



**October 2, 2025**

## **Request for Proposal**

### **Consultant - Instructional Designer and Moodle Developer**

Catholic Crosscultural Services is seeking an experienced consultant or consultancy firm to convert existing course materials into an interactive, learner-friendly Moodle course for a workplace-focused English language training program in the Food Handling Sector.

#### **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 redesigning an existing language training program for newcomers with lower English skills seeking careers in the food handling sector.

The Consultant will be responsible for transforming existing static course materials currently housed across different platforms. The goal is to enhance the learner's experience by organizing and enhancing content into structured modules in our LMS that include a mix of embedded readings, videos, and interactive activities, using Moodle's native tools.

#### **Scope of this Request**

Working collaboratively with CCS staff, the consultant will be responsible for:

- Reviewing existing course content
- Designing a well-structured, learner-friendly Moodle course layout that blends online readings, video content, and interactive activities
- Reorganizing and transforming static materials into native Moodle activities
- Creating interactive learning elements to increase learner engagement and comprehension
- Advising on best practices for layout, sequencing, and delivering content for adult English learners in a hybrid format
- Ensuring all content is compliant with Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Providing recommendations on use of multimedia (video, images, documents) for optimal learner experience
- Review external resources and, where appropriate, adapt the content into Moodle activities.

#### **Timeline**

- Project start: November 1st, 2025
- Project Outline and/or content map: November 15th, 2025
- Draft of Project: January 26th, 2026
- Revision incorporating feedback: February 6th, 2026
- Completed project: February 28th, 2026

## **Deliverables**

The consultant is expected to deliver the following:

- A detailed outline or content map that provides an overview of the course design, explaining how the original materials will be converted, and which Moodle features/ tools will be used. The outline should highlight tools used as well as how information will be structured throughout the LMS for the best user experience.
- A fully developed Food Handling course in Moodle using existing materials, including:
  - Conversion of existing Google Docs and resources into structured lessons or multi-page resources.
  - Interactive quizzes and knowledge checks to assess learner understanding.
  - Embedded multimedia such as videos, images, and audio to enhance engagement.
  - Interactive activities like drag-and-drop exercises, flashcards, and interactive videos to deepen learning.
  - Where applicable, adapt external materials into CCS branded content, ensuring all content is accessible and learner friendly.
- Orientation and training sessions to review progress and incorporate feedback with CCS staff

## **Proposal submission**

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

- 2+ year's experience developing and implementing e-learning content for LINC, ESL or similar programs for adults of diverse cultural backgrounds
- Certificate, diploma or degree in Instructional Design, adult education, eLearning Development or equivalent
- Experience using Moodle, rapid authoring software's or equivalent.
- Experience utilizing diverse range of LMS tools and features (e.g. HP5, embedding content, etc.)
- 2+ years' experience working as an instructional designer, learning designer, or educational developer, with ability to structure courses using a mix of content types (readings, videos, interactive elements)
- Knowledge and experience with occupation-specific language training, PBLA, Canadian Language Benchmarks and tools for benchmarking students' progress
- Proficiency working with educational technologies to support teaching and student needs
- Ability to work collaboratively with multiple stakeholders
- TESL Certificate or equivalent training is an asset

## **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 and instructional design.
- Work plan and deliverables along with a description of how consultant plans to achieve the goals.
- Description of any expected challenges and approach to mitigate projected challenges.
- Budget proposal (max \$2,800.) 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.

**Deadline:** October 24, 2025

**Email:** Please send your proposal to [rfp@ccscan.ca](mailto:rfp@ccscan.ca)