

REQUEST FOR PROPOSALS

ECE-2026-NOS

Development and Validation of the Early Childhood Educator National Occupational Standard
Building a Strong, Mobile and Sustainable Early Childhood Education Workforce

REQUEST FOR PROPOSALS (RFP)

Project: Building a Strong, Mobile and Sustainable Early Childhood Education Workforce

Issued By: Colleges and Institutes Canada (CICan)

Funding Program: Employment and Social Development Canada (ESDC) – Sectoral Workforce Solutions Program (SWSP)

Contract Value: Up to \$125,000 CAD (inclusive of all fees, expenses, and applicable taxes)

Contract Period: September 2026 – January 20, 2027

ABOUT US

Colleges and Institutes Canada (CICan) is the national organization representing 120 colleges, CEGEPs, polytechnics, and institutes of technology across Canada. Recognized as the national and international voice of Canadian college education, CICan has established itself as a leader in innovation, applied research, and the development of competency-based training aligned with Canada's socioeconomic needs. CICan's members add over \$190B to Canada's economy each year and contribute to inclusive economic growth by working with industry and community partners to offer more than 10,000 programs to learners in urban, rural, remote, and northern communities. Over 95% of Canadians (and 86% of Indigenous people) live within 50km of one of our members.

EXECUTIVE SUMMARY

Colleges and Institutes Canada (CICan), in partnership with the Canadian Child Care Federation (CCCCF) and the Association des collèges et universités de la francophonie canadienne (ACUFC), is undertaking the project *Building a Strong, Mobile and Sustainable Early Childhood Education Workforce* under the Employment and Social Development Canada (ESDC) Sectoral Workforce Solutions Program (SWSP), to strengthen recruitment, retention, labour mobility, and workforce sustainability within Canada's Early Childhood Education (ECE) sector.

A key component of this initiative is the development and validation of an updated National Occupational Standard (NOS) for Early Childhood Educators. The National Occupational Standard will provide a nationally validated framework describing the competencies, knowledge, skills, performance expectations, and occupational requirements associated with contemporary ECE practice.

The resulting NOS will support:

- Labour mobility initiatives;

- Workforce planning activities;
- Curriculum development and modernization;
- Professional development programming;
- Prior Learning Assessment and Recognition (PLAR);
- Career pathway development;
- Recruitment and retention strategies;
- Workforce sustainability planning.

The successful consultant will conduct occupational analysis activities, stakeholder consultations, competency development exercises, and validation processes to produce a nationally relevant and future-oriented occupational standard.

The NOS will be informed by Labour Market Information findings developed through the broader project and validated through a national consultation process involving employers, educators, workforce organizations, Indigenous organizations, Francophone organizations, governments, and post-secondary institutions.

ACRONYMS AND DEFINITIONS

Acronym	Definition
ACUFC	Association des collèges et universités de la francophonie canadienne
CCCF	Canadian Child Care Federation
CICan	Colleges and Institutes Canada
ECE	Early Childhood Education / Early Childhood Educator
EDIA	Equity, Diversity, Inclusion and Accessibility
ESDC	Employment and Social Development Canada
LMI	Labour Market Information
NOS	National Occupational Standard
PLAR	Prior Learning Assessment and Recognition
RFP	Request for Proposal
SWSP	Sectoral Workforce Solutions Program
WCAG	Web Content Accessibility Guidelines

Definition – National Occupational Standard

For the purposes of this RFP, a National Occupational Standard refers to a nationally validated framework that defines:

- Occupational purpose;
- Occupational scope;
- Core competencies;
- Performance expectations;
- Knowledge requirements;

- Skills requirements;
- Evidence of competence.

The National Occupational Standard is intended to support workforce development, labour mobility, curriculum development, and professional recognition activities.

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1. INTRODUCTION

Colleges and Institutes Canada (CICan), in partnership with the Canadian Child Care Federation (CCCCF) and the Association des collèges et universités de la francophonie canadienne (ACUFC), invites qualified consultants or consulting teams to submit proposals to develop and validate an updated National Occupational Standard (NOS) for Early Childhood Educators in Canada.

