



REQUEST FOR PROPOSALS (RFP): CURRICULUM DESIGNER AND DEVELOPER

Project: Building Inclusive Practices and Developing ARAO-DEI

Position Type: Contracted Services

Date Posted: November 29, 2021

Application Deadline: December 18, 2021 at midnight

Repost - Application date extended till January 21, 2022 midnight.

Background: The Regional Diversity Roundtable

The Regional Diversity Roundtable (RDR) is a charitable not-for-profit and membership based organization that is committed to building inclusion and diversity competence that results in the institutionalization of equity in the core values, structures, workforces, policies and services of the public and human services sectors in Peel Region. For additional information, please visit www.regionaldiversityroundtable.org.

Our Values: Diversity • Equity • Inclusion • Respect • Social Justice

Project Brief:

Building Inclusive Practices and Developing ARAO-DEI is a federally funded project which will further awareness about Diversity, Equity, and Inclusion (DEI) by drawing upon the unique experiences of immigrants and the settlement service sector to research effective ways of combating the inequalities faced by newcomers within host communities. The Regional Diversity Roundtable (RDR) proposes to explore a model for building capacity of the Settlement Service providers and employers so that they weave the Anti-Racist, Anti-Oppressive, Diversity, Equity and Inclusion (ARAO-DEI) competency in their service delivery and better serve diverse newcomers and immigrants to integrate successfully. Through this project, RDR will engage in collaborative research, develop standards, tools, and resources that would support building inclusive practices at the frontlines of settlement and employment sectors.

Building Inclusive Practices and Developing ARAO-DEI is a 28 months project based in Region of Peel to implement ARAO-DEI enabled services within a testing context spanning over 2 phases.

Purpose of the RFP

RDR is seeking a curriculum developer or team of consultants to design online and blended training modules that will serve as a comprehensive program for developing ARAO-DEI capacity amongst immigrants, settlement services sector and employers. It is expected that participants in the program will form a foundational understanding of ARAO-DEI practices and its application. The curriculum will have to be developed with an ARAO-DEI lens keeping in view the following:

- Strengthen the settlement services sector with new approaches to delivering high-quality newcomer services.
- Facilitate increased social-cultural understanding of the newcomers so that they are better informed to integrate and achieve the vision of successful settlement and integration into Canadian society.



- Coordinate with research consultants for the program development and modification as necessary to identify and document promising practices, resulting in successful outcomes.
- Enhance the capacity of newcomer service providers with practical tools/processes to document the importance and value of integrating ARAO-DEI in service delivery to marginalized and racialized clients.
- Build the capacity of employers with practical tools/processes to institute the importance and value of integrating ARAO-DEI in hiring, maintaining and promoting immigrants and newcomers.
- Continually strengthen the capacity of diverse settlement agencies serving vulnerable and newcomer populations by imbuing equity and inclusion for client-centered service delivery.

The successful candidate will be expected to work closely with the Project Lead, RDR staff and project partners.

Scope Of Work And Deliverables

The final product will be a pilot-tested, user-friendly and innovative curriculum that will include a syllabus, instructional strategies and learner assessment strategies to equip instructors with all the needed materials to facilitate learning and deliver on outcomes.

The curriculum should:

- Create and develop ARAO-DEI foundational and advanced learning modules.
- Incorporate ARAO-DEI tools developed by RDR and its partners into the curriculum.
- Incorporate effective current practices and case studies.
- Integrate additional resources in multiple formats, i.e. online videos and printed materials such as templates, to enhance learning objectives.
- Integrate online components to compliment in-class learning.
- Be adaptable to self-directed learning and instructor led sessions.
- Be organized in an accessible manner and format for both instructors and participants.

Project Timeline

The project will be carried out over 28 months, December 2021 – March 2024.

The curriculum is to be developed in stages based on feedback received during delivery and implementation.

The deadlines for designing, revising and finalizing the modules are as follows:

Self-Directed Learning 2022

- Module 1: four months after signing the contract (April)
- Module 2: six months after signing the contract (June)
- Module 3: eight months after signing the contract (September)
- Module 4: ten months after signing the contract (November)

Post-delivery curriculum revisions to be incorporated as per negotiated and set timeline.

Online and In-person Blended Learning 2023



- Module 1: twelve month after signing the contract (February)
- Module 2: fourteen months after signing the contract (June)
- Module 3: sixteen months after signing the contract (September)
- Module 4: eighteen months after signing the contract (November)

Post-delivery curriculum revisions to be incorporated as per negotiated and set timeline.

Selection Criteria

As the successful candidate you will demonstrate:

- Demonstrated strong understanding of diversity, equity, inclusion, cultural competency, and anti-oppression principles and practice.
- Experience in curriculum development with focus on research methods, analysis and application.
- Experience and comfort working with networks, organizations and/or collaborations.
- Highly skilled in adult education and learning principles.
- An understanding of the human services sector and developmental digital design.

Please Note

RDR is under no obligation under any circumstances, to accept or respond to any proposal or, to negotiate with any proponent.

RDR is not bound to accept the lowest priced or any proposal based on any method of evaluation, or to negotiate with the proponent who submitted the same.

RDR will not be obligated in any manner to any proponent whatsoever unless and until a written contract has been duly executed with a proponent in relation to a qualifying proposal.

Projected Timelines & Milestones

28 Months' consultancy project period: January 2022 to March 2024.

Initial Report: March 2022, Interim Report: Feb 2023, Final Report: Feb 2024

(Mid project narrative reports in year 2 and 3 will also be required)

Remuneration

The maximum available funding for this project is \$37000 CAD from 2021 to 2024 (including applicable taxes and costs) over the course of 28 months. The funding will be disbursed in installments.

Application Guidelines

Please provide the following information in your application:

- CV, Resume, Team Profile (if applicable)
- Detailed proposal outlining work plan and proposed curriculum design methodology
- Detailed timelines and budget information
- 1 sample of similar and/or relevant work
- 3 recent references for similar and/or relevant projects



All submissions must be in electronic form; either PDF or Word format, and sent to Varsha Naik, chair@regionaldiversityroundtable.org with the subject line: “BIPD ARAO-DEI, Curriculum Designer and Developer”

Only candidates selected for an interview will be contacted.

Please submit your application by December 18, 2021, midnight.

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For all other enquiries please email: rdr@regionaldiversityroundtable.org

The Regional Diversity Roundtable (RDR) is committed to equitable practices. RDR will make reasonable accommodation, based on any of the human rights protected grounds, to support applicants.