

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PEACE CORPS
AND
SAMTSKHE-JAVAKHETI STATE UNIVERSITY

This Memorandum of Understanding ("MOU") outlines the roles and responsibilities of the Peace Corps and Samtskhe-Javakheti State University with respect to their collaborative agreement to assign and support Peace Corps Volunteers and Peace Corps Response Volunteers (hereinafter collectively referred to as "PCRVs" or "Volunteers", or individually "PCRV" or "Volunteer") with Samtskhe-Javakheti State University in Georgia.

I. PROJECT/ACTIVITIES DESCRIPTION; ORGANIZATION

The Peace Corps and Samtskhe-Javakheti State University agree to collaborate on activities in the field of English education. A detailed description of the project/activities is contained in the attached Position Description(s). The project/activities will begin on or about September 21.

Each party to this MOU is a separate and independent organization. As such, each organization retains its own identity in providing services and each organization is responsible for establishing its own policies and financing its own activities, other than as described herein and/or in the attached Position Description(s). This MOU does not create any employment, partnership, agency, joint venture or other similar legal relationship between Peace Corps and Samtskhe-Javakheti State University, and neither Peace Corps nor Samtskhe-Javakheti State University has the authority to bind or act on behalf of the other. Nothing in this MOU constitutes authority for, involvement in, or approval of, any fundraising activities engaged in by the Samtskhe-Javakheti State University. The undertakings of the parties under this MOU shall be subject to the availability of funds. PCRVs shall at all times remain Peace Corps Response Volunteers and employees of Samtskhe-Javakheti State University shall at all times remain employees of Samtskhe-Javakheti State University during any period of collaboration between the parties. The use of the official seal, emblem or name of Peace Corps by the Samtskhe-Javakheti State University shall be allowed only with the prior written permission of Peace Corps pursuant to collaborative efforts specified herein and/or in the Position Description(s).

II. VOLUNTEER SELECTION AND ORIENTATION

A. Recruitment and Selection. The Peace Corps, will recruit and select PCRVs with the appropriate skills. Peace Corps' selection of PCRVs for the project/activities will be made after screening for language and technical skills, professional references, suitability for service, and legal and medical evaluations. The Samtskhe-Javakheti State University will fully entrust recruitment and selection of the PCRVs to the Peace Corps.

B. Training. The Peace Corps will provide PCRVs the attached Position Description(s) (or other Position Description(s) that may be written throughout the duration of this MOU) in the course of their training in Georgia. The Peace Corps staff in Georgia will provide to PCRVs a review of their benefits and obligations

as Peace Corps Volunteers; administrative, medical, and safety and security training; cross cultural training, technical training, and expectations regarding their Volunteer performances. Samtskhe-Javakheti State University will provide PCRVs with an orientation to the project/activities and the community to be served, an introduction to their organization and staff (including but not limited to the Samtskhe-Javakheti State University's policies and procedures), and performance expectations. In the event of a conflict between the Samtskhe-Javakheti State University policies and procedures and the Peace Corps' policies and procedures, the latter shall control. Unless otherwise agreed to by the Peace Corps, Peace Corps Volunteers will not be required to sign any waiver, release, confidentiality or any other agreement in connection with their service.

III. VOLUNTEER ASSIGNMENT

A. **Length of Assignment.** PCRV assignments under this MOU will be for a range of 6-12 months. A detailed description of the assignment is set forth in the attached Position Description.

B. **Extension of Assignment.** Extensions of service may be granted upon agreement of the parties and will be in accordance with Peace Corps policies and procedures.

C. **Early Termination of Assignment.** The Peace Corps may terminate the service of a PCRV pursuant to Peace Corps Manual Section 284, but will notify Samtskhe-Javakheti State University. The Samtskhe-Javakheti State University may request that the Peace Corps terminate a PCRV's assignment for poor performance or other good cause. Supporting documentation must be supplied to the Peace Corps by Samtskhe-Javakheti State University justifying any request for termination of a PCRV's assignment. The Peace Corps retains sole authority for any final decision regarding termination of any Volunteer assignment.

