COLLEGES & INSTITUTES CANADA | COLLÈGES & INSTITUTS CANADA

REQUEST FOR PROPOSALS

ECE-2026-LMI

Labour Market Information Research Consultant

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 $140,000 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 (CCCF) 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 foundational component of the project is the development of a comprehensive Labour Market Information (LMI) study that will provide updated analysis on the current state of the Early Childhood Education (ECE) workforce nationwide, including emerging trends, workforce pressures, and sector needs.

The successful consultant will conduct a national labour market analysis, engage key stakeholders, identify workforce trends and skills requirements, and provide actionable recommendations that support sector growth and workforce resilience. The resulting research will inform multiple project deliverables and provide a national evidence base supporting future workforce development activities across Canada.

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 – Labour Market Information

For the purposes of this RFP, Labour Market Information refers to quantitative and qualitative information related to workforce supply, workforce demand, occupational requirements, workforce trends, labour mobility, skills needs, recruitment challenges, and retention considerations.

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1. INTRODUCTION

Colleges and Institutes Canada (CICan), in partnership with the Canadian Child Care Federation (CCCF) and the Association des collèges et universités de la francophonie canadienne (ACUFC), invites qualified consultants or consulting teams to submit proposals to conduct a comprehensive Labour Market Information (LMI) study supporting the project Building a Strong, Mobile and Sustainable Early Childhood Education Workforce.

The successful consultant will provide labour market intelligence, workforce analysis, stakeholder engagement, and evidence-based recommendations to support workforce planning, labour mobility initiatives, occupational standards development, professional development programming, and recruitment and retention strategies within Canada's Early Childhood Education sector.

The resulting research will serve as a foundational input into subsequent project activities, including the development and validation of an updated National Occupational Standard (NOS), Prior Learning Assessment and Recognition (PLAR) resources, career navigation tools, and national microcredential development initiatives.

2. PROJECT BACKGROUND

Across Canada, governments are making significant investments in Early Learning and Child Care systems to improve affordability, accessibility, quality, and workforce sustainability. While these investments create opportunities for growth, they also highlight ongoing workforce challenges affecting employers, educators, learners, and families.

Many communities and regions continue to experience difficulties recruiting and retaining qualified Early Childhood Educators. Workforce shortages, demographic pressures, inconsistent qualification recognition processes, limited labour mobility mechanisms, and regional disparities in workforce supply continue to affect service delivery and long-term sector sustainability. At the same time, the workforce is evolving in response to:

- Changing employer expectations;
- Increasing inclusion requirements;
- Emerging pedagogical approaches;
- Growing demand for leadership and specialized competencies;
- New workforce development pathways.

Recognizing these realities, CICan, CCCF, and ACUFC are leading a national initiative funded through ESDC's Sectoral Workforce Solutions Program (SWSP) to promote recruitment, retention, labour mobility, and workforce sustainability within the ECE sector. A key component of this initiative is the development of evidence-based labour market intelligence.

3. PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to provide CICan and project partners with a comprehensive Labour Market Information study presenting an updated analysis on the current state of the ECE workforce nationwide, including emerging trends, workforce pressures, and sector needs.

The consultant will be responsible for conducting research, stakeholder engagement, labour market analysis, and reporting activities that provide actionable recommendations and evidence-based insights for project partners and sector stakeholders. The consultant shall ensure that the study reflects the realities of Canada's diverse Early Childhood Education workforce, including regional, linguistic, cultural, Indigenous, rural, remote, and urban workforce contexts.

4. PROJECT OBJECTIVES

The objective of this assignment is to develop a comprehensive evidence base that supports workforce development, labour mobility, and long-term sustainability within Canada's Early Childhood Education sector. Specifically, the study shall:

Workforce Supply and Demand

- Assess current workforce pressures;
- Identify regional workforce variations;
- Examine workforce participation patterns;
- Analyze workforce forecasting information where available.

Recruitment and Retention

- Identify recruitment challenges;
- Examine workforce retention barriers;
- Assess factors contributing to workforce turnover;
- Identify promising retention practices.

Labour Mobility

- Examine labour mobility barriers and opportunities;
- Review qualification recognition processes;
- Assess inter-jurisdictional mobility considerations;
- Identify opportunities to strengthen workforce mobility.

