REQUEST for PROPOSALS

Researcher and Curriculum Writer/Online Content Developer

Introduction to the Workplace Curriculum Project
Consulting Services

Background:

COSTI Immigrant Services seeks an experienced researcher and curriculum writer/online content developer who will conduct studies and analyses of online learning materials, and source data leading to the development of employment-related e-curriculum units for the Onyx learning platform as part of the Introduction to the Workplace Curriculum project.

The Introduction to the Workplace Curriculum project is funded by the Ontario Ministry of Labour, Training and Skills Development, and it aims to develop an employment-related language training e-learning curriculum for the Onyx learner management system (LMS). The project will develop curriculums for Canadian Language Benchmarks (CLB) 2/3 & 4/5 and will focus on themes such as Rights and Responsibilities, Canadian Workplace Culture and Cultural Norms.

The content development work is expected to produce e-curriculum units, aligned with Canadian Language Benchmark (CLB) levels 2-3 and 4-5 and complemented with skill-building and skill-using activities as well as the assessment tasks.

Scope of Work and Deliverables

The researcher will:

- Set research goals based on the project objectives
- Review the existing e-learning materials on Onyx and Tutela to identify gaps
- Specify employment-related topics for curriculum development
- Source data for the content development of twelve curriculum e-units

The curriculum writer/content developer will:

- Set Unit Objectives, Description and Outcomes
- Deliver Series of Learning Objects (for learners)
- Deliver Unit Plan, Assessment Task and Feedback Form (for instructors)
- Deliver Unit Transcripts (video transcripts/audio recording)

*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

Researcher:

- Research of Onyx, Tutela and other online learning platforms
  June 7-June 18, 2021
- The final report containing gap analysis and data sources
  June 21-July 2, 2021

Curriculum Writer/Content Developer:

- A curriculum e-unit *Right and Responsibilities* to be developed
  July 5 to August 6, 2021

- A curriculum e-unit *Canadian Workplace Culture* to be developed
  August 9 – September 10, 2021
- A curriculum e-unit *Cultural Norms* to be developed
  September 13 – October 15, 2021
- Final editing of all three units to be conducted from February 14 to February 25, 2022.

Budget

The total available budget for the research project work and the curriculum e-unit development including final editing is **$43,500** (HST included).

We are Looking for a Consultant Who

- Has at least 2 years of experience facilitating course delivery on the Moodle platform
- Has at least 1 year of experience adding interactive activities in Moodle, including the following: H5P, Quiz, Assignment, SCORM
- Has at least 2 years of experience adding standard resources and activities into a Moodle course, such as Glossary, Forum, Feedback, Choice, Label, Page, URL, File, Folder
- Is able to integrate media assets (audio, video, images) into various Moodle activities and resources
- Is able to set up activities in Moodle grade book
- Has experience adding resources and activities into a Moodle course, such as Wiki, Poodll, Checklist, Book, Lesson, Game, Hot Potatoes, Chat, Big Blue Button
- Able to work independently and research the Web to find solutions to Moodle and other challenges
- Able to work within a team and communicate clearly
- Able to advise non-technical team members on the most suitable media and technology for LMS
- Able to advise writers on content specifications to ensure they can be successfully integrated into LMS
- Able to help establish and follow an efficient workflow in coordination with other team members, such as graphic designers, content writers
- Able to apply guidelines and standards to work, including a quality control review

Responsibilities

Research:

- Conduct research of Onyx, Tutela and other online platforms, including a review of existing e-units to identify gaps for curriculum development
- Conduct data requests in support of developing employment-related e-unit in Onyx
- Following a thorough analysis of existing employment-related units, develop a report recommending key topics for curriculum development

Curriculum Writer/Content Development:

- Write curriculum units directly into the LMS (Moodle) targeting participants at Canadian Language Benchmarks (CLBs) 2-3 or CLB 4-5.
- Ensure that each curriculum unit is aligned with PBLA requirements, including objectives and level outcomes for all four skills (listening, speaking, reading and writing) as identified in the Revised Canadian Language Benchmark document (2012).
- Ensure that each curriculum unit includes the lesson plan, based on real-world task goals, and is complemented by skill-building and skill-using activities as well as the assessment tasks and the feedback form.
- Verify that each curriculum unit includes transcripts for videos/audio recordings.
- 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 curriculum 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* to access the Onyx learning platform.

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

- 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 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 Onyx platform as required.

The submission deadline by email is **4:30 pm, May 31, 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.

COSTI will only consider applications by independent consultants.

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