



**Review and Development of Planning for Canada Group Orientation  
Request for Proposals (RFP)**  
September 24, 2019

## Acronyms

CICan	Colleges and Institutes Canada
DBMS	Database Management System
FO	Field Office
FSW	Federal Skilled Worker
GO	Group Orientation
I&O	Information & Orientation
IRCC	Immigration, Refugees and Citizenship Canada
NAARS	Needs Assessment, Assets and Referrals Services
OGT	Online Global Team
PD	Program Director
PfC	Planning for Canada
PN	Provincial Nominee
PPS	Personalized Planning Session
SPO	Service Provider Organizations

## A. PROJECT DESCRIPTION

### 1.0 BACKGROUND

Planning for Canada (Pfc) is a program funded by Immigration, Refugees and Citizenship Canada (IRCC) and implemented by Colleges and Institutes Canada (CICan). Planning for Canada (Pfc) aligns with IRCC's CORE vision of pre-arrival services<sup>1</sup>. According to IRCC, the goal of pre-arrival services is to help newcomers prepare for their settlement before they depart for Canada. Pre-arrival services therefore provide new Permanent Residents with accurate, relevant information and supports so that they can make informed decisions about their new life in Canada and begin the settlement process (including preparation for employment) while overseas.

Planning for Canada provides prospective Economic Class (federal and provincial skilled workers) and Family Class (sponsored relatives and dependents) immigrants with in-person and online services including: I) group orientation sessions covering all aspects of living and working in Canada, II) personalized planning sessions focused on settlement and employment needs, and III) connections to Canadian organizations, providing additional guidance and support. Pfc Services are provided world-wide in English, French and local languages, via field offices in India and the Philippines and Online Global Team.

The Group Orientation (GO) is a pre-departure information and orientation session covering different aspects of living and working in Canada. During the GO, prospective immigrants learn about housing, education, health, jobs, finances, government, culture and life in Canada. At the end of the session, prospective immigrants have a better understanding of Canada, enabling them to go deeper into their settlement and employment needs during their personalized planning sessions.

GO content and delivery are continuously reviewed to ensure that information and orientation services are current, accurate and relevant. In addition, major changes can be made in terms of curriculum and delivery approach methods through projects.

Planning for Canada is currently seeking to review its Group Orientation curriculum and delivery methods. The review and development of Pfc Group Orientation will be carried out through the selected project in this RFP.

### 2.0 PROJECT OBJECTIVES

The specific objectives of this Project are to:

- Identify adult education practices that are suitable for Planning for Canada;
- Review present curriculum and make recommendations for content and delivery method changes;
- Develop new Group Orientation curriculum and content, in consultation with Planning for Canada and CICan staff<sup>2</sup>;
- Provide input and feedback, when requested, on the development of new material, tools and delivery methods;

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<sup>1</sup> IRCC's CORE Settlement Services can be provided, upon request.

<sup>2</sup> Indigenous content will be validated by external experts, commissioned by Planning for Canada.

- Develop delivery methods, including adult learning best practices to be used by Pfc;
- Develop training material and train staff on basic concepts and best practices for adult education as well as new approach and curriculum created for Pfc;
- Recommend synchronous and asynchronous online learning methods suitable for Pfc and adult learning.

### 3.0 PROJECT OUTCOMES

The specific outcomes of this Project are:

- GO curriculum and delivery methods revised/developed;
- Best adult learning and intercultural practices identified for Pfc and material for adult learning activities is produced.
- Planning for Canada Program staff trained on adult learning best practices and new Pfc material.
- Recommendations made on online learning methods for Pfc.

### 4.0 PROJECT DELIVERABLES

The expected Project deliverables are:

- New GO curriculum;
- Updated GO presentation;
- New material for adult learning activities;
- New training material for staff;
- Two training events (one in Canada and one overseas);
- Debrief/report for Pfc management, including recommendations.
- Feedback on development of material and tools.

### 5.0 PROJECT PHASES AND TIMELINES

The expected phases and timelines of this Project are:

<b>Phase</b>	<b>Timeline*</b>
Familiarization with Pfc and research on immigrant needs through different key documents	Nov 4 – 15, 2019
Development of work plan	Nov 18 – 22, 2019
Development of curriculum and material	Nov 25, 2019 – Jan 31, 2020
Consultations with stakeholders, partners, program staff, and clients	Feb 3 – Feb 21, 2020
Review and finalization of curriculum and tools	Feb 24 – March 6, 2020
Training of Pfc staff	March 9 – March 27, 2020
Final recommendations and project closure	March 31, 2020

## 6.0 BUDGET

The maximum budget for this project is \$60,000, inclusive of fees, travel costs, consultation costs, other costs, and taxes.