The NOS will serve as a foundational workforce development resource supporting labour mobility, workforce planning, curriculum development, professional development initiatives, career pathway development, and Prior Learning Assessment and Recognition (PLAR) activities.

The resulting NOS will provide a nationally validated framework describing the competencies, knowledge, skills, and performance expectations required within the Early Childhood Education profession and will support greater workforce consistency across jurisdictions. The work shall be informed by the Labour Market Information project findings, conducted concurrently as part of the *Building a Strong, Mobile and Sustainable Early Childhood Education Workforce* Project and supported through national consultation and validation activities.

2. PROJECT BACKGROUND

Canada's Early Childhood Education workforce is experiencing significant transformation as governments, employers, educators, and sector stakeholders respond to evolving workforce requirements, increasing service demands, workforce shortages, and growing expectations regarding workforce quality and consistency. While jurisdictions across Canada have established qualification requirements and competency expectations for Early Childhood Educators, variations continue to exist in:

- Occupational requirements;
- Credential recognition processes;
- Professional development expectations;
- Workforce mobility mechanisms.

These variations can create barriers affecting:

- Labour mobility;
- Workforce planning;
- Professional development;
- Credential recognition;
- Recruitment and retention efforts.

As part of the project *Building a Strong, Mobile and Sustainable Early Childhood Education Workforce*, CICan and project partners are undertaking a national initiative to update and validate a National Occupational Standard that reflects current and emerging workforce realities. The updated NOS will

provide a nationally relevant competency framework that supports workforce consistency while recognizing regional diversity and evolving workforce needs.

3. PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to develop and validate an updated National Occupational Standard for Early Childhood Educators in Canada. The consultant shall conduct:

- Occupational analysis;
- Stakeholder engagement;
- Competency development;
- Validation activities;
- Implementation planning.

The resulting National Occupational Standard will support:

- Labour mobility initiatives;
- Workforce planning activities;
- Professional development initiatives;
- Curriculum modernization efforts;
- Career pathway development;
- Prior Learning Assessment and Recognition (PLAR) initiatives;
- Recruitment and retention strategies;
- Workforce sustainability initiatives.

The National Occupational Standard shall be developed through a collaborative, evidence-informed, and nationally representative process.

4. PROJECT OBJECTIVES

The objectives of this assignment are to:

Occupational Analysis

- Define competencies required for contemporary ECE practice;
- Identify occupational functions and responsibilities;
- Identify future occupational requirements.

Competency Framework Development

- Establish competency statements;
- Define performance indicators;
- Identify knowledge requirements;
- Identify skills requirements;
- Define evidence of competence.

Labour Mobility Support

- Support greater workforce consistency across jurisdictions;

- Inform labour mobility initiatives;
- Improve occupational comparability.

Workforce Development

- Support curriculum alignment and modernization;
- Support professional development programming;
- Support workforce planning activities;
- Inform future micro-credential development.

Sustainability and Future Readiness

- Establish a nationally relevant occupational framework;
- Reflect emerging workforce trends;
- Support long-term workforce sustainability.

The consultant shall ensure meaningful engagement with employers, educators, workforce organizations, Indigenous organizations, Francophone organizations, governments, and post-secondary institutions throughout the assignment.

5. SCOPE OF WORK

The successful consultant shall complete the assignment through five interconnected phases designed to produce a nationally validated National Occupational Standard (NOS) for Early Childhood Educators in Canada.

The consultant shall apply recognized occupational analysis methodologies and engage stakeholders from across Canada to ensure the resulting NOS reflects current and emerging workforce requirements. The consultant shall be responsible for planning, implementing, managing, validating, and reporting on all activities necessary to complete the assignment.

PHASE 1 – ENVIRONMENTAL REVIEW AND STANDARDS ANALYSIS

Purpose

To establish the contextual foundation for the National Occupational Standard by reviewing existing occupational standards, competency frameworks, qualification requirements, workforce trends, and labour mobility considerations. The review shall ensure that NOS development activities build upon existing evidence, sector knowledge, and workforce development initiatives.

