REQUEST FOR PROPOSALS
SUPPORTING NEWCOMERS WITH DISABILITIES - SUBJECT MATTER EXPERT

IN BRIEF

The Alberta Association of Immigrant Serving Agencies (AAISA) is seeking a subject matter expert (SME) to create and deliver a facilitated online workshop that will then be adapted into an online, self-paced workshop. The course will be on the topic of Supporting newcomers with disabilities, with the primary aim of increasing the capacity of settlement practitioners working in the settlement sector.

ABOUT AAISA

The Alberta Association of Immigrant Serving Agencies (AAISA) is a non-profit umbrella organization that has represented, supported, and advocated for Alberta’s settlement and integration sector since 1980. Collectively, AAISA member agencies offer services to newcomers in over 40 municipalities across the province. AAISA’s mandate is to build sector capacity to serve newcomers by providing access to relevant and meaningful professional development opportunities, engaging the sector on issue-based initiatives, and by undertaking research to build understanding of context and emerging needs.

More info about AAISA: www.aaisa.ca

OBJECTIVES AND LEARNING GOALS

AAISA is seeking a Subject Matter Expert (SME) to undertake a Course Design Development and Facilitation project in collaboration with AAISA staff.

Funded by the Government of Alberta, this training must provide settlement workers with targeted strategies and much-needed skill set to create supportive, welcoming, inclusive and accessible environments for individuals with disability to flourish, reduce the stigma associated with disabilities, build community and institutional capacity to enhance and promote well-being. This course aims to increase the capacity of settlement practitioners across the province, newcomer-serving sector practitioners working with newcomer communities and other
practitioners by exploring methods and tools to better understand the barriers and challenges newcomers with disabilities experience and address them.

**OBJECTIVES**

- Apply and promote inclusive communication and behavioural approach interacting with newcomers with disabilities
- Define disabilities and identify types of disabilities
- Develop a comprehensive set of practical skills to provide intervention and connect with community resources, which can offer more specialized help
- Participate in referrals, identify strategies, resources, best practices, and support intensive and strategic interventions for newcomers with disabilities
- Gain a deeper understanding of the biases and stigma surrounding disabilities, the impact of stigma and discrimination on help-seeking behaviour, preconceived beliefs, stereotypes and assumptions about disability and ableism
- Explore the intersectionality between immigration and disability (intersecting identity markers such as disability, race, ethnicity, gender, and citizenship status), and unique challenges newcomers with disabilities face
- Gain knowledge of diverse cultures, cross-cultural communication, the dynamics of privilege and oppression, and the uses of power between groups. Understanding of disability, race, colonialism, immigrant/refugee status, and other layers of marginalization
- Identify ways in which settlement workers can be better equipped to deal with the needs of newcomers with disabilities through learning about the Disability Tax Credit (DTC), Registered Disability Savings Program (RDSP), and other available programs/services
- Identify strategies and benefits of including anti-racist, anti-oppressive, and disability justice frameworks into settlement work
- Examine the operation of colonial and ableist discourses within and through settlement policies and practices
- Gain a greater understanding of the different legislation that exists internationally, nationally, provincially, and territorially as it relates to the rights of people with disabilities

**PROJECT OUTCOMES**

By the end of the course participants will be able to:
• Learn how to provide safe, inclusive and respectful environments to prepare individuals to understand and accept different kinds of people and reduce stigma
• Learn how to deal with human diversity and know that difference is an essential part of our history and current reality
• Learn how to examine our own experiences, power & assumptions, and adjust these to provide the safest and most appropriate environment
• Learn to recognize and practice skills to confidently and competently respond to those experiencing stigma due to their disabilities
• Ensure improved service delivery for newcomers with disabilities through better trained Settlement Practitioners
• Assist newcomers with disabilities to navigate the DTC and RDSP application process
• Utilize information for newcomers with disabilities, Settlement Practitioners, and communities to the DTC, RDSP and other disability supports
• Navigate through DTC and RDSP applications, processes, and benefits for newcomers with disabilities, the newcomer serving sector, and communities through knowledge mobilization campaigns
• Support activities and help in decreasing cultural stigmas around accessing RDSP and disability services among the newcomers with disabilities

SCOPE OF WORK

The scope of work of the project is as follows:

Design, Development and Facilitation of professional development sessions including:
  ○ Facilitated webinars (one webinar for each module), delivered by February 2023
  ○ Online self-paced course with 5 - 7 modules and appropriate course materials, assignments, supplementary materials, quizzes, assessments, and instruments for evaluation of learning to be made available on AAISA’s Moodle LMS by April 2023
  ○ Creation of an Evaluation of Learning Effectiveness for the workshop sessions and self-paced online course modules
  ○ A development report that provides a summary of workshop and course description, learning objectives and outcomes, learning activities, and course structure
  ○ A delivery report that provides information regarding attendance and participation, number of registered participants from AAISA member agencies and non-members, reflection by facilitators on the proceedings of the workshops and
activities and possible areas of improvement, and other relevant information for greater accountability

- A final report that will assist AAISA in shaping the future direction of its professional development work with settlement practitioners in Alberta’s settlement and integration sector.

