



## REQUEST FOR PROPOSAL

### **Consultant – Mental Well-being Subject Matter Expert and Training Facilitator for Language Training Program**

#### **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 an experienced **Mental Well-being Subject Matter Expert and Training Facilitator** for its Anti-racism and Mental Well-being Training Program.

Research indicates that newcomers often face mental health challenges due to factors such as migration stress, isolation, and acculturation difficulties. By enhancing language instructors' knowledge and skills through the delivery of capacity-building sessions, the goal of the project is to have a positive impact on the mental health and sense of belonging among newcomer adults attending English as a Second Language classes.

This project is funded by Immigration, Refugees and Citizenship Canada (IRCC).

#### **1. Project Scope:**

The project aims to build the capacity of language instructors teaching in government-funded programs by equipping them with the knowledge and skills to integrate Anti-racism and Mental Well-being curricula into their language instruction for newcomers. The project will deliver capacity-building sessions for language instructors and will provide teaching modules covering both topics, Anti-racism and Mental Well-being, for use in language instruction classes.

The consultant will contribute expertise in the areas of mental well-being curriculum development and training facilitation.

#### **2. Project Deliverables and Timelines:**

In Year 1 (August 2025 - March 2026), the consultant will:

- Review, edit and improve 7 existing mental well-being training modules for adult ESL students. This work will be done in collaboration with language instruction consultants.
- Develop a 5-hour professional development (PD) training program for adult ESL instructors.



- Deliver the 5-hour in-person PD training program to pilot cohorts based in the GTA.
- Revise and refine training based on stakeholder feedback.

There is a possibility of extension to continue delivering the program in Years 2 and 3 (April 2026 to March 2027 and April 2027 to March 2028).

The consultant will be expected to:

- Provide subject-matter expertise throughout the development of mental well-being curriculum and preparation and delivery of mental well-being training for English as a Second Language instructors
- Review, edit and write language training curriculum content specifically on mental well-being
- Ensure content is compatible with both in-person and online instruction
- Facilitate in-person and/or online mental well-being training sessions to ESL instructors
- Follow Adult Education learning theories
- Break down complex concepts and ideas related to the course content into smaller and more manageable parts
- Include multimedia materials, resources, and activities in each module, as well as assignments to enhance participants' understanding
- Include content and activities that will appeal to different learning styles
- Include and provide complete references for all cited materials added
- Follow copyright law for citations, audio, and visual materials
- Provide weekly progress updates
- Meet with the project manager and team members as needed

**3. Remuneration:** \$62.50 per hour plus taxes where applicable. No additional expenses will be reimbursed.

**4. Competencies:**

- Demonstrated experience with adult education learning theories and mental well-being principles
- Seasoned presenter and group facilitator
- Training, studies and/or experience with similar style projects that relate to mental well-being theories and practices
- Knowledge of the Canadian Language Benchmarks (CLBs), Language Instruction for Newcomers to Canada (LINC) program, and the Canadian settlement sector is an asset

**5. How to prepare and submit a proposal to this tender:**

In preparing for submission, bidders may contact Erin O'Neil at [erin.oneil@costi.org](mailto:erin.oneil@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 your interest in and suitability for the project, referencing previous work in mental well-being training and any other relevant experience and qualifications.

- **CONTACT INFORMATION**

Provide the applicant's full name, organization (if relevant), contact information, including phone number, email, and website (if applicable).

- **MENTAL WELL-BEING CURRICULUM DEVELOPMENT EXPERIENCE**

Provide examples of the applicant's mental well-being curriculum development experience with other organizations. Provide reference examples or access to products that the applicant developed for similar projects.

- **REFERENCES and/or TESTIMONIALS**

Provide references and/or testimonials from two previous clients, preferably those who have utilized the applicant's services in online curriculum development and/or mental well-being training.

## **6. Timeframe:**

This work is to start by August 4, 2025 and be completed by March 31, 2026. The hours required from the consultant will vary based on the needs of the project during the different stages of implementation. On average, the consultant can expect to be engaged approximately 10 hours per week.

## **7. Proposal Evaluation Criteria:**

To ensure consideration and evaluation, your proposal should include the following criteria:

- **Experience:** Applicants will be evaluated on their 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.
- **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 Monday July 21, 2025, 11:59 p.m. EDT**. Any submissions received after this date and time will not be considered. All proposals must be signed by the applicant, official agent or company representative submitting the proposal.

### **Applicants should submit their proposal to:**

Erin O'Neil, Project Manager, Anti-Racism and Mental Well-Being Training, at [erin.oneil@costi.org](mailto:erin.oneil@costi.org), and Tanaz Pardiwala, Director of Education Services, at [Tanaz.Pardiwala@costi.org](mailto:Tanaz.Pardiwala@costi.org).

**Learn more about COSTI at [www.costi.org](http://www.costi.org)**