Samtskhe-Javakheti State University acknowledges that service in the Peace Corps is voluntary and that a PCRV may resign at any time. If a PCRV is unable or chooses not to complete the assignment established by this MOU and resigns mid-service, standard Peace Corps policies will apply. The Peace Corps will be under no obligation at any time to Samtskhe-Javakheti State University to replace a PCRV who resigns or is terminated.

IV. SUPERVISION OF VOLUNTEERS

A. **Supervision.** Supervision of the PCRV is shared between the rector of the Samtskhe-Javakheti State University and the Peace Corps Response Program Manager. Samtskhe-Javakheti State University will assume primary responsibility with respect to supervision on project/activities-related and job-performance issues and adherence to policies and regulations of the Samtskhe-Javakheti State University. The Peace Corps Country Director will assume primary responsibility for supervision of PCRVs with respect to Peace Corps policies, regulations, and benefits. Any disciplinary or similar action to be taken regarding any Volunteer shall be determined solely by the Peace Corps.

B. **Leave.** PCRVs accrue two days of vacation per month of service. PCRVs must request leave clearance from their Samtskhe-Javakheti State University supervisor and from the Peace Corps Country Director. PCRVs will earn annual leave pay in accordance with the Peace Corps' leave policy for Volunteers.

V. VOLUNTEER SUPPORT

A. The Peace Corps shall pay or otherwise provide to the PCRVs:

1. A monthly living allowance, an initial settling-in allowance, leave allowance, and a readjustment allowance, as provided by the Peace Corps Act and applicable Peace Corps regulations;
 2. All health-related and medical costs and services, including immunizations, primary and emergency care, medical evacuations, and, pursuant to the Federal Employee's Compensation Act, post-service benefits for injuries or illnesses incurred during Peace Corps service; and
 3. All Peace Corps-related travel (e.g., initial airfare to country, return airfare to home-of-record, travel required by the Peace Corps) and security evacuation travel.]
- B. Samtskhe-Javakheti State University shall pay for or otherwise provide the following:
1. [Appropriate housing at or near the work location/appropriate assistance regarding housing (see paragraph VI below);]
 2. Office/work space;
 3. Volunteer project/activities-related travel costs (transportation, per diem, accommodations) in amounts as determined by Samtskhe-Javakheti State University;
 4. Project/activities materials approved by Samtskhe-Javakheti State University for the project/activities and transport of such materials to work sites on a timely basis; and
 5. Other approved project/activities-related costs.

VI. HOUSING

Samtskhe-Javakheti State University will identify housing for PCRVs in Akhaltsikhe that meets the criteria for housing for Peace Corps Volunteers established by the Peace Corps program in Georgia (a copy of which is hereby provided to Samtskhe-Javakheti State University. Samtskhe-Javakheti State University's identification of housing for the PCRVs is subject to approval of the Peace Corps Country Director or designated staff member.

VII. SAFETY, SECURITY, AND HEALTH

PCRVs will not be assigned to work in areas determined "off-limits" by the United States Embassy or the Peace Corps Country Director in Georgia and will be prohibited from traveling in those areas unless expressly permitted to do so by the Country Director. The Peace Corps in Georgia has in place a volunteer support system to minimize safety risks as prescribed by Peace Corps policy. PCRVs will be included in the Peace Corps' Emergency Action Plan and contacted in the event that there is a personal or Peace Corps emergency. The Samtskhe-Javakheti State University will assist the Peace Corps, as necessary, by coordinating PCRV medical and emergency evacuations, facilitating communication between the PCRV and the Peace Corps, and contacting the Peace Corps in a medical or security situation in which the PCRV is unable to contact the Peace Corps. The Peace Corps will assume all health, medical and evacuation related costs.

