

Skills for Change: A Language and Employment Training Program for Visible Minority Refugee Women in Newfoundland and Labrador

Request for Proposals/Concept Paper

With financial support from the Department of Immigration, Refugees, and Citizenship Canada (IRCC), the Association for New Canadians is seeking an experienced consultant to develop a comprehensive stakeholder driven project for a targeted employment program for vulnerable visible minority women. As part of this project, the consultant will be required to conduct a needs assessment, develop the program content, and prepare a comprehensive report which will include recommendations and an action plan for program delivery.

As part of this project, the consultant will be expected to:

- Organize and facilitate 4 -5 focus groups with key stakeholders and potential program participants in order to develop a comprehensive participant profile and identify program components that are reflective of the needs, background and interests of the participants;
- Conduct 10 – 12 informant interviews with employers, academics, NGO representatives, etc. in an effort to help frame relevant aspects of the program curriculum prior to the program delivery in April 2019;
- Conduct a literature review of relevant materials regarding current employment and language training programs for the identified cohort;
- Engage employers and key stakeholders who have experience/knowledge in mentoring, newcomer employment and the unique needs of visible minority refugee women to identify partners for the delivery phase of the project;
- Ensure that the proposed program delivery is responsive to the needs of visible minority refugee women in Newfoundland and Labrador and reflective of the demands of the provincial labour market;
- Prepare the program content based on the results of the comprehensive needs assessment;
- Gather relevant information to prepare recommendations, identify concrete action items and develop an action plan for program delivery in Year 2 of the project;
- Prepare a final report.

Program content and final report must be provided in MS Word and hard copy formats. A draft program content and final report must be submitted by March 15, 2019. Copies of all data collected will become part of the report.

The proponent shall specify in its proposal:

- Number of hours assigned to this project and detail the number of hours by activity;
- Provide details about travel time and costs
- The total price for this project should be stated with subtotals for each activity of the project/work
- Identification of any subcontractors utilized by the consultant to successfully complete the project.

Questions related to the project will be responded to beginning on January 2, 2019 to axis@nfld.net.

Proposals will be accepted by email to research@nfld.net as one PDF up until Friday, January 11, 2019 at 5pm Newfoundland Standard Time.

The ANC will review and accept proposals up to a total of **\$45,000** inclusive of taxes and travel. The Association for New Canadians does not bind itself to accept the lowest or any bid.

Websites: www.ancnl.ca, www.AXIScareers.net