



Request for Proposal (RFP)

**Consultant - Curriculum Design and
Development**

Application Deadline

April 7th, 2025

Issued March 25, 2025

1. Introduction

Catholic Crosscultural Services is seeking an experienced consultant or consultancy firm to design and produce a curriculum for a workplace-focused English language training program with a focus on transportation and supply chain for newcomers.

2. Organizational Background

Catholic Crosscultural Services (CCS) is a settlement agency organization providing services to newcomers, refugees, and marginalized communities in Toronto and Peel Region. We assist immigrants and refugees of all faiths, ethnicities, countries of origin, immigration status, sexual orientation, or political affiliation to develop the skills and acquire the necessary knowledge to settle, integrate, and succeed in Canada. CCS is launching a 6-week workplace-focused language training program for newcomers seeking careers in the transportation and supply chain sectors. The program is aimed at newcomers with Canadian Language Benchmark (CLB) levels 2-5.

The Consultant will develop a curriculum and course material for this program, with a focus on equipping newcomers with industry-specific language skills, current sector knowledge, and job-readiness competencies to enhance their employability within the transportation and supply chain sectors.

3. Scope of Work

Working in collaboration with the project team and leadership, the Consultant will be responsible for the following:

- Develop a structured curriculum and content aligned with the learning needs of CLB 2-5 newcomer participants
- Develop engaging and interactive course materials, including case scenarios and practical exercises
- Incorporate workplace-focused English language and communication skills, sector-specific knowledge, and labour market information to equip participants for employment in transportation and supply chain fields
- Ensure sector relevance by incorporating real-world job scenarios and workplace communication.
- Integrate language-learning best practices to support both technical and soft skill development.
- Provide instructional resources and materials, including lesson plans, assessments, and activity guides.
- Align content with Canadian workplace and employer expectations in the transportation sector.
- Collaborate with CCS staff and stakeholders to ensure curriculum effectiveness in meeting client needs and program objectives
- Update curriculum based on feedback received

4. Deliverables

The consultant is expected to deliver the following:

- A detailed work plan outlining research methods, sources, timelines, and expected outputs.
- A curriculum for language learners in both virtual & in-person environments, including occupation-specific modules, lesson plans, and assessment tools for ongoing learner evaluation, with tools and strategies to enhance engagement and achieve learning objectives.
- Regular consultations with project staff to ensure effective implementation.
- Draft and final curriculum, including content, activities, tools, and training guidelines.

5. Proposal Submission Requirements

Proposals should detail the Consultant's experience delivering similar initiatives. The successful applicant should possess the following qualifications, demonstrated in the proposal:

- 3+ years experience developing and implementing e-learning content for LINC, ESL, or similar programs for adults of diverse cultural backgrounds
- TESL Certificate from a recognized institution and ongoing membership with TESL Ontario
- 2+ years experience working as an instructional designer, learning designer, or educational developer
- 3+ years experience teaching LINC/ESL classes following the LINC Curriculum Guidelines and Canadian Language Benchmarks
- Knowledge and experience with occupation-specific language training, PBLA, Canadian Language Benchmarks, and tools for benchmarking students' progress
- Proficiency in working with educational technologies to support teaching and student needs
- Computer skills with knowledge of ESL educational software, MS Word, and LMS

Please send a proposal (5 pages maximum) including:

- Cover letter summarizing qualifications and demonstrating understanding of the project.
- Project profile outlining experience in curriculum development, particularly in transportation, supply chain, or language training.
- Work plan and deliverables along with a description of how the consultant plans to achieve the goals
- Description of any expected challenges
- Budget proposal (max \$5,200.) including hourly/daily rate(s) of consultant, estimate of hours/days of work, all labour and other overhead, materials, equipment, travel, communication and delivery costs, staff time, disbursements
- References from at least two organizations/institutes for which similar services were provided.

6. Submission Details

Proposals must be submitted electronically in PDF format to rfp@ccscan.ca by Monday, April 7, 2025. Late submissions will not be considered.

7. Timeline

- Project start: April 14, 2025
- First Draft of Curriculum: May 15, 2025
- Final Completed Curriculum: May 30, 2025
- Revision to incorporate feedback from the instructor: March 20, 2026

8. Contact Information

For any questions or clarifications, please contact:
Fiona Yang
rfp@ccscan.ca

We appreciate your interest in this opportunity and look forward to your proposal.