VIII. TERM; RENEWAL AND EXTENSION; ADDITIONAL CHANGES

This MOU shall remain in effect for five years, from the date of signature, and may be renewed or extended in writing thereafter by mutual agreement of the parties. Either the Peace Corps or the Samtskhe-Javakheti State University may terminate this MOU by giving the other party thirty (30) days' prior written notice.

Any change, amendment, modification, or supplement to this MOU may only be made in writing signed by both parties. The English version of this MOU shall control.

IX. POINTS OF CONTACT

Samtskhe-Javakheti State University

Address: 113, Rustaveli str., Akhaltsikhe
Phone: (+995) 365 22 19 90
Contact Person: Gulnara Janova,
Associate Professor

The Peace Corps

Address: Vazha-Pshavela Ave. 29a
Phone: (+995) 32 2 24 12 24
Contact Person: Tamunia Chincharauli, Response
Program Manager

The parties have executed this MOU on the dates set forth below.

For Samtskhe-Javakheti State University,
by its Authorized Representative:

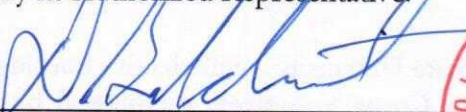


Maka Beridze
Rector
06.09.2018

Date




For the Peace Corps,
by its Authorized Representative:



Douglas Gilchrist
Peace Corps Acting Country Director
06-Sept-2018

Date





**POSITION DESCRIPTION
TEMPLATE**

GENERAL INFORMATION (TO BE COMPLETED BY PEACE CORPS IN-COUNTRY STAFF):

PCRV Position Title:	English Language Teacher Trainer
Country:	Georgia
Site Location:	Akhaltzikhe, Samtskhe-Javakheti
# PCRVs Requested:	1
In Country Arrival Date:	September 10, 2018
Length of Assignment:	8 month
Sector:	Education

SECTION 1 (TO BE COMPLETED BY PARTNER ORGANIZATION AND REVIEWED BY POST STAFF):

Partner Background:

Partner Organization Name:	Samtskhe-Javakheti State University (SJSU)
Organization Type:	Higher Educational Institution – Legal Entity of Public Law (LEPL)
Organization's Mission and Goals:	<p>Goals:</p> <ul style="list-style-type: none"> • Prepare qualified specialists in respective fields of specialization; • Prepare competitive workforce for constantly changing Georgian labor market by introducing modern teaching methods, promoting research, developing educational programs oriented at continuous improvements; • Create an attractive environment for students and academic staff at the University and ensure full academic freedom for students and academic personnel in choosing fields.
Name and Title of PCRV Counterpart:	<p>Murvanidze Maka - Assistant Professor Naskidashvili Rusudani – Invited Teacher Guranda Modebadze – Invited Teacher Zedginidze Marika – Invited Teacher Bagdasariani Ana- Invited Teacher</p>
Other primary stakeholders (if any):	ETAG Akhaltsikhe – Akhaltsikhe Branch of English Teachers' Association of Georgia

Project Background:

Samtskhe-Javakheti State University (SJSU) was founded as the Akhaltsikhe Branch of Ivane Javakishvili Tbilisi State University in 1990. On October 3, 2012, the Non-profit, Non-commercial Legal Entity of Public Law (LEPL) Samtskhe-Javakheti State Teaching University was established and later it was granted the status of a Higher Educational Institution.

There are four main faculties at the University: Education Humanities and Social Sciences; Business Administration; Law; and Engineering, Agrarian, and Natural Sciences.

English language is taught as a Major and Minor in the Faculty of Education, Humanities and Social Sciences, Department of English Philology. English is an obligatory subject for the students of all faculties. Thirteen English teachers conduct classes for students, among them two associate professors, one assistant professor and eleven invited teachers.

One of the main goals of the University is to support students' employability by providing English Language and other professional skills development opportunities.

