

**This is a generic Statement of Work (SOW) that will help you to understand the roles and responsibilities of a Pre-Service Training Director.**

**If you are qualified for a specific position we will contact you to determine your availability. At that time we will send you the position’s SOW for your review.**



**\* SAMPLE ONLY\***

**PST Director for PC/ Country Name**

**Dates of Contract: beginning date and end date (total number of days = XX)**

- Dates of Training of Trainers: insert dates here**
- Dates of PST: insert dates here**
- Dates of post-PST wrap-up: insert dates here**

Reports To: Country Director

Oversees: Training staff, PCVs who assist with specific sessions

Coordinates with: Training Manager all training staff, Admin Officer, Sector APCD(s), guest speakers, homestay families, and other community members

Evaluated By: Country Director

Position Summary

The Contractor will work under the direction of - in close collaboration with - the Training Manager who is ultimately responsible for a Pre-Service Training Program to prepare approximately 39 trainees for Peace Corps Volunteers for service in PC/ABC by transferring technical, language, personal health and safety, and cross-culture competencies. The Contractor will ensure that the PST is designed and conducted in a manner that maximizes integration of all training components, incorporates community-based training methodologies, and prepares Volunteers to conduct their primary assignments effectively. The Contractor will work closely with the Training Manager to ensure overall coordination and administration of the training site. The Contractor will ensure the use of management systems that allow PST to run smoothly and in compliance with PC regulations.

The Training Director will be responsible for and participate in training and social activities on a daily basis with staff and trainees. S/he will be responsible for providing leadership that stimulates the growth and development of both training staff and trainees throughout the training period.

The Training Director is responsible for ensuring open communications between the training site and the Peace Corps office as well as with local authorities at the training site.

## Duties and Responsibilities

### **Before the PST:**

- Read all relevant program documentation, project plans, prior PST reports, training design guidance, trainee assessment guidance, and Peace Corps policies and procedures regarding volunteer/trainee grounds for termination, standards of conduct/behavior, and selection criteria for becoming a volunteer. Attend briefing sessions with relevant staff.
- Together with the Training Manager, prepare an operational budget based on data from the PC/ABC Admin Officer. **Submit by June 20.**
- Prepare a Training Handbook prior to trainees' arrival (2002 version will be available for editing and/or consultation). **Submit by June 18.**
- Plan and develop, in collaboration with the technical trainers and APCDs/Program Managers, a training design and schedule which incorporates the philosophy of the PST community-based training design adapted to PC/ABC. Ensure the integration of all training components. **Submit by June 21.**
- Plan and facilitate a TOT in collaboration with the Training Manager, APCDs, and relevant Coordinators. **Submit plan/schedule for TOT by June 20.**
- Collaborate with the Training Manager, Homestay Coordinator, PCMO, and cross-cultural coordinator to ensure the training site, and all homestay families, are prepared for the arrival of the trainees.
- Make contact with local government officials at the training site.
- Develop team spirit in training staff.

### **During the PST:**

#### *Leadership*

- Provide leadership that establishes and maintains a healthy, productive team spirit among the trainees, the training staff, the PC staff and local government officials.
- Work as a member of a team by being willing to work long hours when needed while maintaining a positive and constructive attitude and by maintaining a high level of motivation, seriousness, and preparedness in training.
- Be a model of cultural integration, and be respectful of local customs by representing Peace Corps in a positive manner on all occasions. Maintain positive public relations with the local community and an effective relationship with local authorities.
- Conduct regular meetings of training core staff meetings to ensure effective integration of all training components and good coordination of team members as well as to evaluate progress of the training program and to address issues which may arise including trainees' morale.
- Ensure good communication with PC staff (CD, Admin Officer, sector APCDs). Brief the CD weekly (more often if necessary).
- Collaborate with the Peace Corps Director, Training Manager, and APCDs and follow prescribed guidelines when counseling potential early termination trainees (ETs) and write all early termination reports.
- Serve as a training resource to all staff.
- Provide guidance, counseling, and support to staff and trainees.

### *PST Training*

- Oversee technical, language, and cross-cultural training (ensuring the CBT model is implemented fully and reversion to Center-based model is avoided where appropriate).
- Monitor implementation of all training aspects: language, technical, cross-cultural, technical, and health/safety/security programs by observation and participation in sessions and activities, meetings with staff and trainees and other methods. Make and/or recommend changes to the Training Design and schedule as appropriate.

