

## Request for Proposals

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Issued on: November 25, 2021  
Closing Date: December 9, 2021, 12:00pm PT

### **Content Development: Indigenous Learning Module for Online Career Preparation Program**

#### **1 About IEC-BC**

The Immigrant Employment Council of BC (IEC-BC) facilitates the integration of skilled newcomers into Canada's workforce by connecting employers with the talent they need. As a champion of employers, we foster solutions, build connections, and are a catalyst for employer success.

IEC-BC works directly with employers, industry, and sectoral organizations to develop innovative solutions, tools and resources that support employers in integrating skilled immigrants into the Canadian workforce and empower newcomers with relevant tools to boost employment outcomes.

Through partnerships with businesses, government, and community partners, we deliver employer-driven solutions that give businesses an edge in an increasingly competitive economy.

#### *1.1 Project Background*

##### **About FAST**

IEC-BC has developed Facilitating Access to Skilled Talent ([FAST](#)), a free online program to support immigrants' career preparation and facilitate a competency assessment based on industry of interest. Driven by employer-informed feedback, FAST was developed to provide immigrants with an orientation to Canadian cultural and workplace norms through educational modules, while providing more comprehensive cultural and essential skill competency assessments to determine level of existing knowledge in a given occupation. By completing FAST, immigrants are better prepared for the Canadian workplace and have a greater understanding of how their prior learning and experiences can be leveraged within an occupation. In addition, gap training is identified to support further training and upskilling if required to access the desired occupation.

The 'Prepare for Work in Canada' module in FAST was designed to help immigrants gain awareness and understanding of Canadian workplace norms, employer expectations, and the essential skills required for successful integration in the Canadian labour market. This module has received positive

feedback from program participants, citing that this module has been helpful in understand and adapting to the nuances of working in a Canadian environment.

### **Statement of Purpose**

The National Truth and Reconciliation Commission has released 94 calls-to-action, including a call to revise information provided to Canadian newcomers:

*93. We call upon the federal government, in collaboration with the national Aboriginal organizations, to revise the information kit for newcomers to Canada and its citizenship test to reflect a more inclusive history of the diverse Aboriginal peoples of Canada, including information about the Treaties and the history of residential schools.*

In response, IEC-BC is looking to include content on Indigenous history and Truth and Reconciliation in the FAST 'Prepare for Work in Canada' module, developed in consultation and with guidance from Indigenous experts and leaders.

[More than one in five Canadians are foreign-born](#), and true reconciliation can be better achieved with the cooperation of immigrants in Canada. According to a study from the Canadian Race Relations Foundation, most immigrants have no real knowledge of Indigenous people when they arrive. Materials on Canadian settlement and workplace orientation for immigrants do not include the important topic of Indigenous history. With both immigrant and Indigenous populations among the fastest-growing demographic groups in Canada, it is essential to ensure that immigrants know and respond fairly to the facts of Indigenous life.

As part of their orientation into Canadian society, immigrants can benefit from learning about Indigenous history and culture, the intersection between the immigrant population and Indigenous communities, shared and current struggles, and how immigrants play a significant role in the path towards Truth and Reconciliation.

### **1.2 Contract Scope**

IEC-BC is requesting proposals from Indigenous consultant(s) with experience in developing engaging learning materials to create an introductory Indigenous Learning module for the FAST online career preparation program designed for immigrant professionals.

This learning module will serve to create an initial awareness and help connect immigrants to other credible sources of information to further explore and continue their learning.

The learning module should be between 3-4 hours in length, and should consist of a combination of reading materials, learning exercises, multimedia

materials (e.g. videos, audio recordings, images, games) and/or facilitated online discussions.

### 1.3 Contract Deliverables

The successful consultant will develop a cohesive online learning plan to be integrated within the current 'Prepare for Work in Canada' content in FAST.

This will include (and is not necessarily limited to):

1. Review of the current FAST 'Prepare for Work in Canada' module, and make recommendations on integrating Indigenous educational content within the existing modules.
2. Development of a module framework or outline for an introductory Indigenous Learning module, indicating learning objectives and outcomes.
3. Development of an online learning plan and content comprised of:
  - Content to support Indigenous Learning for immigrants to Canada, including reading materials, learning/reflection exercises, and multimedia materials.
  - Develop a comprehensive Continue Learning component that would incorporate additional resources and courses for immigrants to continue their learning and further understand Indigenous relations, rights, and issues.