Skills and Competencies

- Identify current workforce skills requirements;
- Assess future skills needs;
- Identify emerging competencies;
- Inform National Occupational Standard development.

Workforce Emerging Trends

- Identify professional development priorities;
- Inform microcredential development;

- Support career pathway development;
- Inform PLAR initiatives.

Strategic Recommendations
The consultant shall provide evidence-based recommendations supporting:

- Workforce sustainability;
- Workforce attraction;
- Workforce retention;
- Labour mobility;
- Workforce development;
- Future sector growth.

5. SCOPE OF WORK

The successful consultant shall complete the assignment through five interconnected phases designed to produce a comprehensive national Labour Market Information (LMI). The consultant shall employ recognized labour market research methodologies and engage stakeholders from across Canada to ensure the resulting analysis reflects current and emerging workforce realities. The consultant shall be responsible for planning, implementing, managing, and reporting on all research activities necessary to complete the assignment.

PHASE 1 – PROJECT INITIATION AND RESEARCH DESIGN

Purpose
To establish the project governance, methodology, stakeholder engagement approach, workplan, risk management strategy, and data collection framework required to successfully complete the assignment.

Activities
The consultant shall be responsible for the following activities:

- **Project Kick-Off**: Conduct a project initiation meeting with CICan and project partners to:
  - Confirm project objectives;
  - Confirm scope of work;
  - Confirm timelines;
  - Confirm reporting expectations;
  - Confirm stakeholder engagement approach.
- **Research Methodology:** Develop a detailed methodology describing:
  - Research design;
  - Data collection methods;
  - Data analysis methods;
  - Validation approach;
  - Knowledge mobilization approach.
- **Stakeholder Engagement Strategy:** Develop a stakeholder engagement plan identifying:
  - Target stakeholder groups;
  - Consultation methods;

  - Participation targets;
  - Recruitment approaches;
  - Risk mitigation strategies.
- **Risk Management Plan:** Identify:
  - Project risks;
  - Stakeholder engagement risks;
  - Data collection risks;
  - Schedule risks;
  - Mitigation measures.

Deliverable D-1
Project Workplan and Methodology Report – **Due by September 18, 2026**
Minimum Contents:

1. Project workplan;
2. Detailed methodology;
3. Stakeholder engagement strategy;
4. Communications plan;
5. Risk management plan;
6. Project schedule;
7. Deliverables schedule.

PHASE 2 – ENVIRONMENTAL SCAN AND JURISDICTIONAL REVIEW

Purpose
To establish a comprehensive understanding of the current workforce environment, workforce development initiatives, qualification frameworks, labour mobility considerations, and sector trends.

Activities
The consultant shall conduct a review of:

- **Workforce Environment**: Including:
  - Workforce demographics;
  - Workforce participation;
  - Workforce shortages;
  - Recruitment trends;
  - Retention trends.
- **Policy and Regulatory Environment:** Including**:**
  - Provincial and territorial frameworks;
  - Qualification requirements;
  - Certification requirements;
  - Regulatory considerations.
- **Labour Mobility Environment:** Including:
  - Qualification recognition processes;
  - Inter-jurisdictional mobility considerations;
  - Existing mobility frameworks;

  - Barriers and opportunities.
- **Workforce Development Environment:** Including:
  - Existing competency frameworks;
  - Occupational standards;
  - Professional development models;
  - Career pathway initiatives;
  - PLAR initiatives.

Deliverable D-2
Environmental Scan and Jurisdictional Review Report – **Due by October 16, 2026**

Minimum Contents:

1. National environmental scan;
2. Jurisdictional review;
3. Workforce development review;
4. Labour mobility analysis;
5. Key findings;
6. Implications for workforce development.

PHASE 3 – NATIONAL STAKEHOLDER ENGAGEMENT

Purpose
To gather qualitative and quantitative input from sector stakeholders regarding workforce challenges, opportunities, skills requirements, labour mobility considerations, and workforce development needs.

Activities
The consultant shall conduct stakeholder engagement activities using multiple methods.