## 7.0 ELIGIBILITY

Proposals can only be submitted by colleges and institutes that are currently members of and in good standing with CICan.

## 8.0 QUALIFICATIONS

The lead member of the proposed team shall have the following qualifications:

- Postgraduate degree in Education, Curriculum, Instructional Design or related field along with a minimum of 10 years of relevant experience;
- Extensive knowledge of curriculum development/design, academic quality, pedagogy, teaching and learning;
- Five to ten years of previous teaching experience, including adults;
- Five to ten years of research experience, specifically with analysis and reporting of qualitative and quantitative data;
- Strong communication and facilitation skills.

Other members of the proposed team shall have the following qualifications:

- Three to five years developing online education material;
- Significant experience with online learning;
- Strong intercultural competencies.

# B. SUBMISSION PROCESS

## 9.0 SUBMISSION REQUIREMENTS

- Proposals must be submitted in the English language.
- They must include a cover page, table of content, and relevant attachments.
- The content of the proposal shall comprise a technical component, a financial component, and supporting documents.
- Each copy of the above components shall be submitted as a separate document and clearly marked as Technical, Financial or Supporting Documents.
- The Technical component shall include the proposed approach and methodology as well as a work plan.<sup>3</sup>
- The Financial component shall include itemized costing for the service provided. Cost items should clearly be explained in a cost budget attached to the proposal.
- The proposal for consultancy services should be clearly marked or titled “**Review and Development of Planning for Canada Group Orientation**”.

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<sup>3</sup> Planning for Canada Logic Model and Performance Measurement Framework can be provided upon request.

- Include the profile of the college or institute with details of previous engagement with similar assignments.
- Include resumes/curriculum vitae of the lead consultant and other members of the proposed team.
- Provide three past client referral letters for similar assignments: demonstrate evidence of undertaking similar projects successfully and provide reference for each project.

## 10.0 SPECIFIC GUIDELINES

- All narrative sections of the proposal shall be in letter size, with 2.5 margins, typed in 11-point Arial, with single line spacing. Attachments do not need to follow this formatting requirement.
- All pages of the proposal shall be numbered. The footer of each page of the proposal must include the consultancy reference number and the name of the Canadian college or institute.
- The cover page shall not exceed one page and shall be signed by the relevant authority within the institution.
- The Technical component of the proposal shall be submitted as a single PDF document and shall not exceed 15 pages.
- Proposed approach, methodology, and work plan shall not exceed 5 pages.
- The Financial component of the proposal shall be submitted as an Excel spreadsheet.
- Linkages between the Technical and Financial component shall be made within the Technical component document.
- Supporting documentation shall be submitted as a single PDF.
- Resumes/curriculum vitae should not exceed two pages per member of proposed team.

## 11.0 PROPOSAL SUBMISSION TIMELINES

- CIGan/PfC opens call for Request for Proposals on September 30, 2019.
- Deadline to submit proposal: **October 14, 2019**.
- CIGan screens and evaluates proposals by October 18, 2019.
- CIGan/PfC announces successful college/institute on October 18, 2019.
- Contracts are completed and signed by October 25, 2019.
- Selected college/institute starts work on November 4, 2019.

## 12.0 PROPOSAL EVALUATION

The following evaluation criteria will be used to assess and select proposals:

Criteria	Points
A. Technical Component	
Understanding of immigration context and immigrant needs	10
Relevant background and experience in curriculum development (lead consultant)	30
Quality of the proposed approach, methodology and work plan	20
Expertise of other members of the proposed team	10
Collaboration with other colleges and institutes	10
B. Financial Component	
Quality of the budget presented and costing of items	20
<b>Total</b>	<b>100</b>

## 13.0 PROPOSAL SUBMISSION

If your college or institute is interested in applying, please submit proposal by email to: Holly Skelton, Program Director, Planning for Canada at: [hskelton@collegesinstitutes.ca](mailto:hskelton@collegesinstitutes.ca) by **October 14, 2019**. Please title email: "Review and Development of Planning for Canada Group Orientation".