



## Peace Corps Togo

### Technical Coordinator Assistant for Targeting English Education for Change (TEECh)

#### Statement of Work

**TYPE OF CONTRACT:** Temporary assignments (contract periods range from a few days throughout the year to several months during May – September.)

#### BASIC FUNCTION

Under the supervision of the Training Manager in coordination with the Program Manager and Program Assistant for Peace Corps/Togo's Education project (TEECh), the Technical Coordinator Assistant for Targeting English Education for Change (TEECh) will train TEECh Trainees/Volunteers to teach English in Togolese classrooms taking into consideration societal, cultural, and operational realities related to the Togolese educational system. TEECh Volunteers will work closely with their Togolese counterparts who are middle school teachers to enhance their capacity and proficiency to teach English more effectively and to utilize gender equitable practices in the classroom.

- Technical training facilitation - Participates in Pre-Service Training (PST), and In-service Training (IST) events by designing and facilitating sessions (in collaboration with the Program Manager, Program Assistant, Technical Coordinator and Peace Corps Volunteer Trainers) that address the goals, objectives, and activities in the TEECh logical project framework (LPF). Manages classroom/learner environments. Teaches aspects of culture related to the technical competencies. Checks for understanding. Provides practical opportunities for Trainees and Volunteers and assesses their learning. Reflects on teaching for future modifications.
- Technical competence acquisition and evaluation – In conjunction with the TEECh Technical Coordinator, monitors and assesses Trainee/Volunteer acquisition of technical competencies taught. Communicates with the language team, especially Language and Cross-Culture Facilitators (LCFs) assigned to PST training communities, about upcoming technical sessions and prepares them to assist trainees with practical activities in the community. Assesses Trainees at Kirkpatrick levels 1 (reaction) and 2 (learning).
- In conjunction with the TEECh Technical Coordinator, Training Manager, TEECh Program Manager, and TEECh Program Assistant, reviews data provided by the Monitoring, Reporting and Evaluation Specialist (MES) from Volunteer Reporting Forms (VRFs) , and monitors the performance of Volunteers at Kirkpatrick level 3 (behavior) and 4 (Result). Analyzes results and modifies future sessions accordingly.

- Communicates assessment of Trainee progress during PST to the Technical Coordinator and Training Manager as requested, but usually on a daily or weekly basis.
- Technical reporting and dissemination - In coordination with the Training Manager, TEECh Technical Coordinator, the TEECh Program Manager, and TEECh Program Assistant, provides information and insights based on field experience to the Training Manager for use in Annual Status Reports related to the use of Project-Specific Global Core training packages.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The duties of the TEECh Technical Coordinator Assistant include but are not limited to:

### **Technical Instruction**

#### **60 %**

- Technical Session Instructional Design – In conjunction with the Program Manager, Program Assistant, technical Coordinator and other relevant staff members, identifies and reviews the Education project-specific global core sessions that will be facilitated in PST and In Service Training (IST). Works closely with the Language team to ensure technical vocabularies are integrated into language classes and technical vocabulary words are translated into French for Trainees. Creates and maintains appropriate learning environments for training.
- Technical Learner Support – Plans and facilitates classroom routines that support learner independence. Encourages host families, Language Trainers, and community members to support the technical learning of Trainees and to assist with their practical activities in the PST community.

### **TEECh Technical Training Administration**

#### **30%**

- Actively participates in the Training Design and Evaluation process to ensure the 27-month training curriculum accurately reflects the objectives and the activities of the TEECh Logical Project Framework (LPF), its accompanying M&E Plan, and Trainee/Volunteer training needs.
- Performs necessary pre-training research and preparation as defined in coordination with the Program Manager, the Program Assistant, the Technical Coordinator for TEECh and the Training Manager.
- Facilitates technical training sessions in English and French.
- Co-organizes a practicum, classroom observations, and field activities for TEECh Trainees and Volunteers.
- Works with the Training Manager, Program Manager, Program Assistant, Technical Coordinator and other training staff to support training for Community Integration facilitators (CIFs) and Counterparts.

- Attends meetings to discuss Trainee performance.
- Works with the Technical Coordinator and Training Manager to develop Post operational budgets related to technical training needs.

