



## REQUEST FOR PROPOSAL

### **Mental Health Curriculum Development for Language Instruction for Newcomers to Canada (LINC) Program - Consulting Services**

#### **Background**

COSTI Immigrant Services is inviting consultants to develop a Mental Health language training curriculum for the Language Instruction for Newcomers to Canada (LINC) program and adapt it for online delivery. The LINC program is funded by Immigration, Refugees and Citizenship Canada (IRCC).

#### **What we need**

This project aims to develop lesson plans with supporting instructional resources for a series of module plans on Mental Health. This project also aims at developing a Module Plan complete with Lesson Plans and supporting instructional resources for the CLB levels 1 to 7. 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. Research of existing online resources for IRCC-funded language programs (i.e. Tutela)
2. Development of Modules and Lesson Plans for Canadian Language Benchmark (CLB) levels 1-2
3. Development of Modules and Lesson Plans for Canadian Language Benchmark (CLB) levels 3-4
4. Development of Modules and Lesson Plans for Canadian Language Benchmark (CLB) levels 5-7

All the Module Plans and Lesson Plans should align with PBLA requirements to include objectives and outcomes for all four 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 specified for the respective CLB levels supporting the modular and lesson objectives. Strategic competence supporting the 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 four weeks after completion of Deliverable #1
3. Deliverable #3 to be completed in four weeks after completion of Deliverable #2
4. Deliverable #4 to be completed in four weeks after completion of Deliverable #3

## **Budget**

Total available budget is **\$28,800** (\$6,300 Research + \$22,500 Content Development, HST included)

## **We are looking for a consultant(s) with**

1. Experience in online curriculum development
2. In-depth knowledge of the Canadian Language Benchmarks (2012)
3. Working knowledge of Teaching English and a Second Language (TESL) theory, methodology and best practices in adult second language instruction
4. PBLA (Portfolio Based Language Assessment) knowledge
5. Knowledge of Mental Health issues facing newcomers to Canada

## **Response Format**

In preparing for submission, all bidders may contact the General Manager, Language and Skills Training Services, Toronto and Peel Region, Snezana Gabric at [Snezana.Gabric@costi.org](mailto:Snezana.Gabric@costi.org) for clarification and questions.

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

1. 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. Proposed work plan to achieve the deliverables. The work plan should outline the scope of the work products to be delivered and the timeline.
3. The consultant(s) may apply to work on all Modules or selected levels.
4. Total and breakdown in fees by the four deliverables outlined above, including all applicable taxes, showing time attributed to each deliverable and the applicable daily rate.
5. Proposed schedule for fee payments.
6. Assumptions.

The submission deadline is **February 4, 2022, 4:30 pm** with delivery by email to the attention of Snezana Gabric, the General Manager of Language and Skills Training Services, Toronto and Peel Region at [Snezana.gabric@costi.org](mailto:Snezana.gabric@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 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.