

Terms of Reference

Qualified English language instructors

Project : Enhancing English Proficiency for Legal and Law Enforcement Professionals in Tajikistan

Purpose : to implement an English language program aimed at enhancing the proficiency for Legal and Law Enforcement Professionals in Tajikistan

Contract type : Service contract

Duration: 7 months

Duty station: Dushanbe

Bactria Cultural Centre background

Bactria Cultural Centre (BCC) was created in December 2001 by the French humanitarian and development NGO ACTED to address the lack of access to culture, information and vocational training in Tajikistan. Since then, it has become a focal point in the cultural life of Dushanbe. Cooperating with several embassies and donor organizations functioning in Tajikistan, BCC supports a wide variety of cultural activities and educational activities.

Project background

The Bactria Cultural Center (BCC) proposes to implement an English language program aimed at enhancing the proficiency of Judges and staff of the Supreme Court, officers of the Ministry of Internal Affairs (MIA), and senior officers of the Border Guards Forces (BGF) and other government law enforcement agencies in Tajikistan.

Project Goals:

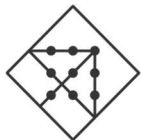
Bactria Cultural Centre (BCC)/ ACTED seeks experienced, dynamic, and highly motivated Qualified English language instructors to support Bactria Cultural Centre's operations. (English teacher plays a vital role in shaping project participants by fostering a supportive and engaging learning environment. They enhance language skills, critical thinking, and creativity. Effective teachers possess strong communication, a passion for teaching, and adaptability)

Specific objectives:

- Assist BCC Education Program Coordinator/English Language Expert, by conducting level tests and placing project participants into appropriate groups before classes begin.
- Providing tailored instruction in English for Legal and Law Enforcement professionals within the specialized of English for Specific Purposes (ESP).
- The Terms of Reference (Toor) for Qualified English language instructors may encompass supplementary tasks associated with project activity programming, typically in alignment with the core responsibilities outlined below.

Deliverables, timeline and payment structure:

Phase #	Duties	Monthly Deadline	Payment percentage
1	-Prepare weekly classes according to schedule of project. -Organizing and delivering three lessons per week for each group using the project developed module learning English language through ESP communication method.	Throughout the month, it is essential to diligently fulfill all assigned duties in a timely manner and provide 3 progress reports on test results and participant activeness, totaling 72 academic hours, to the	60%



	<ul style="list-style-type: none">-Learn and use up-to-date methods of English language teaching which has been provided.- Maintain thorough records of project participants and promptly notify the Education Program Coordinator of any participant absences.-Use audio and video resources for all language levels.	Education Coordinator Program.	
2	<ul style="list-style-type: none">-Follow and respect the class schedule.-Search for, work out and use developed module teaching materials and contents aiming at improving the quality of teaching.- Make sure not change the schedule of classes or transfer students from one group to another group without permission of BCC Education Program Coordinator	Accurately completing ESP tasks for delivery to ESP learning groups as scheduled is crucial. Providing timely progress reports to the Education Coordinator Program ensures smooth coordination and project success.	20%
3	<ul style="list-style-type: none">-Assessing individual project participants' progress every quarter to track advancement, identify learning obstacles, and suggest measures to address these challenges.- Administer English proficiency tests at the beginning and end of the course and confirm that students have achieved satisfactory results.	Consistently conducting and reporting the monthly course progress test and absences to the project coordinator is vital for maintaining smooth project operations and ensuring effective student monitoring.	20%

Requirements:

- Legal authorization to work in the Tajikistan
- Super interpersonal skills; ability to work collaboratively with a diverse group of students and colleagues
- Excellent organizational, time management, and multi-tasking skills
- Diploma of Higher Education from Teachers college/Pedagogical University
- Experience in teaching English language at least 5 years
- International certificate for teaching English language is an advantage
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work, independently and cooperatively with team members.
- Fluency in English and Tajik is required.
- Proficient in leveraging advanced educational technologies to design creative and captivating language lessons
- Ability to work in a team effectively and under pressure.
- Ability to make use of communicative and interactive methods of teaching.

Confidentiality:

All materials produced under this project will be the property of Bactria Cultural Centre and shall not be used for any other purposes without prior consent.

Interested candidates should send their Curriculum Vitae (max. 2 pages) and Cover Letter expressing your interest to manizha.rakhmatova@acted.org (with "Qualified English language instructors" in the subject bar of the email) or submit the documents in a sealed envelope to Bactria Culture Centre\ACTED office in Dushanbe (12a Mirzo-Tursunzoda street). Bactria is an equal opportunities employer.

Note: only shortlisted candidates will be contacted.