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**Position: Quality Assurance Consultant**

**Latin America and Caribbean (LAC) Reads Capacity Program (LRCP)**

August 2020

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| **Project:** | Latin America and Caribbean Reads Capacity Program (LRCP) |
| **Period of Performance:** | September 1, 2020 – January 30, 2021 |
| **Position:** | Quality Assurance Consultant |
| **Location:** | Remote with regular face-to-face meetings/ Port-au-Prince, Haiti  |
| **Level of Effort:** | Maximum of 30 days – the consultant will be called on as needed to review materials and to provide feedback. They will charge for time spent on requested tasks. |
| **Scope of Work:** | Quality assurance for grade 4 scope and sequence and corpus of vocabulary (Creole and French) |

**American Institutes for Research Background:**

The American Institutes for Research ([AIR](https://www.air.org/)) is one of the leading behavioral and social science research organizations in the world. AIR is a collaborative organization that works with clients to examine a wide range of projects from early childhood development to adult education. We pride ourselves in conducting high-impact, high-stakes projects for significant federal, state, and private organizations. AIR's vision is that research-based problem solving can improve the lives of all people.

**LAC Reads Capacity Program (LRCP) Haiti Background:**

The USAID/LAC Reads Capacity Program (LRCP) seeks to increase the impact, scale, and sustainability of early grade reading interventions in Haiti. The 5-year regional LRCP, implemented by the American Institutes for Research (AIR) under the United States Agency for International Development (USAID) Cooperative Agreement No. AID-OAA-A-14-00058, seeks to intensify, deepen, and expand its work in Haiti. The LRCP team has been providing technical support which lead to sustained, systematic improvements in early grade literacy (EGL) capacity in Haiti. The LRCP team provides technical support by building capacity in curriculum and materials development in the Ministère de l’Éducation Nationale et de la Formation Professionnelle (MENFP), whose work focuses on teacher training, higher education institutions, and other education sector stakeholders including national instructional materials creators and printers, thus leading to sustained, systematic improvements in EGL capacity in Haiti.

The position will report directly to the Field Project Director and will work in collaboration with the LRCP Project Director and the various early grade literacy specialists and local partners.

**POSITION SUMMARY:** The Quality Assurance Consultant will be responsible for reviewing the grade 4 scope and sequence and corpus of vocabulary in Creole and French in order to ensure the quality of the products.

**ESSENTIAL CONSULTANT FUNCTIONS:**

1. Conduct quality assurance at key points during the grade 4 scope and sequence development process for Creole and French;
2. Provide quality assurance for the grade 4 corpus of vocabulary development in Creole and French;
3. Review and provide feedback on key deliverables for improvement;
4. Participate in workshops with the USAID mission, the Ministry of Education (MOE) and other stakeholders regarding the scope and sequence development;
5. Help to address USAID’s, the MOE’s, and other partners’ comments in the products;
6. Perform any other tasks related to his/her work as required by the project.

**QUALIFICATIONS:**

* Master’s degree or PhD in education studies, bilingual education, linguistics, early grade reading or relevant fields;
* 15-20 years of experience leading bilingual education and/or early grade reading programs;
* Extensive experience in curriculum development;
* Extensive experience with literary content development;
* Experience with previous USAID projects;
* Strong knowledge of the Haitian educational context;
* Mastery of French and Creole is required;
* Experience with book publishing is a plus;
* Previous experience with the LacReads Haiti project is highly preferred;
* Teaching experience, particularly in the Haitian context, is a plus;
* Experience with the MENFP is highly desirable.

**How to apply**

In English or French, email your **CV** including contact information and your **daily consultancy rate in gourdes** to Elmire Petit-De Brice at epetitdebrice@air.org and Rachelle Mathurin at rmathurin@air.org with the subject "Quality Assurance Consultancy”. This posting is open until August 26, 2020