- **Surveys**: The consultant shall design and administer a national survey targeting:
  - Early Childhood Educators;
  - Employers;
  - Supervisors and directors;
  - Workforce associations;
  - Post-secondary institutions.
- **Interviews:** The consultant shall conduct key informant interviews with:
  - Sector leaders;
  - Government representatives;
  - Workforce organizations;
  - Indigenous organizations;
  - Francophone organizations.
- **Focus Groups:** Focus groups shall be conducted to explore:
  - Recruitment challenges;
  - Retention challenges;
  - Skills requirements;
  - Labour mobility issues;

  - Workforce development priorities.
- **Stakeholder Representation:** The consultant shall seek participation from:
  - Employers;
  - Educators;
  - Faculty members;
  - Students and recent graduates;
  - Workforce associations;
  - Indigenous organizations;
  - Francophone organizations;
  - Rural and remote communities;
  - Newcomer-serving organizations;
  - Government representatives.

Deliverable D-3
Stakeholder Engagement Report – **Due by November 20, 2026**
Minimum Contents:

1. Methodology;
2. Participation summary;
3. Stakeholder profiles;
4. Key findings;
5. Workforce challenges;
6. Workforce opportunities;
7. Emerging themes.

PHASE 4 – LABOUR MARKET ANALYSIS

Purpose
To analyze workforce trends, labour market conditions, skills requirements, labour mobility considerations, and future workforce needs.

Activities
The consultant shall conduct analysis relating to:

- **Workforce Supply:** Including:
  - Current workforce size;
  - Workforce demographics;
  - Workforce participation rates;
  - Workforce pipeline considerations.
- **Workforce Demand:** Including:
  - Current labour demand;
  - Vacancy trends;
  - Projected workforce demand;
  - Regional demand considerations.
- **Recruitment and Retention:** Including:
  - Recruitment barriers;
  - Retention barriers;

  - Workforce attraction factors;
  - Workforce sustainability considerations.
- **Labour Mobility:** Including:
  - Qualification recognition;
  - Inter-jurisdictional mobility;
  - Transferability considerations;
  - Barriers and opportunities.
- **Future Skills:** Including:
  - Emerging competencies;
  - Future workforce requirements;
  - Professional development needs;
  - Leadership development needs.

Deliverable D-4
Draft Labour Market Information Report – **Due by December 11, 2026**
Minimum Contents:

1. Executive Summary;
2. Methodology;
3. Findings;
4. Labour market analysis;
5. Workforce forecasting analysis;
6. Labour mobility analysis;
7. Recommendations.

PHASE 5 – FINAL REPORTING AND KNOWLEDGE MOBILIZATION

Purpose
To finalize the Labour Market Information study and prepare products supporting dissemination and future project activities.

Activities

- The consultant will:
  - Incorporate stakeholder feedback;
  - Finalize analysis;
  - Prepare final recommendations;
  - Develop presentation materials;
  - Support knowledge mobilization activities.
- **Knowledge Mobilization Requirements**: The consultant shall prepare materials suitable for:
  - Decision Makers
  - Executive summaries;
  - Strategic recommendations;
  - Workforce planning considerations.
- **Sector Stakeholders:** The consultant will include:
  - Sector findings;
  - Workforce development recommendations;

  - Labour mobility considerations.
- **Connection to Project Activities:** The consultant will make recommendations to:
  - National Occupational Standard development;
  - PLAR initiatives;
  - Career pathway development;
  - Microcredential development.

Deliverable D-5
Final Labour Market Intelligence Package – **Due by December 23, 2026**
Minimum Contents:

1. Final LMI Report;
2. Executive Summary;
3. Recommendations Framework;
4. Presentation Deck;
5. Data Summary Tables;
6. Knowledge Mobilization Summary.

Deliverable D-6
Presentation to Project Team – **Week of January 11-15 or no later than January 20, 2027**

1. The consultant shall present findings, strategic implications, workforce recommendations, future considerations and recommendations.

6. DELIVERABLES AND MILESTONES

Monthly Progress Reporting
The consultant shall submit monthly progress reports containing:

- Activities completed;
- Activities planned;
- Research status;
- Stakeholder engagement 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.