Samtskhe-Javakheti region needs young specialists who can demonstrate increased proficiency in English. It is very important for local youth to have strong English skills, in order to develop their careers and find employment opportunities. It is also very important for students to develop other skills such as: critical thinking, presentation, etc. The PCRV's help will be needed in improving English language skills of students through classroom engagement and offering extra-curricular activities to further build English along with other professional skills.

The University has academic staff who strive to make the learning and teaching process more student-oriented. Modern approaches to classroom management and resource development in English language teaching are some very important areas where teachers need to develop professionally. English Teachers of the region lack good lesson planning, communicative language lesson delivery, English teaching resource development, and technology usage skills. The PCRV's help will be needed in supporting teachers to strengthen their student centered approach and use modern methods, including technology in the classroom.

One of the stakeholders of this project is ETAG - English Language Teachers' Association of Georgia, Akhaltsikhe branch. ETAG Akhaltsikhe serves University and school English teachers of Samtskhe-Javakheti region to improve English teaching practices and professional skills through Sunday workshops that are held twice a month. One of the areas where ETAG needs support is in student preparation for National Exams. Specifically, school students have challenges in writing persuasive essays. The school teachers struggle with essay writing methodology and need support in improving students' writing skills. Workshops in writing and other areas of need will be very helpful in promoting English language skills development

among students.

Additionally, the University has an American Studies Center. The English Philology team wants the Center to become more attractive for students and teachers. The PCRV's help will be needed in brainstorming ideas for reviving the Center and where possible developing projects/project proposals for supporting the further development of the American Studies Center.

Role of the Volunteer and Duties & Responsibilities:

- Identify the classes in which the PCRV will co-teach with English Language teacher counterparts and develop a work plan/class schedule with English Teacher counterparts and a supervisor;
- Co-teach English Language classes with teacher counterparts;
- Identify professional development needs of students in English Language, critical thinking, presentation, or other skills;
- Co-develop and implement club, or any other extracurricular activity, according to the needs of students and English Language Program;
- Co-design and deliver trainings/workshops in modern teaching methodologies for University and school English teachers;
- Support ETAG Akhaltsikhe in preparing and conducting workshops for teachers, as needed;
- Support the University to conduct a needs assessment for further development of the American Studies Center or other initiatives of English Language program;
- Support the University in project design and proposal writing, submitting projects to donors, as needed.

Volunteer Deliverables (by end of assignment):

- Increased students' English language capacity through co-teaching with local teachers;
- Developed and implemented at least one extracurricular activity for improving students' English language or other professional skills, as needed;
- Developed and implemented workshops for local schools, University teachers and ETAG members in modern and innovative teaching methodologies with a focus on classroom management, lesson planning, student centered and communicative approach, essay writing skills, and use of technology;
- Supported further development of the American Studies Center or other English language initiatives through donor funded grants and/or use of local resources.

Mandatory Qualifications:

- Degree in English Education, TESOL, or related
- Strong Experience in teaching English to adults (University students)
- Experience in English teacher professional development workshops/trainings
- Strong desire and initiative in developing extracurricular activities for students
- Desire and ability to develop grant proposals
- Communicative
- Ability to show initiative
- Flexible and self-starter

Desired Qualifications:

- Experience working in countries in transition
- Communicative Russian language skills
- Experience teaching English to adults

Working Conditions:

The University is located in the city of Akhaltsikhe. It takes around 15 minutes to walk from the city center to the University.

The PCRV will work with a Supervisor, Gulnara Janova, who serves as the Head of the English Philology Department, Associate Professor, and Head of Akhaltsikhe ETAG. The PCRV will also work with multiple Counterparts: Maka Mirandize who is an Assistant Professor and Teona Zhuzhunadze who is an Invited Teacher, as well as approximately five or six English Language teachers.

Counterparts work about 15 hours a week. The supervisor is at the University three days a week.

The PCRV will have a workplace, access to a computer and internet. Other PCRVs found it helpful to bring their laptops for work purposes.

