



REQUEST for PROPOSALS

Online Curriculum Development for Enhanced Language Training for Internationally Trained Professionals Consulting Services

Background:

COSTI Immigrant Services seeks an experienced curriculum writer to update and expand the existing on-line training module on Moodle for the Enhanced Language Training (ELT) program for Internationally Trained Professionals. Online training modules are a key component of COSTI's ELT program.

The content of the Business English for ELT module covers key aspects such as Business Communication, Business Writing and Workplace Culture, and is designed to enhance learners' success in accessing gainful employment and job maintenance. The Business English for ELT module requires review, updates and new module development to ensure the content remains reflective of newcomers' needs, evolving trends in business communication, use of social media and workplace culture. The content development work is expected to include creating modules and lesson plans that will be aligned with Canadian Language Benchmark (CLB) **levels 6-7**, complemented with skill-building and skill-using activities as well as the assessment tasks.

This project is funded by Immigration, Refugees and Citizenship Canada (IRCC).

*This project aims at updating and enhancing the existing ELT Business English modular content areas:

Business Communication
Business Writing
Workplace Culture

***The consultant(s) could select to work on the online modules for one or multiple sectors in this project.**

Scope of Work and Deliverables:

The consultant(s) could select to work on one or multiple modules:

For each of the modules, the consultant(s) will:

- Review the existing Business English for ELT course content on Moodle to identify gaps
- Create and develop new content including module/lesson plans with skill-building, skill-using activities and assessment tasks
- Update the Agenda/Overview to align with the learning objectives in each weekly module
- Include supporting instructional resources
- Incorporate adult education principles and teaching English as a Second Language principles

*All deliverables should include supporting instructional resources and provide complete references for all cited materials. Copyright law should be followed when using citations, audio and visual materials as well as images.

Project Timeframe:

- Modules for Week 1 to Week 3 to be completed by the end 2nd Week of the Project
- Modules for Week 4 to Week 6 to be completed by the end of the 4th Week of the Project
- Modules for Week 6 to 9 to be completed by the end of the 6th Week of the Project

All supporting documentation and additional references to be completed by the 7th Week of the Project

Budget

The total available budget is \$13,000 (HST included) for each of the online module content selected.

Responsibilities

- Review existing online training module to identify gaps for curriculum enhancement and development
- Write curriculum directly into the LMS (Moodle) targeting participants at Canadian Language Benchmarks (CLBs) 6-7
- Each weekly module will be aligned with PBLA requirements to include objectives and level outcomes for all four skills (listening, speaking, reading and writing) as identified in the Revised Canadian Language Benchmark document (2012)
- Each weekly module will include the lesson plans, based on real-world task goals, and complemented by skill-building and skill-using activities as well as the assessment tasks
- Each weekly module will include additional reading materials, resources and web links
- Provide a summary of all online course content added or modified, with a brief description and links to the added resources and activities
- Include and provide complete references for all cited materials added
- Follow copyright law for citations, audio and visual materials and use of images
- Provide weekly updates on the progress of the project via emails
- Meet with the project's designated contact as needed for progress monitoring and course adjustments

Response Format

In preparing for submission, all bidders must contact the Language & Skills Training General Manager, Snezana Gabric at Snezana.Gabric@costi.org to obtain a *temporary enrollment key* and review the existing ELT online training modules. The existing content and format are the basis upon which the RFP work will build.

In submitting a written response to this RFP, the consultant(s) will:

- Specify which CLB level range Business English for ELT module the proposal is responding to
- Outline their understanding of the project goals, objectives and deliverables and set out their proposed work plan to achieve the same. The work plan should include any qualifications on the scope of work projected to be delivered, limitations and assumptions
- Provide reference examples of comparable assignments conducted and contact information for two clients for phone references
- Provide a CV for yourself / your firm referencing the scope of your consulting practice and professional specialties
- A total and breakdown in fees showing time attributed to each deliverable and the applicable daily rate. A proposed schedule for fee payments should be included including all applicable taxes.
- This call assumes the consultant will work out of his/her business premises. COSTI will arrange access to the LMS as required.

The submission deadline by email is **4:30 pm, March 1st, 2021**, to the attention of:

Snezana Gabric, General Manager,
Language & Skills Training Services,
Toronto & Peel Region
COSTI Immigrant Services
Snezana.Gabric@costi.org

Selection Process

The selection committee will review submissions, select and if deemed necessary, interview semi-finalists based on their comprehension of the project goals and objectives, relevant experience and cost. Reference checks will be made on the finalist before offering a contract. COSTI may choose not to accept any consultant from those submitting and is not bound to select the lowest bidder.

All work products and research developed for this project will remain the sole intellectual property of COSTI.