

Statement of Work: Arabic Instructor for Post Language Program

Background/Purpose

The Post Language Program (PLP) offers eligible prospective students the opportunity to learn primary languages in their country of assignment, to support the missions of the U.S. Department of State and the relevant embassy. As documented through the Integrated Country Strategy, the mission of the U.S. Embassy in Djibouti is to 1) strengthen security for the United States, Djibouti, and the region, 2) promote Djibouti's economic development, and support U.S. investors, and 3) advance participative governance in Djibouti.

To support the mission of the U.S. Embassy in Djibouti, the Post Language Program intends to offer Arabic instruction through a contracted instructor who meets the desired qualifications.

Project Philosophy

Arabic language skills are important to the work of many employees of the U.S. Embassy in Djibouti and may be used to further the interests of national and regional security, as well as to enhance the bilateral relationship with the Djiboutian government. Adding an Arabic offering to the exist Post Language Program will further the Embassy's ability to communicate across Djiboutian society and allow for both of Djibouti's official languages to be represented at Post.

Scope

Arabic instruction will be offered at an hourly rate as needed. Classes may be individual or grouped with students of the same level up to a maximum of six students.

Instruction will be provided on a rate per hour of instruction provided, rather than per-student. Instruction will prioritize intermediate and advanced levels for students who have a job-related need to reach or maintain a certain level of proficiency. Instruction may also be provided when applicable to assist students seeking a courtesy level of proficiency, including beginning Arabic students.

Courses will be offered on a semester basis, and enrollment/hours-as-needed may shift from one semester to another depending on the needs of the students. Post anticipates an initial enrollment of 5-8 students to comprise two courses, equivalent to between 3-5 billable hours of instruction per week. Enrollment and corresponding required hours of instruction may increase or decrease on a semester basis. Post anticipates an initial enrollment at both the beginner and advanced levels.

Courses will be held at the U.S. Embassy to Djibouti.

Qualifications

- One Arabic instructor, **or** one language instruction provider with the ability to furnish an appropriate instructor for each hour of instruction as needed
- Able to adapt to both individual or group lessons. Students of the same level may be grouped together for the same hour/s of instruction up to a maximum of six students. The contracted instructor will perform billable hours per hour of instruction, not per student.

- Primary skill levels: able to teach intermediate to advanced students, with a focus on speaking and listening
- Secondary skill levels: able to teach foundational Arabic to beginning students with no prior Arabic knowledge, as needed
- Trained in classical Arabic (Fusha) with a confident knowledge of Yemeni dialect/s highly desired
- Training in and/or prior language teaching experience highly desired
- Able to develop appropriate curriculum, and adapt for the specific job-related needs of students
- Able to provide evaluations of language level for students as needed
- Able to provide instruction in English
- Able to provide instruction on-site at the U.S. Embassy in Djibouti
- Willing to undergo a security screening
- Willing to complete an evaluation of Arabic abilities as part of the interview process

Applicable Documents

- CV
- Certificate of teaching and/or Arabic training credentials
- Statement of interest

Tasks

- Provide Arabic instruction on an hourly rate to individual and/or group classes, as required, and dependent on the changing needs of the program each semester. Appropriate level to be determined per class enrollment.

Period of Performance- 08/2023-08/2024, renewable annually dependent on work performance

Place of Performance- U.S. Embassy in Djibouti