



REQUEST FOR PROPOSAL

Online Curriculum Development for Enhanced Language Training Pathways to Trades Program Consulting Services

About COSTI:

Established in 1952, COSTI Immigrant Services is a community-based diverse organization providing employment, education, settlement, skills training, and social services to new Canadians and individuals in need of assistance. COSTI is committed to creating a community where there is respect and equity for all. The integration of non-discriminatory and anti-racist principles and practices is fundamental to operationalizing principles of social justice and support of COSTI's Vision and Values.

With a staff of over 450 people speaking more than 68 languages, COSTI strives to ensure that all individuals, regardless of language, cultural, or financial barriers, are allowed to use their existing skills, learn new ones, and participate in all aspects of Canadian life.

Background:

COSTI Immigrant Services seeks an experienced online curriculum writer to develop Moodle-based modules for our online Enhanced Language Training Pathways to Trades Program. The content of the modules will cover labour market information, industry trends, accreditation pathways, sector-specific language use, and case studies. It includes relevant online resources as well as links to government and professional websites. The goal of the program is to assist participants in obtaining and maintaining employment in the construction and maintenance industries.

1. Project Scope:

The content development project will focus on creating online sector-specific units targeting the Construction and Maintenance sectors. The project will include curriculum development, piloting, and final editing. The project will assume hiring external consultants.

2. Project Deliverables:

The consultant(s) will develop a 9-week/45-hour asynchronous online course content on the LMS (Moodle). The online course module will comprise nine units:

- Roles and Responsibilities/Types of Jobs in Construction & Maintenance
- Occupational Health and Safety
- Working in a Unionized vs. Non-unionized Environment
- Understanding WHMIS and Working at Heights Training
- Worker Rights and Responsibilities
- Incidents at Work: Role of the Ministry of Labour/WSIB
- Understanding Workplace Culture & Workplace Communication

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- Job Search Tools – Cover Letter & Resume, Interview Skills, Networking, Job Boards
- Starting a Small Business

The consultant(s) are expected to:

- Write curriculum content in the Online Module on the LMS (Moodle).
- Ensure the modular content and activities are aligned with the current labour market information, industry trends, and accreditation pathways for each sector, including career options, sector-specific language, case studies, and job search-related resources
- Follow Adult Education learning theories and Teaching English as a Second Language principles.
- Break down complex concepts and ideas related to the course content into smaller and more manageable parts.
- Include multi-media materials, resources, and activities in each weekly module, as well as assignments to check participants' understanding.
- Include content and activities that will appeal to different learning styles and resources relevant to various sector occupations in each weekly module.
- Incorporate formative assessment tasks in each module.
- Develop overall course learning goals that should be broken down into learning objectives in each module and are reflected in the assessment tasks at the end of each module.
- Develop an agenda and overview to align with each module's learning objectives.
- Include the sector terminology glossary.
- Provide an updated sampling of current resumes and cover letters from across the main job categories of the sector.
- Include 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 email.
- Meet with the project's designated contact as needed for progress monitoring and course adjustments.

3. The requested funds should not exceed \$21,778.26 (HST included) for the development of the Construction & Maintenance Online Module

4. How to prepare and submit a proposal in reply to this tender.

In preparing for submission, all bidders may contact Hala Bastawros, E-learning Manager, at Hala.Bastawros@costi.org for clarification or questions.

Submissions should be presented in a digital file (Word, PDF, etc.) format and must include the following elements as part of their proposal:

- **COVER LETTER**
Briefly describe the proposed plan and share relevant experience and qualifications.

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- **CONTACT INFORMATION**
Provide the applicant's full name, organization (if relevant), contact information, including business address, phone number, email, and website (if applicable).
- **CURRICULUM DEVELOPMENT EXPERIENCE**
Provide brief narrative examples of the applicant's experience with other organizations seeking this type of curriculum development services. Provide reference examples or access to products that the applicant developed in similar projects.
- **SCOPE OF WORK**
Provide a concise proposal that outlines how the applicant intends to provide the services requested in this RFP. Describe the process for conducting the necessary assessment, ethical considerations, outputs, and a tentative timeline/work plan for implementation.
- **BUDGET**
Provide a proposed budget for the scope of work, including an estimated number of hours. As part of the proposed budget, list each individual who may perform services and their title, the proposed hourly rate, and the level of involvement anticipated for each component. Please identify the expected required hours to fulfill this RFP.

All costs and fees must be clearly described in each proposal. The applicant must be responsible for delivering the entire project and not outsource or contract any work to meet the requirements contained herein. Submissions which call for outsourcing or contracting work will not be considered.

Additionally, all costs included in the proposals must be all-inclusive, including applicable taxes.

- **REFERENCES and/or TESTIMONIALS**
Provide references and/or testimonials from two previous clients, preferably those who have utilized the applicant's services on curriculum development.

5. Competencies:

- Understanding of Adult Education learning theories and Teaching English as a Second Language Principles.
- Familiarity with the labour market and professional resources of the selected sector.
- Experience in content writing and activities development on Moodle

6. Timeframe:

This project is to be completed by **August 30, 2023**

7. Proposal Evaluation Criteria

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COSTI will evaluate all proposals based on the following criteria, and to ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: the proposed plan must meet the scope and needs included herein and be presented in a clear and organized manner;
- Organizational and individual experience: applicants will be evaluated on their organizational and individual experience as it pertains to the scope of this project;
- Previous work: Applicants will be evaluated on examples of their work pertaining to the delivery of similar services, reports, and/or plans, as well as client testimonials and references;
- Value and cost: Applicants will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project;
- Priority consideration will be given to applicants familiar with the work of COSTI. Please indicate in your application your knowledge and familiarity with our work.

8. Application deadline

All proposals in response to this RFP are **due no later than June 22, 2023, at 11:59 PM EDT**. Any submissions received after this date and time may not be considered. All proposals must be signed by an official agent or company representative submitting the proposal.

Applicants should submit their proposal to:

Hala Bastawros, E-learning Manager, at Hala.Bastawros@costi.org

[Click here to learn more about COSTI's Programs and Services.](#)

[Read about COSTI's Board of Directors here and our Leadership Team here.](#)

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