



Initiative pour l'**Accessibilité**

Accessibility Initiative

Request for Proposal

Curriculum Developer– National Accessibility Training Course

Deadline for Receipt of Submissions: May 15th, 2025 by Midnight

Statement of Need

The Accessibility Initiative is seeking experienced curriculum consultants/developers to create a national accessibility training course that will be delivered in two levels (introductory and advanced) in English and French.

This training aims to equip settlement sector staff with the knowledge, skills, and tools necessary to foster accessible, inclusive, and equitable services for im/migrants with disabilities and D/deaf people. The curriculum must align with findings of a recent national training needs assessment, which identified gaps, needs, and expectations in accessibility knowledge, practical skills, and systemic barriers to ensure that the training is relevant, applicable, and impactful for the diverse audiences across Canada's settlement sector. The goal is to strengthen sector-wide capacity to provide accessible services to im/migrants with disabilities, and D/deaf people.

About OCASI

The Ontario Council of Agencies Serving Immigrants is a registered charity governed by a volunteer board of directors. Formed in 1978, OCASI acts as a collective voice for immigrant-serving agencies and coordinates responses to shared needs and concerns. Its membership comprises more than 246 community-based organizations in the province of Ontario.

About the Accessibility Initiative

The Accessibility Initiative (AI) aims to enhance the knowledge and skills of settlement sector professionals across Canada by building their capacity to serve immigrants and refugees with in/visible disabilities and d/Deaf newcomers using an anti-racist, anti-oppressive, critical disability studies lens.



Project Overview

Informed by a recent national training needs assessment, this training course will equip the settlement sector with the knowledge, skills, and practical tools necessary to advance accessible, inclusive, and equitable services for im/migrants with disabilities and D/deaf people.

- **Level 1** will be a redevelopment of course content that will need to be condensed and reframed into four modules from the existing seven-module curriculum.
- **Level 2** will be entirely new, action-oriented modules focused on practical, adaptable, and inclusive strategies to improve system navigation and service delivery to im/migrants with disabilities and D/deaf people.

Scope of Work

The selected consultant, organization, or team will be responsible for the following:

1. Develop concise goals, objectives, and compelling outcomes for each course level and specific modules
2. Curriculum Development:
 - Review, analyze, condense/reframe Level 1's existing seven modules into four coherent modules aligned with findings from the national training needs assessment:
 - Module 1: Anti-Racism & Anti-Oppression
 - Module 2: Frameworks for Understanding Disability
 - Module 3: Disability Justice & Non-Western Concepts
 - Module 4: Unpacking Stigma & Bias
 - Module 5: Disability, Immigration, & the Law
 - Module 6: Gender-Based Violence, Disability & Immigration
 - Module 7A & 7B: Direct Supports & Promising Practices
 - Based on the training needs assessment, design four new advanced (Level 2) modules centered on practical application, system navigation,



and lived experience strategies for supporting im/migrants with disabilities and D/deaf individuals

- Ensure existing and new content is accessible, inclusive, culturally relevant, and practically applicable to settlement work
 - Develop and incorporate real-world, relevant, and practical case studies/scenarios, discussion questions, quizzes, assessments, flashcards, videos, images, interactive learner exercises, and practical resources etc using OCASI's internal course design format
 - Incorporate and apply a legal framework throughout all modules
 - Use gamification across all course modules to increase learner experience
 - Incorporate anti-oppressive, anti-racist, and disability justice frameworks throughout all course modules
 - Incorporate a legal framework in all four modules
 - Use gamification in the course modules to increase learner experience
3. Develop course evaluation tools
 4. Produce a curriculum that is culturally responsive to English and French language learners
 5. Accessibility Integration: Apply universal learning design (UDL) principles and best practices in accessibility to all materials, ensuring inclusive access for all learners
 6. Stakeholder Consultation and Feedback:
 - Collaborate with the OCASI team to review drafts and incorporate feedback at key milestones.
 - Participate in check-in meetings and respond to revisions as required.
 - Adhere to timelines
 7. Review process:
 - Feedback from OCASI staff and an Advisory Committee will be provided to the consultant based on an agreed schedule
 - The project will include testing and piloting the developed training and revising the curriculum as needed



8. Finalization and Preparation for E-learning Format:

- Deliver final curriculum content in formats suitable for self-directed e-learning development on the agreed timeline
- Ensure curriculum compatibility with Learning Management Systems (LMS) and accessibility compliance standards.