SJSU is located in the south of Georgia in a multicultural and multi-religious region. The students come from different cultures and ethnicities such as: Armenians, Greeks, Azerbaijanis, and Russians.

The University collaborated with Peace Corps at various points from 2003 to 2013. Two-year Volunteers helped to develop the curriculum of the English Language Program. PCVs actively participated in American Studies Centre activities, such as: Speaking Club, Cinema Club, and holding students' mini conferences. The PCVs also actively collaborated with ETAG Akhaltsikhe. From 2014 till 2016, English Philology Department has also hosted the Fulbright Program.

SECTION 2 (TO BE COMPLETED BY PEACE CORPS IN-COUNTRY STAFF):

Position Specific Housing & Living Conditions:

The PCRV will be living with a host family in Akhlatsikhe. The PCRV will have their own separate room, which complies with Peace Corps standards.

Position Specific Safety and Security:

The PCRV will receive a comprehensive safety and security briefing during orientation with Peace Corps. It is critical that PCRVs use caution and common sense and follow the security guidelines developed by **Peace Corps Georgia**. Further information on safety and security can be found in the welcome materials upon acceptance.

Volunteers who may be LGBTQ should be aware of the following issues in Georgia. Georgia is a very traditional, male dominated country where the community is organized on patriarchal lines - LGBTQ issues and lifestyle are not visible or accepted. Georgians and males, in particular, may be violent toward LGBTQ individuals. LGBTQ Volunteers are discouraged from sharing their sexual orientation with host country nationals across the country including in the capital city as it presents serious security risks. PCRVs may be tempted to search online for various LGBT clubs or an LGBT community in the capital city, however, affiliation with such groups or places have a high probability of security problems. PC Response Volunteers are strongly encouraged to not participate in activities that specifically promote LGBTQ rights in Georgia owing to safety and security risks this would entail.

Supervision Requirements:

The Peace Corps Response Volunteer will report to the Peace Corps Country Director or his/her designee; in Peace Corps Georgia, the Response Program Manager (RPM) is the designee and all PCRVs report to the RPM. A PCRV will be expected to abide by all Peace Corps rules and regulations. The PCRV will also be expected to report to a designated point of contact within the partnering organization on a periodic basis to be discussed during orientation with the partnering organization.

Tamunia Chincharauli, Response Program Manager, will be responsible for supervising the work of the PCRV(s) that will work on this assignment. Since PCRV service is short and targeted at specific outcomes, the Response PM has established a system of weekly and biweekly check ins with PCRVs, in order to support a smooth transition from training into work at site, and support PCRVs and counterparts in their close and effective collaboration towards achieving the goals and objectives outlined in PD. PCRVs will be required to complete reports using Peace Corps' online Volunteer Reporting system. Reports must be completed and submitted according to a schedule determined by the Program Manager.

Pre Service Training:

PCRVs will have a two-week training in the Peace Corps Office. During the pre-service training, Response Volunteers will have sessions on Peace Corps Georgia history and country overview, Peace Corps policies and regulations, medical and safety and security, administrative policies and procedures, Georgian culture, and survival Georgian language training. They will also have individual sessions covering discussions of the assignment, working and living conditions, and project/agency specific information.

Safety and Security:

The PCRV will receive a comprehensive safety and security briefing during orientation with Peace Corps. It is critical that PCRVs use caution and common sense and follow the security guidelines developed by **Peace Corps Georgia**. Further information on safety and security can be found in the welcome materials upon acceptance.

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Administrative:

Funding (check one):	<input type="checkbox"/> PEPFAR <input checked="" type="checkbox"/> Appropriated <input type="checkbox"/> Other:
Please indicate whether or not you would be willing to create an additional PCRV position for an accompanying spouse??	No
Does the Peace Corps Response position align with a current Peace Corps Volunteer project at post?	The project is in line with the Response Program priorities for FY17-19. The project also complements post's EE project.
If, no please explain:	
Peace Corps Response Recruitment and Placement Specialist	