## **Trainee/Volunteer Support and Management**

**20%**

- Trainee/Volunteer Technical Skills monitoring and assessment – Participates in the Trainee Assessment process and shares feedback regarding the readiness of each Trainee to perform in his/her proposed Volunteer assignment. Helps Trainees and Volunteers to identify their individual learning needs. Guides Trainees and Volunteers toward resources to meet those needs (Toolkits, books, Learning Space activities, etc.).
- Volunteer site matching and assignment - Under the direction of the TM, in coordination with TEECh Technical Coordinator and other staff members, provides information on technical skills of Trainees that assists staff in assigning Trainees to permanent sites.
- Coaching – Collaborates with the TEECh Technical Coordinator to review, monitor, and evaluate Trainee progress to identify strengths and weaknesses or sector specific-related deficiencies and provide necessary guidance, motivation, and encouragement to Trainees/Volunteers.
- Performance management - Documents Trainee Assessment Portfolio (TAP) progress for each Trainee on a periodic basis. Assesses Trainee/Volunteer technical performance during practicums. Identifies related problems or limitations, and provides advice and consultation as necessary. Supports other staff in ensuring Trainee/Volunteer adherence to Peace Corps policies and standards of conduct. Documents cases of inappropriate behavior and briefs the Technical Coordinator, the TM, and sector staff in a timely fashion.
- Trauma-informed support – Understands the physical, social, and emotional impact of trauma on Volunteers and provides victim-centered support.

## **Other**

**10%**

- During PST, carries the Peace Corps Training phone to keep in contact with Trainees, host families, community collaborators, the Technical Coordinator, TM, PM, Peace Corps Volunteer Trainers and Peace Corps Medical Officers.
- Exhibits enthusiasm and aptitude to learn new IT platforms (Learning Space) for creating virtual language training modules.
- Other tasks as may be assigned by the supervisor.

## **QUALIFICATIONS**

### **Education:**

Completion of secondary school is required. Post-secondary education in a relevant field, such as English Teaching, is preferred.

**Prior Work Experience:**

- At least three years of work experience in teaching English as a foreign language is required.
- Strong experience (preferably three years or more) working closely with or supporting English Teacher Training Programs.

**Language Proficiency:**

- Level 4 written and spoken **French**.
- Level 4 written and spoken **English**.

**Skills and Abilities:**

- Knowledge of gender issues in Togo.
- Knowledge of English Teaching Curriculum issued by the Ministry of Education in Togo.
- Ability to lead group discussions.
- Ability to live and work in a rural area with limited infrastructure and comfort required.
- Experience with an American organization and/or American culture desirable. Must also have good knowledge of or interest in American culture and issues of cross-cultural differences.
- In depth knowledge of rural Togo is a plus.
- Good computer skills in MS Office (Word, Excel, Power Point, and Outlook) is desirable.
- Understanding of the traditional and modern dynamics of the society.
- Counseling skills are highly desirable.
- Good conflict resolution skills in a cross-cultural setting are desirable.
- Sound knowledge of community development issues and problems is necessary in order to develop appropriate language activities.

**POSITION ELEMENTS**

**Supervision received**

Position is supervised by the Technical Coordinator and Training Manager, in close coordination with the TEECh Program Manager and Program Assistant. The incumbent must be able to function well independently.

**Physical condition**

The duties and responsibilities of the TEECh Technical Coordinator Assistant are executed from PST communities around Pagala and occasionally at the Training Center in Pagala for the

duration of the PST part of the contract except for cases of bona fide emergency, or predetermine periods indicated in the Training Calendar. Any other absence from the PST site must have prior written authorization from the Training Manager. The Contractor shall be paid for his/her effective days of work.

Subsequent to PST, work is also completed occasionally in the Peace Corps office in Lomé or at Volunteer sites in addition to the Training Center in Pagala. Travel outside of the PST site(s) may be required approximately 2% of the contract time.

### **Core Leadership Responsibilities**

The Contractor is expected to carry out all tasks in accordance with “Core Leadership” responsibilities (see attached).

### **Safety and Security**

Participates in the General Training of Trainers with respect to Trainee/Volunteer safety and security. Maintains communication with the Technical Coordinator, the TM and gives periodic feedback, including information about Trainee safety and security in PST communities. Provides safety and security support to Trainees within host families and communities.

Monitors Trainee/Volunteer compliance with Peace Corps policies, especially related to safety and security, and in consultation with Technical Coordinator and TM, discusses corrective action as necessary. Is knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### **Supervisory responsibilities**

No Supervisor responsibility is required

### **Occasional Money Holder**

The PSC may be requested by the Training Manager to courier a limited amount of cash to host families and/or purchase orders from various vendors for supplies for technical activities in the PST community, as directed by the Contracting Officer.

### **APPROVED:**

Supervisor

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Blandine Samani-Zozo  
Training Manager

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David Rothschild  
Director of Management and Operations