Activities

The consultant shall conduct a comprehensive review of:

- **Existing Occupational Standards** - Including:
 - National Occupational Standards;
 - Provincial competency frameworks;
 - Workforce certification frameworks;
 - Professional standards;

- Regulatory requirements.
- **Workforce Development Frameworks** - Including:
 - Career pathway initiatives;
 - Professional development frameworks;
 - Competency-based learning models;
 - PLAR initiatives.
- **Labour Mobility Frameworks** - Including:
 - Qualification recognition processes;
 - Inter-jurisdictional mobility initiatives;
 - Workforce transferability mechanisms;
 - Occupational comparability models.
- **Labour Market Intelligence Findings** - The consultant shall review findings from the Labour Market Information study and identify implications for:
 - Occupational competencies;
 - Emerging skills;
 - Workforce development priorities;
 - Future workforce needs.

Deliverable N1 - Due by October 2, 2026

Environmental Review and Standards Analysis Report. Minimum Contents:

1. Environmental scan findings;
2. Existing standards review;
3. Competency framework review;
4. Labour mobility analysis;
5. Future workforce considerations;
6. Implications for NOS development.

PHASE 2 – OCCUPATIONAL ANALYSIS

Purpose

To identify and document the competencies, responsibilities, performance expectations, and occupational requirements associated with contemporary Early Childhood Education practice.

Occupational Analysis Methodology

The consultant shall apply a recognized occupational analysis methodology. Acceptable methodologies may include:

- Functional Analysis;
- DACUM;
- Competency-Based Occupational Analysis;
- Hybrid occupational analysis approaches.

The selected methodology shall be justified within the proposal.

Activities

- **Occupational Purpose Analysis.** The consultant shall define:
 - Occupational purpose;
 - Occupational mandate;
 - Occupational context;
 - Scope of practice.
- **Functional Analysis.** The consultant shall identify:
 - Key occupational functions;
 - Areas of responsibility;
 - Critical tasks;
 - Performance expectations.
- **Occupational Pathways Analysis.** The consultant shall identify:
 - Entry pathways;
 - Progression pathways;
 - Leadership pathways;
 - Specialized practice pathways.
- **Future Occupational Analysis.** The consultant shall identify:
 - Emerging functions;
 - Future responsibilities;
 - Evolving workforce requirements.

Deliverable N2 - Due by October 16, 2026

Occupational Analysis Report. Minimum Contents:

1. Occupational profile;
2. Functional analysis;
3. Occupational pathways;
4. Future workforce considerations;
5. Draft competency structure.

PHASE 3 – COMPETENCY FRAMEWORK DEVELOPMENT

Purpose

To develop a draft National Occupational Standard reflecting current and emerging workforce requirements.

Competency Framework Requirements

The consultant shall develop a competency framework including:

- **Core Competencies:** Competencies expected of all Early Childhood Educators.
- **Technical Competencies:** Competencies associated with professional practice.
- **Behavioral Competencies:** Competencies supporting workplace effectiveness.
- **Leadership Competencies:** Competencies supporting supervisory and leadership responsibilities.

Competency Structure

For each competency, the consultant shall define:

- **Competency Statement:** A clear description of the competency.
- **Performance Indicators:** Observable behaviors demonstrating competence.
- **Knowledge Requirements:** Knowledge necessary to perform effectively.
- **Skills Requirements:** Skills required to demonstrate competence.
- **Evidence of Competence:** Examples of how competence may be demonstrated.

Labour Mobility Considerations

The competency framework shall include consideration of:

- Cross-jurisdictional applicability;
- Occupational consistency;
- Recognition considerations;
- Transferability of competencies.

Deliverable N3 - Due by November 20, 2026

Draft National Occupational Standard. Minimum Contents:

1. Occupational profile;
2. Competency framework;
3. Performance indicators;
4. Knowledge requirements;
5. Skills requirements;
6. Labour mobility considerations.

PHASE 4 – NATIONAL CONSULTATION AND VALIDATION

Purpose

To validate the draft National Occupational Standard through a comprehensive national consultation process. The validation process shall ensure that the NOS reflects workforce realities and enjoys broad stakeholder support.

