



PEACE CORPS - INDONESIA

Statement of Work

Position	Training and Evaluation Assistant
Division/Department	Programming & Training Unit
Location	Based in Surabaya, works throughout Indonesia
Reports to	Director of Programming & Training, Coordinated by the Training Manager

STATEMENT OF WORK (SOW)

GENERAL DESCRIPTION

Under the supervision of the Director of Programming & Training (DPT) and the guidance of the Training Manager (TM), designs and develops fully integrated training competencies using Peace Corps' Training Design and Evaluation (TDE) methodology. Ensures that training activities are designed to help Trainees and Volunteers achieve stated competencies through a variety of learning techniques and that training designs are implemented as defined and planned. The Training and Evaluation Assistant works with the PTO and TM as part of the Programming & Training Unit (PTU).

Training Duties

- Provides logistical and administrative support to TM during training events.
- Acts as a group facilitator when needed during training events.
- Coordinates with PTU to develop comprehensive needs assessments prior to training events and ensures that training designs reflect expressed needs of PCVs
- Coordinate with TM and Technical Training Coordinator to identify, schedule and provide logistical arrangements for guest speakers and resource Volunteers.
- Coordinate with TM and Technical Training Coordinator to identify and provide training resources that can support technical training areas, and/or enhance Volunteers' work performance at sites.

Monitoring and Evaluation Duties

- During Pre-Service Training and other training events collects, compiles, and analyzes quantitative and qualitative data from multiple sources related to trainee progress in all competency areas (language, cross-culture, safety, medical, technical).
- During Pre-Service Training and other training events collects, compiles, and analyzes quantitative and qualitative data regarding Volunteer satisfaction with training activities.
- Designs appropriate instruments and ensure timely administration and collection of quantitative and qualitative data regarding partner satisfaction with and perceived impact of Peace Corps programming, particularly at the worksite level (e.g., school principals and teaching counterparts).
- Prepares recommendations to the individual work units and the Volunteer Support Team based on data collected, as appropriate.
- Act as Peace Corps Indonesia's M&E liaison with various units at Peace Corps headquarters, including OSIRP and OPATS, staying abreast of Peace Corps monitoring and evaluation resources and innovations.
- Identifies and mobilizes local resources persons, such as partner agencies and universities, to support monitoring and evaluation efforts.
- Act as the monitoring and evaluation advisor at Post for all projects, contributing to project plans as needed.
- Designs and conducts training for P&T staff on monitoring and evaluation tools and processes.
- Guides the development of monitoring and evaluation materials for staff and Volunteers
- Supports the design and delivery of Volunteer Reporting Form training and monitoring and evaluation training for Volunteers
- Develops systems for timely administration and collection of Annual Volunteer Survey and the Volunteer Reporting Forms. Compiles and presents summary results for use by all staff in planning exercises and reporting to government partners.
- In coordination with other Peace Corps staff, supports and documents monitoring and evaluation visits by Indonesian government partners.

Trainee and Volunteer Support

- Assist Trainees and Volunteers in improving their job performance and their social and cultural adaptation through technical support, cultural insights, and direction to relevant and available resources.
- Support Volunteers with personal and cultural counseling and guidance on various policies and procedures.
- Assess Volunteers' success and challenges by participating in site visits.
- Assist in PCV project development and provide ongoing support to Volunteers in the field.

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Other

- Contribute to post planning exercises, the preparation of the post reports to headquarters and government partners
- These duties may include developing information for country reviews, participating in country problem analysis and strategy formulations, exploring new project opportunities, projecting future Trainee input levels and requirements, and providing advice on other aspects of planning.
- Performs other duties as assigned according to Peace Corps Indonesia's needs.

SAFETY AND SECURITY SUPPORT

- Provides safety and security support to PC Volunteers and staff and assists in MS 270 regulations compliance.
- May act as emergency action officer to support PCVs during emergencies on a 24/7 basis on a rotating schedule with other staff.

LEVEL AND EFFORT

- Performs duties at assigned Post during a 40 hour work week. May be required to work outside of, or in addition to, normally scheduled hours to support training events, PCVs, and other post requirements.
- May be required to live outside Surabaya for the duration of PST. Will be required to travel as needed to support ISTs and support other PC needs. May participate in in-country or out-of-country trainings provided to PC staff.

OCCASIONAL MONEY HOLDER

- 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.

WORK EXPERIENCE REQUIREMENTS AND QUALIFICATIONS

- Experience:**
 - At least 2 years previous experience in doing research, project monitoring and/or program evaluation work.
 - Experience working cross-culturally.
- Languages:** Oral and written fluency in Bahasa Indonesian and English required. Knowledge of Javanese, Madurese, or other provincial language preferred.
- Knowledge, Skills, and Abilities:**
 - Skilled at managing and organizing detailed information.
 - Skilled at planning and evaluating training events.
 - Knowledge of Peace Corps' cooperative development philosophy, goals, and policies.
 - Ability to use computer and Microsoft suite of applications.
 - Ability to act with diplomacy and tact with staff, PCVs, trainees, community members and government officials.

EDUCATION REQUIREMENTS

- University/college degree required.