### 1.4 Proposed Timeline

The following timelines are anticipated by IEC-BC

Activity	Proposed Completion Date
Issue RFP	November 25, 2021
Proponents' call	December 2, 2021
Proposal closing	December 9, 2021
Contract start	December 15, 2021
Contract close	January 28, 2022

All deliverables associated with this contract will need to be completed and delivered on or before **January 28, 2021**.

This RFP is open to qualified contractors/consultants from across Canada, provided that the successful proponent(s) are available to deliver all required deliverables as per sections 1.3 and 1.4, above.

## 2. Proposal Submission

### 2.1 Proponent(s) Requirements

1. Must identify as Indigenous
2. Experience and expertise on Indigenous history, culture, Indigenous relations, and issues

3. Demonstrated experience designing, developing, and implementing learning materials based on the deliverables set out in section 1.3 (including written and multimedia content)
4. Demonstrated understanding of education and instructional design
5. Understanding of and experience in applying best practices in online learning
6. Experience developing learning materials for adult learner audiences; immigrant audiences considered an asset
7. Demonstrated experience working with diverse stakeholders
8. Ability to complete projects on time and on budget
9. Excellent interpersonal and communications skills
10. Knowledge of immigrant integration and/or workforce development strategies is an asset

## *2.2 Proposal Format*

Evaluation of proposals is made easier when Proponents respond in a similar manner. The following format and sequence should be followed to provide consistency in Proponent response and ensure each proposal receives full consideration.

- Cover letter, showing Proponent’s name and address, a contact person’s name, address, telephone number, and email address to communicate with IEC-BC in relation to this RFP
- A brief overview of the proposal
- Table of contents, including page numbers
- The body of the proposal, that addresses required information
- Recommended font: Trebuchet, 11pts

All pages should be consecutively numbered and follow the evaluation criteria.

## *2.3 Content of Proposals*

Proposals must demonstrate that the bidder can meet all “Proponent(s) Requirements” listed above. Proposals must also include:

1. Information about the qualifications of the consultants, including subcontractors (if any) who will be working on the project and descriptions of their experience with similar projects.
2. A work plan that includes specific activities, timelines, milestones, and deliverables.
3. A budget that itemizes and justifies the cost of the services. The budget must specify professional fees and attribute them to activities and individuals, indicating hourly or daily rates (daily rates must indicate the number of hours in a proposed workday).
4. Two client references, including email addresses and telephone numbers. By providing this information, the bidder gives IEC-BC permission to contact these references.

Proposals are **not to exceed 8 pages including appendices and other attachments**, excluding a cover page and table of contents. All proposals must be submitted electronically as a PDF document.

#### **2.4 Evaluation and Selection Process**

Proposals will be assessed against the requirements stated in this RFP and evaluated based on the degree to which they demonstrate the following:

1. Understanding of the work required
2. Current, relevant knowledge, qualifications / experience of consultants
3. Capacity of the bidder to provide required services
4. Realistic and understandable work plan and timelines for achieving deliverables
5. Value for money

IEC-BC reserves the rights to:

- Not evaluate any or all proposals if the information is incomplete or if the proposal is received after the deadline
- Request bidders whose proposals meet essential criteria to provide additional information
- Negotiate one or more aspects of a proposal
- Accept a proposal in whole or in part

#### **Proponents' Call**

A proponents' conference call is scheduled on December 2, 2021 at 3:30pm PT. Participation in the call is not mandatory but is open to all interested proponents. [Click here to register.](#)

Video call instructions will be sent to you following your RSVP.

**Send proposals and direct all communication related to this RFP by email to:** Iona Santos-Fresnoza at [iona.santos-fresnoza@iecbc.ca](mailto:iona.santos-fresnoza@iecbc.ca) by the proposal deadline of **December 9, 2021**. Submissions received after this date will not be considered.