### *PST Administration*

- Coordinate with Training Manager regarding the logistical and administrative operations of the training program and site. The Training Manager and Training Director, together with the Admin Officer, will clearly define the tasks for which each is responsible but each is expected to help out as necessary in order to ensure smooth operations. These tasks include the following:
  - Adhere to budget parameters and discuss potential shortages or overages with AO and/or CD in a timely manner.
  - Manage all fiscal, cost and budgeting controls and procedures, including monitoring the purchase of goods and services as well as accounting, cost reporting and the vouchering system.
  - Act as sub-cashier when needed. Personal liability in accordance with PCMS 760.
  - Determine accuracy of disbursements and approve disbursements at the training site.
  - Be responsible for the proper use and accountability of all PC property (inventory) as well as a full accounting of inventory at the end of the PST.
  - Be responsible for administrative closeout - ensuring that all contracts (water, electricity, phone, and rent) have been completed, paid up, and properly closed-out by the end of PST with supporting documentation provided to the Admin Officer.
  - Oversee the coordination of logistics for specific events including but not limited to: cross-culture and technical field trips and site visits.
  - Assure that site repairs and installations are carried out as necessary.
  - Assure all payments to host families, trainees, etc are processed in a timely and cost-efficient manner.

### *Monitoring and Evaluating the Training Program and Trainees' Progress*

- Develop and implement a system of feedback in which Assume direct responsibility for the implementation of all evaluation systems and trainee assessment processes. Ensure that trainees are provided with specific feedback on their performance and progress, including recommendations on how to improve, on a regular and timely basis.
- Monitor all training activities that take place at the training site including hub site, cluster sites and village sites. Make and/or recommend changes, as appropriate, for immediate implementation and/or the future.
- Meet with PC staff weekly to give a verbal report on progress, problems encountered, and solutions identified. This can be done by phone if necessary.
- Submit a mid-term report on the program that includes the trainees' evaluation of PST and identifies any PCTs that may not attain the necessary skill levels prior to the end of training. (format to be provided in-country.)

- Recommend to the Peace Corps Director which trainees should or should not be sworn in as Peace Corps Volunteers with supporting behavioral documentation.

#### **After the PST:**

- Hold debriefing sessions with the Country Director, Sector APCDs, and Admin Officer.
  - Provide **PC/ABC** Director, Sector APCDs, Admin Officer, and Training Manager with a final report based on trainee and staff evaluations and which includes recommendations for future training programs. An outline of the final report format will be provided in country.
  - Prepare and submit a final PST report following an established format to the Country Director and/or other post personnel. Include the objectives for the sectoral program, training materials and resources used and recommendations for future TOTs and PSTs. Include assessments of any technical assistants, guest presenters, and local contacts assisting with the training with recommendations for future use. Submit final copies to Country Director, Country Desk Unit (Hard Copy) and STAU (electronic copy) **by September 18.**
  - Provide Peace Corps Director staff performance appraisals for PST training staff **by September 19.**
  - Submit contractor performance evaluation form, MS 735
  - Submit all other necessary final voucher / closeout documents for final payment as listed at the end of the SOW.

#### Qualifications for PST Directors

##### **Minimum qualifications:**

- If previously employed as a Peace Corps contractor: satisfactory completion of contract
- Demonstrated management, administrative, organization and representation skills (minimum two years experience)
- Experience as a trainer of adults (two year minimum) with a background in experiential learning and adult learning methodologies in large group settings
- Demonstrated skills in the design, implement and evaluation of community based training programs
- One year experience in managing and supervising staff
- One year experience managing budgets and accounts
- Demonstrated ability and skill in counseling
- Demonstrated writing ability and computer skills with experience preparing training designs and reports
- Previous experience with PC PSTs minimum of two contracts including at least one as Training Director
- Experience working in cross-cultural settings with cross-cultural teams of staff and trainees
- Oral and written fluency in English and local languages where appropriate

##### **Desired Qualifications**

- A university degree in education, human resource development, or a related field
- Experience participating in a Peace Corps or other Training of Trainers Workshop

- Experience mentoring someone to assume the position of PST Training Director
- Demonstrated increasing levels of responsibility in previous employment.
- Two years experience as a trainer with Peace Corps training programs
- Prior experience as a PST Director and/or Technical Trainer preferred (more than two Peace Corps Contracts) or overseas training experience
- Fluency in the host country language
- Past experience in the host country and/or region
- Counseling skills with emphasis on group dynamics and interpersonal skills
- Experience with current adult learning methodologies
- Ability to oversee Peace Corps technical trainers and trainees
- Demonstrated training skills to design, implement and evaluate assets/community based development programs
- Managerial/leadership background with measurable performance of direct supervisory experience

## **CLOSE-OUT/FINAL PAYMENT**

After completing the contracted period of performance, please send a final voucher/payment package to your Contracting Officer in Washington DC.

**The final payment will not be released until satisfactory completion and submission of all items, as determined by Post and your Contracting Officer, and until all outstanding travel advances are liquidated by submitting the necessary vouchers and payments.**

This FINAL VOUCHER/PAYMENT PACKAGE must contain all of the following:

- Signed Contractor Release Form discharging the Government, its officers, agents and employees from all liabilities, obligations and claims arising out of or under the contract.
- Itemized list with dollar amounts of pre-contract costs that were reimbursed at Post
- Purchase Order, Receiving Report, and Voucher/Optional Form 206 certifying receipt of services (signed)
- Travel Voucher and Schedule of Expenses (completed and signed)
- Completed Contractor Performance Evaluation
- 1 Diskette of the Final Report