Validation Activities

The consultant shall implement a validation strategy including:

- **National Survey:** To gather broad stakeholder feedback.
- **Key Informant Interviews:** To gather expert input.
- **Focus Groups:** To validate competencies and performance expectations.
- **Validation Workshops:** To review draft NOS components and identify revisions.
- **Expert Review:** To assess technical quality and sector relevance.

Minimum Participation Targets

The consultant shall seek participation from:

- Early Childhood Educators;

- Employers;
- Supervisors and directors;
- Workforce associations;
- Governments;
- Colleges and institutes;
- Indigenous organizations;
- Francophone organizations;
- Rural and remote communities.

Indigenous Engagement Requirements

Where Indigenous engagement activities are undertaken, consultants shall demonstrate culturally appropriate engagement approaches that respect Indigenous protocols, knowledge systems, and community priorities. Engagement activities should support:

- Meaningful participation;
- Relationship-building;
- Reciprocal knowledge exchange;
- Respect for Indigenous perspectives.

Deliverable N4 - Due by December 11, 2026

Validation Report. Minimum Contents:

1. Validation methodology;
2. Participation summary;
3. Validation findings;
4. Revisions undertaken;
5. Recommendations.

PHASE 5 – FINALIZATION AND IMPLEMENTATION RESOURCES

Purpose

To finalize the National Occupational Standard and prepare implementation resources supporting adoption and application.

Activities

The consultant shall:

- Revise the draft NOS;
- Incorporate validation findings;
- Finalize competency framework;
- Develop implementation guidance;
- Prepare presentation materials.

Implementation Guide Requirements

The consultant shall prepare an implementation guide describing how the NOS may support:

- **Workforce Planning:** Use of the NOS for workforce development activities.
- **Curriculum Development:** Alignment of educational programming.
- **Professional Development:** Competency-based professional development planning.
- **PLAR Activities:** Recognition of prior learning and experience.
- **Labour Mobility:** Cross-jurisdictional workforce mobility initiatives.
- **Future Updates:** Recommendations for future review and maintenance.

Deliverable N5 - Due by January 12, 2027

Final National Occupational Standard Package. Including:

- Final National Occupational Standard;
- Executive Summary;
- Implementation Guide;
- Validation Summary;
- Presentation Deck.

6. DELIVERABLES AND MILESTONES

Monthly Progress Reporting

The consultant shall submit monthly progress reports containing:

- Activities completed;
- Activities planned;
- Occupational analysis status;
- Consultation status;
- Validation status;
- Schedule status;
- Risks and mitigation measures;
- Issues requiring project partner input.

All deliverables shall be subject to review and written approval by CICan prior to acceptance.

Knowledge Transfer Requirements

Throughout the assignment, the consultant shall ensure that methodologies, tools, templates, competency structures, and supporting documentation are developed in a manner that enables CICan and project partners to:

- Maintain the NOS;
- Update competencies in future;
- Support implementation activities;
- Integrate NOS findings into future project deliverables.

7. DELIVERABLE ACCEPTANCE CRITERIA

The purpose of the Deliverable Acceptance Criteria is to establish clear standards for the review, revision, approval, and acceptance of consultant deliverables. All deliverables shall be reviewed by

CICan and project partners as appropriate. No deliverable shall be considered accepted until written approval has been issued by CICan.

7.1 Deliverable Acceptance Standards

Criteria	Description
Completeness	Deliverable addresses all requirements identified within the Scope of Work.
Quality	Deliverable demonstrates professional quality suitable for publication and stakeholder use.
Accuracy	Findings, analysis, and recommendations are supported by evidence and accepted research methodologies.
Accessibility	Deliverable is suitable for publication and future translation and meets accessibility requirements.
Relevance	Deliverable contributes directly to project objectives.
Usability	Deliverable supports future project implementation activities.

7.2 Deliverable Review Process

1. **Submission:** Consultant submits deliverable electronically.
2. **Review:** CICan reviews deliverable against acceptance criteria.
3. **Consolidated Feedback:** CICan provides written feedback.
4. **Revision:** Consultant addresses comments and resubmits deliverable.
5. **Approval:** CICan issues written acceptance.

