



REQUEST FOR PROPOSAL
Curriculum Development for Enhanced Language Training for
Internally Trained Education Professionals
Consulting Services

Background

COSTI Immigrant Services is inviting responses from consultants to develop a sector specific language training curriculum for the Enhanced Language Training (ELT) program. The ELT program combines sector specific workplace language training (Canadian Language Benchmark Levels 6+) with employment preparation and work placement. Participants in the ELT program are newcomers who have been foreign trained and intend to either re-start their careers or channel their job search efforts toward related occupations and professions to which their skills can be transferred. The goal is to assist participants in accessing gainful employment and job maintenance. The ELT program is funded by Immigration, Refugees and Citizenship Canada.

What we need:

The objective of this assignment is to **update pre-existing online curriculum to align with Canadian Language Benchmark (CLB) levels 7 to 9** that is workplace oriented to prepare participants **for employment in the Information and Technology (IT) sector**. The content should reflect the essential skills for effective communication in the IT sector. The outputs should also reflect the learners' ability profile for CLB levels 7 to 9 and align with the competencies and level outcomes identified in the Revised Canadian Language Benchmarks 2012 and the LINC Curriculum Guidelines 2002.

Deliverables:

1. Update curriculum to incorporate current reading materials, resources and links, audio and visual aids where appropriate, as well as language and terminology exercises, forums, quizzes and assignments for each weekly module.
2. Update the existing IT on-line training modules in the areas of professional accreditation, and standards of practice and professional associations
3. Update the curriculum and enhance language skills for successful job search as well as effective communication in the workplace
4. Update the curriculum to align language skills with the essential skills required in the Information Technology sector and labour market information
5. Expansion of content and links to useful Websites in module 7 – Information and Technology trends and Module 9 -Social Media.
6. Enhance and develop course overview including specific goals and objectives for each weekly module.

1. The content should include but not limited to:

- a) Target language competencies (by CLB levels) for listening, speaking, reading and writing in support of the modular objectives
- b) Language focus items (grammatical, textual, functional and sociolinguistic) and strategic competence in support of achieving the objectives in each module

We are looking for a consultant who:

- Is experienced in curriculum development
- Has in-depth knowledge of the Canadian Language Benchmarks English as a Second Language for Adults 2012
- Is knowledgeable about TESL theory, methodology and best practices in adult second language instruction
- Is knowledgeable about workplace language skills development, classroom delivery and evaluation
- Has understanding of the work environment and expectations in the Information Technology sector and related occupations
- Is familiar with the issues faced by internationally educated professionals in accessing the Canadian labour market

Project Timeframe:

1. Modules for Week 1 to Week 3 to be completed by February 19, 2018
2. Modules for Week 4 to Week 5 to be completed by March 3, 2018
3. Modules for Week 6 to 9 to be completed by March 16, 2018
4. All supporting documentation and additional references to be completed by March 30, 2018

Please send a succinct proposal by 4:30 pm on February 15, 2018 including:

- A CV of the consultant(s) and reference examples of curriculum development projects and comparable assignments conducted. The CV should include contact information for two clients for references by phone
- A proposed workplan to achieve the deliverables. The workplan should outline the scope of the work products to be delivered and the timeline.
- A total and breakdown in fees by the 3 Phases of Deliverables outlined above including all applicable taxes, showing time attributed to each Phase and the applicable daily rate.
- A proposed schedule for fee payments
- Assumptions

The submission deadline is February 15th 2018, 4:30 pm with delivery by mail or email to the attention of:

Janet Hallett, General Manager, Language & Skills Training Services, Toronto and Peel
COSTI Immigrant Services
North York Centre 1700 Wilson Avenue
Toronto Ontario M3L 1B2
Email: Janet.hallett@costi.org

Selection Process

The selection team will review submissions, select and if deemed necessary, interview semi-finalists based on their comprehension of the project goals and objectives, knowledge of the Information Technology sector, relevant past experience and cost. 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.