

STATEMENT OF WORK

Prospective Language Instructor
Dhahran Post Language Program

PR4910217

November 30, 2015

INTRODUCTION

Arabic instructor for Consulate staff

SCOPE OF WORK

- 1- U.S. Consulate Dhahran is looking for a language instructor to teach Arabic to Consulate employees and family members.
- 2- The language instructor will be paid per hours worked, including class time and three hours of preparation per week.
- 3- The instructor will teach beginner, intermediate, and advanced Arabic classes in groups ranging from one to three students.
- 4- Each class will meet twice weekly for one hour each time. Based on current demand, the language instructor can expect to work between ten and fifteen hours per week.
- 5- The Consulate will provide necessary supplies for language instruction, including textbooks and other teaching materials.

RESPONSIBILITY OF THE CONTRACTOR

- 1- The Contractor shall be responsible for the professional teaching quality, technical accuracy, and the coordination of teaching and other services furnished under this contract. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in the teaching pattern.
- 2- The Contractor is responsible and shall comply with all local labor laws, regulations, customs and practices pertaining to the language training. The Contractor shall promptly report all progress of the students trained under the language instructor to the Consulate COR.

END OF STATEMENT OF WORK