8. CONSULTANT QUALIFICATIONS

The successful consultant shall possess the expertise, experience, and organizational capacity necessary to develop and validate a National Occupational Standard of national significance.

8.1 Mandatory Requirements

Mandatory Criterion	Requirement
M1 – Occupational Standards Experience	Experience leading or contributing to a minimum of five (5) occupational standards, competency frameworks, certification frameworks, or equivalent workforce development projects.
M2 – Competency Framework Experience	Minimum five (5) years of experience developing competency frameworks, occupational analyses, workforce standards, or related workforce development tools.
M3 – National Consultation Experience	Demonstrated experience conducting national or multi-jurisdictional consultation and validation processes.
M4 – Organizational Capacity	Demonstrated ability to complete the assignment within the required timeframe and budget.

8.2 Rated Experience

The following experience will be evaluated:

- **Occupational Standards Development**
 - National Occupational Standards;
 - Competency Frameworks;
 - Certification Frameworks;
 - Workforce Standards.
- **Occupational Analysis Expertise**
 - Functional Analysis;
 - DACUM;
 - Occupational Mapping;
 - Competency-Based Occupational Analysis.
- **Validation Expertise**
 - Consultation design;
 - Stakeholder engagement;
 - Consensus-building;
 - Validation methodologies.
- **Implementation Expertise**
 - Workforce development applications;
 - Curriculum alignment;
 - Professional development applications;
 - Labour mobility initiatives.

8.3 Asset Qualifications

The following will be considered assets:

- Early Childhood Education sector experience;
- Labour mobility expertise;
- Indigenous engagement experience;
- Francophone engagement experience;
- Bilingual capacity;
- Experience working with post-secondary institutions.

9. PROPOSAL REQUIREMENTS

Proposals must contain sufficient detail to permit a comprehensive evaluation. The proposal shall consist of four sections.

Part A – Organizational Information

The proposal shall include:

- Legal organization name;
- Organizational profile;
- Mailing address;
- Website;

- Primary contact information;
- Number of years in operation.

Part B – Technical Proposal

Maximum Length:

- Twenty (20) pages excluding appendices.

The Technical Proposal shall include:

- **Understanding of the Assignment.** Demonstrated understanding of:
 - a. Occupational standards development;
 - b. Workforce development challenges;
 - c. Labour mobility considerations;
 - d. ECE sector context.
- **Methodology. Description of:**
 - a. Occupational analysis methodology;
 - b. Competency framework methodology;
 - c. Validation methodology;
 - d. Consultation approach.
- **Workplan.** Including:
 - a. Schedule;
 - b. Milestones;
 - c. Deliverables;
 - d. Resource allocation.
- **Risk Management.** Identification of:
 - a. Risks;
 - b. Challenges;
 - c. Mitigation measures.
- **Team Structure.** Including:
 - a. Team members;
 - b. Roles and responsibilities;
 - c. Qualifications;
 - d. Availability.

Part C – Supporting Documentation

The proposal shall include:

- **Team Resumes:** Resumes for all proposed personnel.
- **References:** A minimum of three references from similar projects completed within the last five years.
- **Project Samples:** A minimum of one occupational standard or competency framework and one occupational analysis or equivalent project sample.

Part D – Financial Proposal

The Financial Proposal shall include:

- Fixed-price budget;

- Detailed budget breakdown, including the proposed hourly rate and estimated hours for each team member;
- Cost assumptions;
- Applicable taxes.

9.1 Artificial Intelligence Disclosure

Consultants shall disclose any material use of Artificial Intelligence (AI) tools in the preparation of:

- Proposal content;
- Technical submissions;
- Methodologies;
- Sample materials;
- Draft competency frameworks.

Disclosure shall identify:

- AI tools utilized;
- Purpose of use;
- Extent of AI-generated content;
- Quality assurance measures applied.

The successful consultant shall remain fully responsible for the quality, originality, accuracy, and integrity of all submitted materials and deliverables.

10. EVALUATION METHODOLOGY

Proposals will be evaluated using a two-stage process.

