REQUEST FOR PROPOSAL

**Curriculum Development Lead
for Newcomers Workplace Language Training
Consulting Services**

About COSTI:

COSTI is a community-based social impact agency that has been serving the diverse communities of the Greater Toronto Area for over 70 years, providing employment, educational, 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 supporting 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 seeks a highly skilled and experienced consultant to lead the development of two online curricula for the Newcomers Workplace Language Training project funded by the Ministry of Labour, Immigration, Training and Skills Development. This project aims to develop two curricula, complete with an instructor's manual, for sector-specific Workplace Language Training programs at intermediate and high intermediate levels in support of newcomers' language development and successful transition to the labour market in the following areas:

1. Workplace Language Training for Childcare
2. Workplace Language Training for Self-employment and Entrepreneurship

1. Project Scope:

The objective of this project is to develop two comprehensive curricula, complete with an instructor's manual, for Newcomers' Workplace Language Training in the Childcare sector and Self-employment/Entrepreneurship respectively. Each curriculum should be designed for a six-week workplace language skills development course on a Moodle platform, with adaptability for in-person classroom delivery.

The Curriculum Development Lead's assignment is scheduled to start on January 2, 2024, and to be completed by May 31, 2024.

2. Project Deliverables:

The following deliverables are expected from the Curriculum Development Lead:

1. A report on the needs assessment, research findings and subject matter experts' input outlining the recommended course outcomes, training objectives and workplace language skills requirements of the two occupational sectors.
2. A work plan with key tasks, timelines and individuals available.
3. A written curriculum framework providing a detailed guideline on curriculum unit structure, including but not limited to an outline of topics, learning objectives, real-world task outcomes, agenda, standard lesson components, assessment and criteria of success, Moodle navigation pathways and appearance, acknowledgement of references and citations, etc.
4. Submission of unit outlines by the second week of the project.
5. Completion of 1/4 of the target curriculum units on the Moodle platform by the due dates
   pre-established in the work plan.
6. A finalized curriculum package uploaded on the Moodle platform and in print.
7. Complete references for all cited materials added.
8. A finalized instructor's manual with lesson plans, recommendations on how to use the course materials on the Moodle platform and adaptation for in-person delivery, supplementary materials and references, ideas for lesson expansion, recommendations for the integration of technology, and rubrics for assessment for each module or unit.
9. Weekly report on the progress and outputs.
10. Ongoing support to the curriculum development team and monitoring of progress and outputs
11. Training instructors on the use of the curriculum and the instructor's manual for the pilot delivery in the classroom.
12. Revision of the curriculum package and the instructor's manual based on the feedback from the pilot delivery.

The Curriculum Development Lead is expected to:

1. Conduct needs assessment, research, and collaborate with subject matter experts and stakeholders to identify the workplace language skills requirements of the two occupational sectors.
2. Onboard the curriculum writers and provide orientation to the project.
3. Oversee the development and completion of the two curricula in this project as per the project's funding agreement.
4. Develop appropriate course outcomes and training objectives and design a curriculum framework to guide the content development team.
5. Provide leadership and guidance to the curriculum writers to establish uniform curriculum unit structure, standards, and appearance.
6. Review and proofread curriculum writers' outputs to ensure accuracy, consistency and alignment with course outcomes, training objectives, and sector requirements. Provide feedback on output for revisions.
7. Ensure that the curricula are effective for online implementation on the Moodle platform and adaptable to in-person classroom delivery.
8. Ensure that the curriculum is engaging, interactive and suitable for various learning styles.
9. Ensure that the curricula content is CLB and PBLA aligned.

10. Conduct pilot testing and make necessary revisions based on feedback.
11. Provide support and guidance to the instructors during the pilot testing phase and the training cohort(s) delivery.
12. Conduct team meetings, assign tasks, set timelines, monitor outputs and report on progress to management.

How to Prepare and Submit a Proposal:
Interested parties are requested to submit a comprehensive proposal that includes the following information:

1. **Executive Summary:** Provide an overview of your organization (with the applicant's full name, organization if applicable, business address, phone number, email, and website if applicable), qualifications, and relevant experience in curriculum development and project leadership.

2. **Understanding of Requirements:** Demonstrate your understanding of the project scope and objectives.

3. **Methodology:** Describe your approach to this curriculum development project, including the steps you will take to ensure a successful outcome.

4. **Team and Expertise:** Provide details about the key personnel who will be involved in the project, highlighting their qualifications and experience.

5. **Project Timeline:** Present a detailed timeline with milestones and deliverable dates.

6. **Budget:** Provide a comprehensive breakdown of the costs associated with the project, including any additional expenses. All costs included in the proposals must be all-inclusive, including applicable taxes.

   Please identify the expected number of hours required to fulfill this RFP and the average hourly rate.

   The applicant must be responsible for delivering the entire project and not outsource or contract any work to a third party to meet the requirements contained herein. Submissions which call for outsourcing or contracting work will not be considered.

   Requested funds should not exceed $27,300 (HST included) for each of the sector-specific online courses selected.

7. **References:** Include references from two previous clients in similar projects with a brief narrative description of the applicants' services and products. Provide copies of examples or access to products that the applicant developed in similar projects.

Proposals should be submitted electronically in PDF format to Joseph Padro at Joseph.Padro@costi.org no later than **December 22, 2023, 11:59 P.M. EDT**. Late submissions will not be accepted.

Evaluation and Selection Process:

Proposals will be evaluated based on the following criteria:

1. Demonstrated expertise and experience in leading curriculum development projects.

2. Understanding of project requirements and alignment with our organization's goals.

3. Methodology and approach to curriculum development and project management.

4. Qualifications and experience of the proposed team members.

5. Cost-effectiveness and value for money.

We reserve the right to request additional information or conduct interviews with shortlisted candidates before making a final selection.

Thank you for considering this opportunity. Should you have any questions or require further clarification, please contact Joseph Padro at Joseph.Padro@costi.org.

Learn more about COSTI at www.costi.org.