



**U.S. EMBASSY
JAKARTA**



Modification 1 Date: November 28, 2022

Dear **M. Arif Rahman Hakim**,

Congratulations, you have been selected to serve as a Master Trainer for the U.S. Embassy-sponsored English Language Teacher Training (ELTT) Program. The ELTT is a 13-month program (May 2022 – May 2023) funded by the Embassy in Jakarta's Regional English Language Office and supported by the Ministry of Religious Affairs. World Learning, a global development and exchange NGO, will implement the program. The ELTT program will enhance the capacity of madrasah and pesantren English language educators across Indonesia through a scalable, multi-stage cascade training program model through the training of Master Trainers, trainers, and madrasah, and pesantren teachers.

As a Master Trainer, you will recruit, train, and mentor five trainers so they are able to effectively recruit, train, and mentor five local madrasah and pesantren teachers in completing a blended program comprising online courses from National Geographic's ELTeach series, and in-person workshops. The World Learning Research Team will support you in carrying out and sharing research focused on the program.

The role of Master Trainer is designed as professional development for you personally and to benefit your university. Additionally, we will acknowledge your work with a 15,241,528 IDR honorarium and a 1,941,596 IDR stipend for snacks, beverages, and materials for hosting the final celebration for the trainers and teachers in your group. We will provide you with a six-month subscription to the online application, Dedoose, which will enhance your ability to organize, analyze, and present research data.

You met the Education Advisor, Lois Scott-Conley, for World Learning during the Master Trainer interview. In addition to Lois, the World Learning Program Manager is Holly Marvin, and the Research Lead is Donald Freeman. We are all very excited to work with you and the other Master Trainers to provide a successful program and impact positive change in the communities involved. Next week we will set up a Master Trainer WhatsApp group to facilitate community building and sharing of information.

We understand that, as senior faculty, you have many responsibilities at your university. Please feel free to share this letter and/or the Master Trainer Scope of Work with the university officials. Additionally, we are attaching a letter of support for this program from the Ministry of Religious Affairs that we encourage you to share. Please carefully read the Master Trainer Scope of Work. **You must sign and email the page to me by end of day, Sunday, December 4, 2022.**

Congratulations and thank you for your commitment to education and service to the madrasah and pesantren communities.



Master Trainer Scope of Work

Training of Master Trainers

May 5 – June 1, 2022: Introduction to ELTeach

Attend with audio and video, two Zoom sessions: May 5 and May 19, 7:00-9:00 PM

Complete independent tasks as assigned: e.g., do parts of the online course, read workshop plans, post responses to prompts in WhatsApp.

Spend between 5-7 hours per week

June 6 – 11, 2022

Attend the six-day in-person training in Jakarta, which will prepare you to deliver the Training of Trainers and include workshops on designing your research questions.

Training of Trainers

By June 15, 2022, recruit four faculty members who meet the provided criteria to be program trainers.

July 1–31: Introduction to ELTeach

Lead trainers in the prepared online Training of Trainers program delivering two in-person sessions, sharing tasks, supporting the recruitment of local teachers, and facilitating online discussion on WhatsApp. This will take an average of five to six hours a week, with the Zoom session weeks taking more time and the other weeks taking less.

By August 8

Arrange training space at your university and complete a five-day in-person Training of Trainers for your trainer team following the prepared curriculum and materials.

Ensure your trainer team has recruited five appropriate local teachers.

Teacher Training

Between August 15–20

Attend with your training team and their Learning Hubs, a virtual Opening Ceremony to launch the blended ELTeach Learning Hubs.

End of August – late December

Provide support for your training team as prescribed, 1-3 hours a week

Research done with support from the Research Team

Create a research plan in advance of the Teacher Training

Collect data between August and December

Analyze data and present it at an Impact Conference in March

Draft a paper or article to be submitted for publication/presentation

Host a Final Celebration

Between December 20, 2022 and January 31, 2023, host a final celebration for the trainers and teachers in your group. We will provide you with a stipend for food and drinks and to print certificates.

Program Evaluation

By the end of May 2023, complete a program evaluation survey and share your recommendations for future iterations of the program.



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U.S. DEPARTMENT OF STATE
**REGIONAL
ENGLISH
LANGUAGE
OFFICE**



I commit to carrying out the activities above in the timeframe detailed.

Signed 
ARIF EL SIRADI

Date **1 December 2022**

Print your name: **M. Arif Rahman Hakim**