Stage 1 – Administrative Review

Pass / Fail

The proposal will be reviewed for:

- Completeness;
- Compliance with submission requirements;
- Mandatory requirements;
- Required documentation.

Only compliant proposals will proceed to Stage 2.

Stage 2 – Technical Evaluation

Criterion	Maximum Points
Occupational Standards Experience	20
Competency Framework Experience	15
Methodology	20
Validation and Consultation Approach	15
Team Capacity and Qualifications	15
Workplan and Risk Management	15
Total	100

10.1 Minimum Technical Threshold

To be considered for award, a proposal must achieve a **minimum Technical Score of 70** out of 100 points.

10.2 Scoring Guide

Proposals will be scored using the following rating system:

Description	Rating
No evidence provided	0
Poor	1
Limited	2
Acceptable	3
Strong	4
Exceptional	5

10.3 Evaluation Committee Requirements

The Evaluation Committee shall consist of a minimum of three (3) appointed CIG staff members. Evaluation Committee members shall evaluate proposals independently prior to participating in a consensus review process.

10.4 Interviews

CIG reserves the right to conduct interviews or presentations with shortlisted consultants. Where interviews are conducted, additional scoring criteria may be applied and documented by the Evaluation Committee.

11. BUDGET REQUIREMENTS

The maximum budget available for this assignment is: **\$125,000 CAD**, inclusive of:

- Professional fees;
- Occupational analysis activities;

- Validation activities;
- Consultation activities;
- Travel expenses;
- Technology costs;
- Administrative expenses;
- Applicable taxes.

The consultant shall submit a fixed-price proposal that includes a detailed breakdown of the hourly rates applicable to each proposed activity.

11.1 Budget Categories

The consultant can only budget funds to the following categories:

- **Professional Fees:** Labour associated with project delivery.
- **Occupational Analysis:** Occupational mapping and competency development activities.
- **Consultation and Validation:** Survey administration, interviews, workshops, focus groups, facilitation.
- **Travel and Meetings:** Travel required to support validation activities.
- **Technology and Software:** Collaboration platforms, survey tools, analysis software.

12. PAYMENT SCHEDULE

Payments shall be issued following satisfactory completion and written acceptance of deliverables.

The project payments will be divided as follows:

Milestone	Payment
Contract Signature	10%
N1 Approved	15%
N2 Approved	15%
N3 Approved	20%
N4 Approved	20%
N5 Approved	20%

Invoice Requirements

Invoices shall:

- Reference the contract number;
- Reference the applicable deliverable;
- Include supporting documentation as required.

Payment will be processed following receipt of an acceptable invoice and written approval of deliverables. No payment shall be made for deliverables that have not been formally accepted by CICan.

13. PROCUREMENT CONDITIONS

13.1 Right to Reject

CICan reserves the right, in its sole discretion, to reject any or all proposals received in response to this Request for Proposals. The issuance of this RFP does not obligate CICan to award a contract.

13.2 Right to Negotiate

CICan reserves the right to negotiate with the highest-ranked consultant regarding:

- Scope of work;
- Deliverables;
- Timelines;
- Budget;
- Contract terms and conditions.

13.3 Proposal Costs

All costs associated with the preparation and submission of a proposal shall be borne exclusively by the consultant. CICan shall not be responsible for any expenses incurred by consultants during this RFP process.

13.4 Confidentiality

All proposals submitted in response to this RFP shall be treated as confidential and used solely for evaluation and contract award purposes. Consultants shall clearly identify any proprietary or confidential information contained within their submissions.

13.5 Conflict of Interest

Consultants shall disclose any actual, perceived, or potential conflict of interest that could affect their ability to perform the assignment objectively.

13.6 Intellectual Property

All occupational analyses, competency frameworks, validation findings, implementation guides, reports, presentations, tools, templates, methodologies, and related deliverables developed under the resulting contract shall become the exclusive property of Colleges and Institutes Canada (CICan). The successful consultant shall not publish, distribute, or otherwise use project materials without prior written authorization from CICan.