Desired Skills and Competencies

1. A bilingual (French/English) consultant, organization, or team is preferred
2. Curriculum and Instructional Design
 - a. Experience and expertise in curriculum development and/or instructional design, particularly with adult learners (popular education models an asset)
 - b. Experience and expertise in e-learning and/or distance learning, involving the use of innovative (online and offline) pedagogical methods
3. Equity, Diversity, and Anti-Oppression Knowledge
 - a. A strong understanding and awareness of the historical and present-day experiences of Indigenous people in Canada
 - b. Thorough understanding of anti-racist/anti-oppressive (ARAO), anti-ableist, and anti-colonial frameworks; anti-Black racism
 - c. Strong understanding of race, class, gender, and ability, particularly as they intersect with immigration, refugee status, and precarious status
 - d. Familiarity with non-Western understanding of disability
 - e. Solid understanding of the specific needs of newcomers with disabilities
4. Accessibility and Legal Frameworks
 - a. Thorough understanding of international, national, provincial, and territorial accessibility laws across Canada and their applications (including competing rights, employer/service provider responsibilities, race and disability intersectionality)
5. Lived experience as im/migrant(s) or refugee(s) with in/visible disabilities is asset
6. Research and Evaluation
 - a. Experience related to applied research and needs assessments within community-based and/or government-funded projects



- b. Strong consultation background (e-learning and in-person) with ability to conduct interviews, focus groups, on/offline
- 7. Project Management
 - a. Strong project management skills (evidenced through successful, on-time/on-budget project completion)
 - b. Track record in managing assignments of similar size and scope
- 8. Sector-Specific Knowledge
 - a. Knowledge of im/migrant and refugee-serving sectors across Canada (strengths, needs, gaps, knowledge base)
 - b. Knowledge about the Ontario Council of Agencies Serving Immigrants
- 9. Critical Thinking and Communication Skills
 - a. Excellent critical analysis skills (ability to grasp theoretical concepts, problematize oppressive practices, and construct solutions)
 - b. Excellent written communication skills; highly organized with an editor's eye for detail
- 10. Strong ability to work with and engage multiple stakeholders and manage competing interests with integrity

Budget

The total available budget for complete course content development (Level 1 and Level 2 in French and English) is **\$55,000** (including HST). This includes personnel, language translation and adaptation services (if applicable) to produce culturally relevant content for learners in English and French.

We invite proposals from bilingual individuals/organizations demonstrating ability to complete the scope of work themselves as well as proposals from consultant firms/organizations/individuals working in partnership to produce the course content in English and French.

Application Information

The proposal should provide the name, title, address, telephone number, and email address for each person engaged in the scope activities. If applicable, the proposal should indicate who will serve as the lead person for this RFP.



OCASI reserves the right to ask for clarification from shortlisted consultants and will not provide feedback about unsuccessful proposals.

Application Requirements

The proposal for this application should not exceed 6 pages, and should include a resume that outlines relevant qualifications and professional experiences. In addition, the proposal should include, but is not limited to the following:

- Overview indicating an understanding of the project's scope and requirements
- A work plan complete with deliverables, implementation timelines, and budget
- A brief description of how the applicant plans to work with OCASI staff and the project advisory committee
- Examples of prior work similar to this type of project
- Two References directly related to comparable projects

Project Timeline

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| 1. Proposal submissions due date: | May 15th, 2025 |
| 2. Award decision and selection communicated: | May 22nd, 2025 |
| 3. Anticipated start date of project work: | May 29th, 2025 |
| 4. Project completion: | October 30, 2025 |

Evaluation Criteria

Criteria by which proposals will be evaluated and compared:

- Clarity of the proposal including the extent to which the proposed methodology, work-plan, and deliverables reflect the purpose and scope of the project.
- Alignment between the proposed work plan, timeframe, and budget.
- Experience and qualifications of consultants, including individuals subcontracted (if there are any) for the assignment



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Submission Details

Please submit your completed application no later than **May 15th, 2025** to access@ocasi.org with the subject headline "*Accessibility RFP- Last Name*"

Inquires

To ensure that OCASI maintains an open competition process, all inquiries regarding this RFP must be provided in writing only, via email to access@ocasi.org.

We thank all applicants however only individuals/organizations shortlisted for interview will be contacted. No telephone inquiries please.

OCASI is Committed to Employment Equity