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 will 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 implementation and national dissemination
Accuracy	Competencies, occupational analyses, and recommendations are supported by evidence and accepted methodologies
Accessibility	Deliverable is suitable for publication and future translation and meets accessibility requirements
Relevance	Deliverable contributes directly to project objectives
Validation	Deliverable reflects meaningful stakeholder consultation and validation
Usability	Deliverable supports implementation by educational institutions, employers, and workforce organizations

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 conduct a national labour market study of significant scope and complexity.

8.1 Mandatory Requirements

Mandatory Criterion	Requirement
M1 – Labour Market Research Experience	Minimum ten (10) years of experience conducting labour market research, workforce planning studies, sector analyses, or related projects.
M2 – National Research Experience	Completion of at least three (3) national or multi-jurisdictional labour market or workforce development studies within the past five (5) years.
M3 – Stakeholder Engagement Experience	Demonstrated experience conducting: • Surveys • Interviews • Focus groups • Consultations • Stakeholder engagement activities
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:

- **Research Expertise**
  - Labour market research;
  - Workforce planning;
  - Workforce forecasting;
  - Sector analysis.
- **Stakeholder Engagement Expertise**
  - Consultation design;
  - Survey development;
  - Facilitation;
  - Consensus-building.
- **Reporting Expertise**
  - Technical reporting;
  - Executive reporting;
  - Recommendation development;
  - Knowledge mobilization.

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 supporting workforce development initiatives.

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**. The proposal shall outline demonstrated understanding of:
    - **a.** Workforce development challenges;
    - **b.** Labour mobility considerations;
    - **c.** Workforce planning requirements;
    - **d.** ECE sector context.
- **Methodology**: The proposal shall include a description of:
    - **a.** Research approach;
    - **b.** Data collection methods;
    - **c.** Analysis methodology;
    - **d.** Validation approach.
- **Workplan**: The proposal shall include:
    - **a.** Schedule;
    - **b.** Milestones;
    - **c.** Deliverables;
    - **d.** Resource allocation.
- **Risk Management**: The proposal shall include identification of:
    - **a.** Risks;
    - **b.** Challenges;
    - **c.** Mitigation measures.
- **Team Structure**: The proposal shall include:
    - **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**: At least two examples of comparable labour market or workforce studies.

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;
- Research outputs.

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
Labour Market Research Experience	25
Methodology	25
Stakeholder Engagement Approach	20
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) CICan staff members appointed. Evaluation Committee members shall evaluate proposals independently prior to participating in a consensus review process.

10.4 Interviews

CICan 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: **$140,000 CAD**, inclusive of:

- Professional fees;
- Stakeholder engagement 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.
- **Research and Analysis:** Data collection and analytical activities.
- **Stakeholder Engagement:** Survey administration, interviews, focus groups, facilitation.
- **Travel and Meetings:** Travel required to support project activities.
- **Technology and Software:** Research tools, survey platforms, data analysis tools.

12. PAYMENT SCHEDULE AND INVOICE REQUIREMENTS

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%
Deliverable D-1 Approved	10%
Deliverable D-2 Approved	20%
Deliverable D-3 Approved	20%
Deliverable D-4 Approved	20%
Deliverable D-5 Approved	20%

12.1 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 will 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 reports, analyses, datasets, recommendations, methodologies, presentations, summaries, tools, templates, 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;
- Stakeholder engagement 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;
- Research status;
- Stakeholder engagement 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;
- Stakeholder engagement 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, ACCESSIBILITY AND EDIA REQUIREMENTS

15.1 Official Languages

The Labour Market Information study 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 reports and presentations;
- 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:

- Research design;
- Stakeholder engagement activities;
- Data collection methodologies;
- Analysis and interpretation;
- Reporting and recommendations.

Particular consideration should be given to:

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

15.3 Indigenous Engagement Considerations

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.

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 and Deadline

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

Subject Line: Submission-ECE-2026-LMI

Proposals must be received no later than **11:59pm EST on August 28, 2026**.

Late submissions will **not** be considered.

16.3 Questions and Clarifications

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

Subject Line: Questions-ECE-2026-LMI

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

ECE-2026-LMI

Labour Market Information Research Consultant

Building a Strong, Mobile and Sustainable Early Childhood Education Workforce