



**REQUEST FOR PROPOSAL**  
**Curriculum Development on Indigenous Peoples for**  
**Language Instruction to Newcomers of Canada**  
**Consulting Services**

## **Background**

COSTI Immigrant Services is inviting responses from consultants to update and enrich an existing language training curriculum on Indigenous Peoples for the Language Instruction to Newcomers of Canada (LINC) program and to adapt it for online delivery. We are seeking to provide information about Indigenous histories, cultures, perspectives and contributions. The current Indigenous Peoples curriculum covers Canadian Language Benchmarks (CLBs) 2, 3, 5, 6, 7/8. The existing curriculum has one Module Plan for each of the aforementioned levels. Some Lesson Plans, Skill Building Activities, Skill Using Tasks and Assessment Tasks have also been developed but are not complete for all the levels. The LINC program is funded by Immigration, Refugees and Citizenship Canada (IRCC).

## **What we need**

The objective of this project is to develop lesson plans with supporting instructional resources for a series of existing module plans on Indigenous Peoples. This project also aims at developing a Module Plan complete with Lesson Plans and supporting instructional resources for the Literacy level - CLB 1. All instructional resources developed must be adaptable for online delivery. The outputs should follow the principles of Portfolio Based Language Assessment (PBLA) and align with the competencies and level outcomes identified in the Revised Canadian Language Benchmarks 2012.

## **Deliverables**

1. Lesson Plans for the existing modules for CLBs 2, 3, 5, 6 and 7/8, and supporting instructional resources to fill the gaps where these materials have not been fully developed yet
2. Module Plans and Lesson Plans for Literacy - CLB 1
3. Adaptation of existing Module Plans and Lesson Plans for CLB 4 and 7

All the Module Plans and Lesson Plans should align with PBLA requirements to include objectives and outcomes for all 4 skills (listening, speaking, reading and writing) based on real world task goals. Target language competencies and language focus items (grammatical, textual, functional and sociolinguistic) should be clearly specified for the respective CLB levels in support of the modular and lesson objectives. Strategic competence supporting achievement of the objectives should also be identified in the Module Plans and Lesson Plans.

All the lesson plans should be complete with instructional resources that include presentation materials, Skill Building Activities, Skill Using Tasks and Assessment tasks for levels where these materials have not been fully developed yet. All materials should be adaptable for online delivery.

## **Project Timeframe**

1. Deliverable #1 to be completed in three weeks after this Project starts
2. Deliverable #2 to be completed in two weeks after completion of Deliverable #1
3. Deliverable #3 to be completed in one week after completion of Deliverable #2
4. Adjustments after final review to be completed in one week after completion of Deliverables #1 to #3

## **Budget**

Total available budget is \$10,000 (HST included)

## **We are looking for a consultant who**

1. Is experienced in online curriculum development
2. Has in-depth knowledge of the Canadian Language Benchmarks English as a Second Language for Adults 2012
3. Is knowledgeable about TESL theory, methodology and best practices in adult second language instruction
4. Is knowledgeable about PBLA (Portfolio Based Language Assessment)
5. Has knowledge about Indigenous Peoples' histories, cultures, perspectives and contributions

## **Response Format**

In preparing for a submission, **all bidders must contact the Markham Language & Skills Training Manager, Katherine Liu at [Katherine.Liu@costi.org](mailto:Katherine.Liu@costi.org) to obtain a copy of the existing Indigenous Peoples Module Plans and related materials.** The existing content is the basis upon which the RFP work will build.

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

1. 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
2. A proposed workplan to achieve the deliverables. The workplan should outline the scope of the work products to be delivered and the timeline.
3. A total and breakdown in fees by the 4 Deliverables outlined above including all applicable taxes, showing time attributed to each Deliverable and the applicable daily rate.
4. A proposed schedule for fee payments
5. Assumptions

**The submission deadline is March 4<sup>th</sup>, 2021 4:30 pm with delivery by email to the attention of:**

Katherine Liu, Manager, Language & Skills Training Services, Markham  
COSTI Immigrant Services

Welcome Centre Markham North, 8400 Woodbine Avenue, Markham  
Ontario L3R 4N7

Email: [Katherine.Liu@costi.org](mailto:Katherine.Liu@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 Education 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.