13.7 Contract Award

The contract will be awarded to the consultant whose proposal provides the best overall value to CICan, taking into consideration:

- Technical merit;
- Organizational capacity;
- Methodology;
- Validation approach.

13.8 Cancellation

CICan reserves the right to amend, suspend, cancel, postpone, or reissue this RFP process at any time without liability.

13.9 Records Retention and Audit Requirements

CICan shall retain procurement records, evaluation documentation, correspondence, award recommendations, contracts, amendments, invoices, deliverables, and related project documentation in accordance with organizational records management policies and applicable funder requirements. The successful consultant shall maintain supporting documentation associated with the assignment and shall make such documentation available for audit purposes upon request.

14. REPORTING REQUIREMENTS

The successful consultant shall maintain regular communication with CICan and project partners throughout the assignment.

14.1 Monthly Progress Reports

The consultant shall provide monthly written progress reports including:

- Activities completed;
- Activities planned;
- Occupational analysis status;
- Competency development status;
- Validation status;
- Risks and mitigation measures;
- Schedule status;
- Issues requiring project partner input.

14.2 Project Meetings

The consultant shall participate in:

- Project kick-off meeting;
- Monthly progress meetings;
- Validation planning meetings;
- Steering Committee presentations;
- Ad hoc meetings as required.

Unless otherwise agreed, meetings shall be conducted virtually.

14.3 Deliverable Review Process

All deliverables shall be submitted electronically and reviewed by CICan. Review Process:

1. Submission.
2. CICan Review.
3. Consolidated Feedback.
4. Revisions (if required).

5. Final Approval.

No deliverable shall be considered accepted until written approval has been issued by CICan.

15. OFFICIAL LANGUAGES AND OTHER REQUIREMENTS

15.1 Official Languages

The National Occupational Standard is expected to become a national workforce development resource. Accordingly, all deliverables shall be prepared in a manner suitable for publication and translation into both official languages. The consultant shall:

- Use clear and consistent terminology;
- Apply plain language principles;
- Ensure consistency across competency statements and supporting documentation;
- Use nationally applicable language.

Content should avoid unnecessary jargon, unexplained acronyms, and region-specific terminology that may create barriers to translation accuracy.

15.2 Equity, Diversity, Inclusion and Accessibility (EDIA)

The consultant shall demonstrate how EDIA principles will be incorporated into:

- Occupational analysis activities;
- Competency development;
- Validation methodologies;
- Stakeholder engagement activities;
- Reporting and recommendations.

Particular consideration should be given to:

- Indigenous communities;
- Francophone communities;
- Rural and remote communities;
- Newcomers;
- Racialized populations;
- Persons with disabilities.

The resulting NOS should reflect the diversity of Canada's Early Childhood Education workforce and support equitable workforce development practices.

15.3 Indigenous Engagement Requirements

Where Indigenous engagement activities are undertaken, the consultant shall demonstrate culturally appropriate engagement approaches that respect Indigenous protocols, knowledge systems, and community priorities. Engagement activities should promote:

- Meaningful participation;
- Relationship-building;
- Reciprocal knowledge exchange;
- Respect for Indigenous perspectives and priorities.

The consultant should demonstrate experience engaging Indigenous communities, organizations, and stakeholders where applicable.

16. SUBMISSION INSTRUCTIONS

16.1 Submission Requirements

Proposals shall include:

Part A – Organizational Information.

Part B – Technical Proposal.

Part C – Supporting Documentation.

Part D – Financial Proposal.

16.2 Submission Method

Proposals shall be submitted electronically in PDF format to: ecepathways.parcoursepe@cican.org

Subject Line: Submission–ECE-2026-NOS

16.3 Submission Deadline

Proposals must be received no later than **11:59pm EST on August 28, 2026**. Late submissions will **not** be considered.

16.4 Questions and Clarifications

Questions regarding this RFP must be submitted in writing to: ecepathways.parcoursepe@cican.org

Subject Line: Questions–ECE-2026-NOS

Questions must be received no later than **11:59pm EST on August 21, 2026**. Responses may be shared with all consultants to ensure fairness, consistency, and transparency.

END OF REQUEST FOR PROPOSALS

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