**PROJECT DELIVERABLES**

The SME (also known as the “consultant”) will be responsible for:

- Providing a plan with a timeline for each project component and deliverable
- Conducting a literature review and exploring current best practices to identify key areas of focus for the workshops and modules of the online self-paced course
- Ensuring all facilitated workshops and online self-paced course components are developed in alignment with AAISA’s settlement practitioner competency framework and current contextual needs
- Providing the content for the online facilitated and self-paced course including drafts, revisions, and finals
- Meeting with AAISA’s Programs & Services department to plan for the development of the online self-paced course
- Collaborating with AAISA’s Learning & Technology Coordinator to develop content in relation to AAISA’s structure of the online self-paced course
- Committing to generation of digital learning resources for the online self-paced course (this would include electronic versions of pre- and post- assessments of competencies, discussion board tasks, full course content, descriptions and course outlines, assignments and quizzes, readings and references, and Microsoft PowerPoint slides)
- Assisting in the creation of the audio and video recording of content for the online self-paced course. The SME will require a commitment of an estimate 25 hours (approx... 5 hrs per module) to complete audio and video recording. The SME will coordinate with AAISA’s Learning & Technology Coordinator to arrange suitable dates to undertake recordings
- Creating an Evaluation of Effectiveness of Learning for the workshop sessions and online self-paced course modules to AAISA’s Learning and Professional Development Lead.
AAISA will be responsible for:

- Securing the online platform, advertising, and promoting course on social media, and handling registration, enrolment, and distribution of workshop materials
- Providing the working space and technology to audio record the voice over for all presentation slides of the content modules for the online self-paced course. These recordings will be done at the AAISA office in downtown Calgary or virtually
- Providing the working space and technology to video record a short introductory orientation for the online self-paced course. These recordings will be done at the AAISA office in downtown Calgary or virtually
- Providing the SME with the AAISA Competency Framework

COURSE COMPONENTS

- A brief description of the intended learning outcomes for the workshop and online self-paced course
- Demonstration of how learner outcomes align with AAISA’s Settlement Practitioner Competency Framework
- Key tasks and activities, including assessment of learnings in course
- List of resources and references
- Pre-reading materials to be provided to workshop participants
- Facilitator guide including notes to facilitators with instructions for delivery and materials required
- Digital learning resources for online delivery (electronic documents, Microsoft PowerPoint presentation slides, audio, video and other multimedia resources)
- Assessment for learning that can be completed by participants
- Evaluation criteria that can be used to judge the effectiveness and experiences and experience of learning in the workshop and the online self-paced course

INTELLECTUAL PROPERTY

Proprietary right to all data, materials, documentation and products originated by and prepared pursuant to the contract shall belong exclusively to AAISA. The contractor will acknowledge and
agree that any Product and/or Deliverable created shall be considered a “work made for hire” and all rights to said Product and/or Deliverable shall belong exclusively to AAISA. The contractor will be prohibited from disseminating products and information developed.

PROPOSAL

We require a detailed proposal with a cost estimate and projected timelines for the project that includes the above deliverables. PLEASE NOTE that the proposal should not exceed $10,000.

The project will start no later than DECEMBER 2022 and the facilitated course must be completed no later than February 2023. This project is funded with all deliverables due by MARCH 2023.

The proposal should include:

• Project design: proposed activities, cost estimates, and timeline for the various components (approach to learning/facilitating, proposed modules, etc.) of the project
• Learning goals and outcomes
• Key focus questions
• Main areas of awareness and attitude
• Resume of the Project Leader responsible for the development and coordination of the project
• List of courses/workshops developed/delivered previously
• Two references, phone numbers and emails of people for whom you have developed/delivered courses or workshops previously.

SELECTION CRITERIA & PROCESS

The following are the criteria we will use in the selection process:

• Detailed plan and timeline (including projected costs for each component)
• Demonstrated experience and/or expertise on disabilities, working with individuals with disabilities (particularly as defined by the Canadian Government), and knowledge of best practices and resources available
• Familiarity or experience within the settlement and integration sector, tools and strategies and related practices is mandatory
• Experience working with learners, including facilitation
• Familiarity with online learning environments preferred (e.g. Moodle, etc.)
• Familiarity with online webinar platforms preferred (e.g. Zoom, Microsoft Teams, etc.)
• Evidence of high standards in curriculum design, development, and evaluation
• Compliance with deadline(s)
• Fluency in English, both written and verbal

The proposal will be reviewed in detail according to the above criteria. Shortlisted candidates will be asked to provide portfolios of their work or examples of previously designed and developed courses and/or workshops, as well as to participate in an interview. All applicants will be promptly notified when a selection has been made.

Both individual and collaborative proposals will be considered.

To submit a proposal, please send a letter of intent, curriculum vitae, and proposed fees to: pd@aaisa.ca. Please ensure that your name or your organization’s name appears in the file name.

**Your electronic submission should be sent by 5pm Monday December 5, 2022, to Christian Ladores at cladores@aaisa.ca.**

Qualified applicants will be added to AAISA’s network for notification of future opportunities.

If you have any questions, please contact pd@aaisa.ca.

*AAISA is an Equal Opportunity Employer and we work to sustain anti-discrimination and anti-racism practices in our workplace. We do not discriminate based on race, ethnicity, sexual orientation, gender identity and/or gender expression, age, physical or mental health, religion or beliefs, or any other status protected by law. Harassment or discrimination is not tolerated at AAISA. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business need*

**PLEASE NOTE: AAISA is not obligated to accept the lowest cost proposal. In addition, AAISA need not accept any of the proposals. All decisions of AAISA shall be final and binding.**