

US EMBASSY POST LANGUAGE PROGRAM

BACKGROUND

U.S. Embassy Muscat post language program aims to provide part-time foreign language training for State Department and other agency employees as well as family members. Training is aimed at language acquisition, maintenance, and enhancement and may be anything from survival/functional lessons to job-specific training.

PERFORMANCE WORK STATEMENT

The Contractor shall provide foreign language instruction to adult students that focus on the **political and economic fields, cultural lesson, general interest and conversational skills** typically found in mass-media publications for the foreign language speaking public. The Contractor shall develop the instruction to include the development of speaking, listening, and reading skills at different levels depending on the level of the class (Beginner, Intermediate, Advanced). All instruction shall also include job relevant language terminology and usage of the designated field of interest.

Instruction shall be based on proficiency, communication, and academic principles as used at the Department of State, Foreign Service Institute. All students shall be measured on their language proficiency levels in accordance with the Foreign Service Instituted Language Proficiency Test.

PERIOD OF PERFORMANCE

Class shall be given at minimum of **ONE hour class TWO times per week in each level at the US Embassy for a period of one year**. Instructors are required to be flexible with timing and pace of the course to suit the students training needs.

GOALS OF FOREIGN LANGUAGE TRAINING

The goal of training is to provide the student with the skills and knowledge necessary to rapidly reach the desired level of performance in speaking and reading as identified in the training modules or lessons identified below. Classes will be offered at the beginner, intermediate and advanced level.

- **SPEAKING:** Each student, at the completion of training, shall be able to perform at the required level of proficiency. For example, when engaged in social conversation, the student will be able to communicate with the Arabic speaking public, carrying on an appropriately worded and pronounced dialogue in the correct dialect and grammar. At least 85% of the students tested in each class shall be able to answer correctly at least 90% of the selected vocabulary questions when used in conversational exchange.
- **READING:** Each student, at the completion of training, shall be able to perform the required level of proficiency. For example, the student will be able to recognize designated key phrases or questions in Arabic, from the selected vocabulary when

reading written communication or letters. The student must then respond appropriately, providing the requested information by selecting the correct reply, or by properly identifying the functional organization whom the written communication was intended. At least 85% of the students completing training for each class will be able to comprehend and appropriately respond to or determine the intended addressee for at least 90% of the written communications in which the selected vocabulary is presented.

STUDENT PROGRESS DOCUMENTATION AND TRAINING RECOMMENDATIONS

The Contractor's instructor(s) shall be responsible for documenting each student's progress in training, and for preparing a training recommendation for each student. The Contractor shall prepare training recommendations that state specific plans for remedial, or supplementary use of supportive training materials, or use of tutoring and personalized training techniques.

The Contractor shall administer tests on knowledge and proficiency as a required element of evaluating the student's progress in the training module or lesson. The Contractor shall provide these tests periodically to:

- Determine the student's progress in training;
- Identify areas of weakness where supplemental training may be needed; and,
- Quantify the student's then-current level of knowledge and proficiency.

Initial testing will be used to establish a baseline for measurement of knowledge and proficiency obtained, and may be used in a predictive manner to facilitate personal training planning.

CRITERION

Successful applicants will have the following skills and experience:

- Ability to work with others, to be flexible with timing and pace of the course to suit the students
- Demonstrate creativity and inventiveness when developing a lesson plan
- Ability to plan, develop materials and organize class schedules
- Demonstrate knowledge about Oman, its culture and local resources available
- Possess awareness of Modern Standard Arabic as well as local Omani dialect
- Ability to work in a cross-cultural environment
- Exhibit eagerness to learn new methods and approaches for teaching
- Proficient in English

TEACHING EXPERIENCE

- Prior experience teaching Arabic language. Teaching experience may include teaching

children, university students or foreigners living in the community.

- A degree in linguistics or education is preferred

Award of contract will be made, based on Price, Delivery Schedule, Course content and Trainers experience.

Interested Applicants respond in writing to MuscatContracting@state.gov

- Quotation / Proposal should reach us through email no later than close of business of **May 01, 2013**