STATEMENT OF WORK  
Russian and Kazakh Language Instructors  
U.S. CONSULATE GENERAL ALMATY

OBJECTIVES:  
The objective of this Statement of Work is to outline main terms and conditions of the contract for providing Russian and Kazakh language instruction that will enable U.S. Consulate General (USCG) Direct Hire American staff to meet position requirements, while also allowing their Eligible Family Members (EFMs) to participate in community and representational activities. The goal of the USCG Post Language Program is to provide our students with the skills and knowledge necessary to reach the required Foreign Service Institute language proficiency for their position and to reach the desired personal level of performance.

CONTRACTOR TASKS:  
I. Provide Russian or Kazakh language instruction through classroom and sometimes outside classroom interaction. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations. Adapt teaching methods and instructional materials to meet students’ varying needs, abilities, and interests. Selects and assigns homework lessons, correcting lessons. Monitor and provide feedback to the Post Language Officer (PLO) and Language Coordinator on the students’ progress. On a regular basis every two-three months, prepare and conduct the Russian Club theme-based events to introduce students to the local culture developing/making handout materials, visual aids, and work with guests or guest speakers.

II. Provide an estimated (3-10) individual and (1-4) group sessions per week, to be given at a firm fixed price per session based upon the final negotiated rates of the contract. All language sessions shall be 45 minutes in length and shall normally be scheduled between Monday and Friday 8:00 am to 6:00 pm, with the possibility of classes outside these hours based upon individual student need. No more than six students will be part of any class, unless mutually agreed upon by the Contractor and the Language Coordinator. The minimum guarantee would be two students per group session.

III. The Contractor shall be responsible for documenting each student's progress in training, and for preparing a training recommendation for each student. The student's progress will be reported to the student on a monthly basis, and a copy provided to the PLO.

IV. The instructor will regularly test the students to determine progress in training and identify areas of weakness. 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.

GOVERNMENT - FURNISHED PROPERTY AND INFORMATION  
The U.S. Government will provide space for language classes, books for instruction, CDs and tape recorders, TV, and access to a copier for training-related assignments. Through the PLO and Language Coordinator the USCG will communicate regularly with the instructor to ensure that needs of the instructor and students are met in a timely manner and administer contracts by tracking number of hours of training for each student; 45-minutes academic hour session is applied.

CONTRACTOR’S QUALIFICATIONS AND EXPERIENCE  
1) University degree in teaching Russian or Kazakh language.
2) Level V Russian or Kazakh language fluency
3) Knowledge of English is welcoming
4) Minimum of three years of successful experience in teaching Russian or Kazakh as a foreign language to adults at all levels
5) At least one year of successful experience in teaching Russian or Kazakh to adults with the U.S. government and/or other international organizations.
PROFESSIONAL SKILLS

1) Ability to work with others, flexibility, adaptability.
2) Eagerness to learn new methods and approaches.
3) Ability to identify specific needs of a student and adjust teaching technics accordingly.
4) Creativity, planning and inventiveness.
5) Materials development skills.
6) Organizing skills.
7) Knowledge about the country and its culture, local resources.
8) Awareness of their native language and appropriate dialect.
9) Ability to work in a cross-cultural environment.
10) A hard-working and responsible attitude.

CONTRACT

The Period of Performance under the contract will be one year from the start date of the award with an option to extend up to five years. This contract is for non-personal services and does not create employment rights with the U.S. Government whether actual, inherent, or implied. By agreeing to perform the services described in these specifications, the Contractor acknowledges that he/she is not, and will not become an employee of the U.S. Government. The Contractor further agrees that he/she will not bring any cause of action in any forum claiming that he/she has become an employee of the U.S. Government.

The award will be made to the responsible company/individual entrepreneur submitting the lowest price technically acceptable proposal based on demonstrated qualifications, experience and cost factors as contained in the initial offers without holding discussions, although USCG may hold discussions if there is a need to do so.