performance with the Training team and PCTs/PCVs during and after any training.
• One on-one performance review evaluation with Language and Training Coordinator (LTC). If the need arise it can be with TM/PTM.
• Attend the Mandatory Language Training of Trainers(LTOT) and the mandatory all staff General Training of Trainers (GTOT) and, which includes goals and Peace Corps philosophy, concepts of integrate training, time for refining session plan, specific LCF training and team building.

Reports
• Submit weekly reports to the Language and training Coordinator (LTC) including evaluation of trainee’s progress in language, general description of the group adaptation and overall cultural experience
• Notify the LTC about any classroom management challenges that might occur during language class facilitation.
• Written reports are required to be submitted base upon request of event/activity or end of any training

Required briefings and meetings
• Meet regularly with the Language and Training Coordinator and other training staff to discuss trainees’ and volunteers’ progress as well as planning any upcoming events.
• Participate in language team meetings and staff meetings when required.
• Participate actively in team building activities that foster teamwork
• Actively involved in all briefings as requested

Draft materials (Material Design and Development)
• Learning materials are to be designed for all Sierra Leonean languages as needed
• Design appropriate training session plans, visual aids, and cultural materials that support the health program. Technical content will include Malaria, Nutrition, Water, Sanitation and Hygiene topics.
• Create language manuals to include, but not limited to, greetings and introductions, family, marketplace transactions, and community development/medical nomenclature e.g. signs and symptoms, diseases, treatment, breastfeeding, health care workers, etc.
• All learning material is to be designed in accordance with Peace Corps guidance and templates; and, all materials developed are proprietary and belong to Peace Corps Sierra Leone.

Roles and Responsibilities
• Assist other staff members in implementing sessions that complement and or integrate all PST components Support the IST team efforts and decisions as per request
• Dress according the PST dress code and interact professionally with staff and trainees during working hours.

Preparation and Training
• Participate in the preparation of training site, including class location for the language training program.
• Actively seek resources within the community to assist trainees in language learning and the performance of cultural objectives

Materials
• Develop lesson plans and training topics as well as creating new training materials (weekly as needed).

Safety and security
Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- Awareness and understanding of emergency procedures at both home and office.
- Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.
- Maintains current knowledge of the Peace Corps evacuation Plan, the PC Emergency Action Plan and how to use fire extinguisher in order to ensure adequate level of safety and support for Peace Corps/Sierra Leone Volunteers.
- Ensure complete confidentiality regarding all information related to Peace Corps staff, volunteers and Peace Corps/Senegal operations.
- Any Inherently Governmental Functions (IGFs) such as Supervisor or Receiving Officer

**Logistics & Level of Effort**

**DUTY STATION**

- The necessary duties can be perform at the required training site which can be determined by Peace Corps located anywhere in country.
- Incumbent performs duties during a 48 hour work week. Events may require occasional work in the evenings and on weekends and holidays.
- Travel for extended periods of time is required.
- Materials are to be supplied, by Peace Corps through the General Service Assistant or Training Manager. Materials should be well managed if not must be held accountable.
- Food will not be provided to contractor but during trainings lunch is sometimes provided to enhance culture sharing and question time.
- Format: Mandatory Community Base Training (CBT)
- Due date will be determine base upon training needs
- Perform other duties as assigned.