

Terms of Reference

English Language Instructor

Instructor's name	To be determined after proposals submission
Country programme	South Sudan
Medair staff 'contractor'	English Language Instructor
Total time frame	6 months – September 2018 to February 2019
Travel dates	To be determined
Reports in the field to:	Base Manager
Reports at HQ to:	South Sudan HRO
Final report deadline	28 th February 2019



TITLE: English Language Instructor

BACKGROUND: It is the policy of Medair to grow staff capacity. The national staffs employed by Medair South Sudan at Juba have varied, and at times limited, English language comprehension. This has become a notable barrier to advancement within the organization. Base Operations seeks to overcome this limitation and support its staff members, many of whom have served for several years without advancement, through on-location English as a Second Language classes.

PURPOSE: To implement weekly English as a Second Language (ESL) classes to last one hour and a half (1.5 hours) each week for six months. At which point, effectivity should be assessed and extension considered.

OBJECTIVES:

To assess and advance staff capacity for written and spoken English in order to foster capacity for staff advancement.

OUTPUTS:

1. A individual assessment of English language comprehension for each participating staff member
2. A closing assessment of English language comprehension for each participating staff member, including a detail statement regarding areas of improvement and "next steps" suggested to improve comprehension

ACTIVITIES:

1. Recruitment of a local, qualified ESL instructor available for 1.5 hours of instruction once per week for the period from September 1, 2018 through February 28, 2019.
 - a. Capable of drafting/ administering assessments to indicate the overall English language proficiency of the learner according to the global scale A1-C2
 - b. Capable of drafting/administering closing assessments to indicate improvement of English language proficiency of the learner according to the global scale A1-C2
 - c. Capable of creating ESL curriculum instructing the curriculum for six months
 - d. Fluent in both Juba Arabic or Arabic and English
2. Meeting with all Base staff to discuss ESL class offerings/expectations of completing work despite hours spent in classroom study. Formal paperwork accepting expectations of participation and use of 5% training allowance
3. Ongoing maintenance of instructor attendance and education

SCOPE: This term of reference is relevant to permanently Nationally Recruited Base Staff in Juba, South Sudan. Nationally Recruited Staff employed by a different department within Medair at Juba, may be considered for participation at the recommendation of their line manager.

METHODOLOGIES & TOOLS: Documents review, internal and external interviews

The ESL instruction will take place at the Medair Base in Juba, South Sudan. Prior to instruction an individual assessment of English language capacity will be given to each participant. Assessments should indicate the overall language proficiency of the learner according to the global scale A1-C2

Following the initial assessment, a report is to be provided detailing the level of English which will be taught according to the assessment and an explanation of how learning objectives will be evaluated to show

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progress in spoken and written English. This report must be approved by the base manager prior to instruction. The instructor will implement a curriculum to meet the objectives outlined in the report. The curriculum must be available to employees on the first day of instruction.

Instruction will be given to a group of no more than fifteen individuals. Instruction will occur for 1.5 hours once per week for six months. A post-instruction assessment will be given to each participant to assess improvement in English language capacity.

TIMEFRAME / SCHEDULE:

Activity	Number of days	Location
1. Recruitment of instructor	TBD	Juba
2. Communication with relevant Medair Staff regarding participation/expectations	14	Juba
3. Instructor provided, one-on-one assessments of relevant Medair Staff	2	Juba
4. Instructor provided report (detailing what level of English will be taught based on the assessment) given to and approved by the Base Manager	7	Juba
5. Continuous monitoring of instructor attendance, quality of instruction, and curriculum	6 months; ~182 Days total ~26 Working Days for Instructor	Juba

SECURITY

All reasonable steps will be taken to provide safety and security for the instructor; both Medair and instructor accept the inherent risks in working in humanitarian contexts. Medair will not be required to do more than what is reasonable and possible in the circumstances whilst providing a safe and appropriate work environment.

At the start of the assignment, the Instructor will meet with the Country Security Focal Person for face to face briefing on security. The Instructor contract will stipulate the Security Protocols that will need to be adhered to as part of the contractual obligations.

INSTRUCTOR FEES AND TERMS OF PAYMENT – *To be determined when Instructor is selected*

- The fees payable to the instructor will be 290 USD.
- This is calculated on the basis of an estimated 27 days of work at 1.5 hours per day, for a daily allowance of 10 USD. As well as 20 USD for the pre/post instruction surveys.
- The instruction fees will be paid monthly.
- Recruitment should prioritize local candidates, therefore accommodation, vista, meal fees, and other similar expenses shall not be paid.

INSTRUCTOR RESPONSIBILITIES

- Comply with security plan and recommendations on dress and behavior, as given to expat staff.
- Provide laptop, software, or any other relevant equipment for personal use and report writing (not chargeable to or reimbursable by Medair).
- Cover all personal travel expenses incidental to this contract

INSTRUCTOR QUALIFICATIONS AND EXPERIENCE

- Experience teaching ESL classes, either in this context or as a classroom instructor for primary/secondary school or university. References will be requested.
- Prefer applicants in possession of a bachelor degree in any subject

MEDAIR RESPONSIBILITIES

- Conduct survey of base employees to determine participant roster; ensure that employees understand their responsibility in attending ESL course.
- Provide staff with basic stationary necessary to the class such as pens, pencil, and paper. Provision of workbooks will be considered based on the pre-instruction report/recommendation of the instructor.
- Provide working facilities which will be as secure as is practical in the circumstances.
- Medair is responsible for line management of all Medair employees and this cannot be transferred onto the instructor.

Applications deadline: **3rd September 2018.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: recruitment@southsudan.medair.org Human Resources Department, Medair South Sudan, Theo Road, Hai Tongping

