



## REQUEST FOR PROPOSAL

### **Consultants – Content Development for Anti-Racism and Mental Well-Being Training Modules**

#### **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 **two** experienced **Content Developers** 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 consultants will contribute expertise in the areas of Canadian Language Benchmark (CLB) -based task development and content creation for Moodle.

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

The Content Developers are needed in Year 1 of this project (August 2025 - March 2026) to:

- Review, edit and improve 7 existing anti-racism and mental well-being training modules to ensure their alignment with the Canadian Language Benchmarks (CLB) and Portfolio-based Language Assessment (PBLA) standards.



- Develop skill-building activities, skill-using tasks and assessment tasks for both in-class and online instruction (via Moodle).
- Revise and refine training based on stakeholder feedback.

The consultant will be expected to:

- Review, edit and write language training activities
- Ensure content is compatible with both in-person and online instruction
- Target specific CLB competencies in support of the module and lesson objectives
- Provide instructional resources that include presentation materials, skill-building activities, skill-using tasks and assessment tasks
- Follow Adult Education learning theories and Teaching English as a Second Language principles
- Include multimedia materials, resources, and activities in each module, as well as assignments to enhance participants' understanding
- Include activities that will appeal to different learning styles
- 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
- Training, studies and/or experience with similar style projects
- Knowledge of the Canadian Language Benchmarks (CLBs), the Language Instruction for Newcomers to Canada (LINC) program, and the Canadian settlement sector is required
- Ability to develop online learning content for Moodle is required

#### **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 CLB content development 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).



- **ONLINE CURRICULUM DEVELOPMENT EXPERIENCE**  
Provide brief narrative examples of the applicant's online 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 CLB-based content development.

#### **6. Timeframe:**

This work is to start by August 4, 2025. The hours required from the consultant will vary, with up to 20 hours per week in the development stage (August to October 2025) and occasional involvement for revision work from November 2025 to March 2026.

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

To ensure consideration and evaluation, your proposal should be complete and include all 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)**