



Request for Proposals: Curriculum Developer

Background, Purpose and Desired Outcome

1. BACKGROUND TO THE REGIONAL DIVERSITY ROUNDTABLE

The Regional Diversity Roundtable is a network of organizations and institutions committed to building inclusion and diversity competence that results in the institutionalization of equity in their core values, structures, workforce, policies and services.

Vision: To promote respect and equity within organizations and institutions for an inclusive and harmonious community.

Mission: The Regional Diversity Roundtable is committed to being a leader in supporting organizations and institutions to be diverse and equitable in order to provide services that are fair, inclusive and culturally appropriate.

We encourage stakeholders to recognize, respect, and embrace each individual's diversity and believe that by working together we can move from the acknowledgment of diversity to the institutionalization of diversity in our respective core values, structures, workforce, procedures and guidelines enabling an environment that is supportive, accessible, and equitable in its practices.

We value

- Diversity
- Equity
- Inclusion
- Respect
- Social Justice

1.1. THE REGIONAL DIVERSITY ROUNDTABLE AND DIVERSITY & EQUITY TRAINING

As part of the Regional Diversity Roundtable's Capacity Building Initiatives, the Regional Diversity Roundtable offers introductory and advanced diversity and equity training workshops. These workshops are tailored to the specific needs of the organizations requesting them. Workshops are delivered by Regional Diversity Roundtable members.

1.2. PURPOSE OF THE RFP

The Regional Diversity Roundtable (of Peel) is seeking submissions from curriculum developers to design diversity and equity training modules.

The purpose of this project is to fund the creation of 4 - 6 diversity and equity educational modules. The educational modules will be geared towards the community of Human Services Professionals in Peel.

The curriculum should be targeted to Human Services Professionals (front line workers, middle management and senior management) and must have built-in flexibility for adaptation into existing curricula at the diploma/ Certificate / Continuing Education level at colleges and universities and/or in executive format settings. Each module will work together as part of an overall semester-long course and/or as a credit to be offered as part of a semester long course,

on critical topics pertaining to diversity and equity in the non-profit sector. In addition, each module should be able to stand-alone for inclusion in other courses and/or for use in both formal and/or informal teaching situations.

The successful candidate will be expected to work closely with the RDR Coordinator and members of the Capacity Building Working group to analyze and refine existing training tools as well as develop additional modules to address any gaps that may exist.

1.3. DESIRED OUTCOME

The final curriculum product will serve as a pilot-tested, user-friendly tool for teaching human service professionals about diversity and equity in the non-profit sector. The product (whether a traditional, in-class or online, or a combination of the two) will include a syllabus, instructional strategies, and learner assessment strategies to equip interested instructors with all the needed materials to deliver either a semester-long course on all 4-6 module topics or individual modules on any of the 4-6 topics.

The expectation is that once an individual has completed the modules, that individual will graduate with an intermediate to advanced understanding of diversity and equity topics within the Human Services sector.

2. Award Information

2.1. Total Project Funding and Number of Awards

Funding not to exceed \$14,000 is available for one award during the project period

2.2. Timeframe for Completion of Project

Project Start Date: March 2011

Project End Date: October 2011

3. Project Specifications

3.1. Curriculum Design Format, Approach, and Related Tools

Applicants may propose a curriculum plan for delivering either a traditional, in-class or online course

3.1.1. Project Staffing and the CURRICULUM DEVELOPMENT TEAM

The curriculum developer will work in concert with the Regional Diversity Roundtable's Curriculum Development team to produce the final product:

3.1.2. Expected Product

The grantee is required to deliver a final product applicable to delivering both an integrated semester-long curriculum as well as 4 -6 standardized, individual modules by the end of the project period.

The curriculum should include:

- curriculum syllabus with course objectives, learning objectives, and competencies to be acquired by the learner,
- educator's guide with instructional strategies, and -- learner assessment strategies.

If delivering a traditional, in-class curriculum, the grantee is required to provide a hard copy package or binder as well as electronic copies of all documents.

If delivering an online, distance-based curriculum, the grantee is required to provide equivalent documentation of each course's design (syllabus, objectives, etc., as described above for traditional courses) as well as develop relevant online multimedia strategies for effectively delivering the content. Such strategies might include: downloadable course materials, Web links, bulletin boards or chat rooms, podcasts, streaming video, online PowerPoint with audio, etc.

3.2. Project Activities

The project will proceed in two phases.

Phase 1 (3 months) covers preliminary planning for the diversity and equity modules as well as drafting a framework and conducting research for the curriculum. The research conducted will assist the curriculum developer in determining what type of curriculum is best suited for this project. Phase 1 will also include an examination of current RDR educational tools to identify and address any gaps that may exist.

Phase 2 (6 months) covers the development of the curriculum modules and an evaluation tool that provides for instructor input on usability, functionality, appropriateness, and ease of application; and student learner input on relevance, appropriate depth and breadth, and ease of use. Also included in this phase is pilot testing of at least one of the models.

The curriculum developer will also be required to:

- Submit a final report outlining changes to existing RDR educational tools, new educational curriculum developed, pilot findings and evaluation tools to the Curriculum Development team
- Participate in calls/meetings to discuss project progress.

4. SELECTION CRITERIA:

As the successful candidate you will demonstrate:

- Experience in curriculum development.
- A clear understanding of diversity, equity, cultural competence, and anti-oppression principles and practice
- Experience and comfort working with network organizations and/or collaborations.
- Effectiveness in adult education
- An understanding of the non profit sector
- Familiarity with the human services sector in the Peel Region would be an asset
- The RDR is under no obligation under any circumstances, to accept or respond to any proposal or, to negotiate with any proponent. The RDR is not bound to accept the lowest priced or any proposal based on any method of evaluation, or to negotiate with the proponent who submitted the same. The RDR will not be obligated in any manner to any proponent whatsoever unless and until a written contract has been duly executed with a proponent in relation to a qualifying proposal.

5. APPLICATION GUIDELINES

Along with your proposal, please provide a covering letter, detailed CV, and 3 recent references based on related initiatives, work, and a sample of a completed curriculum project no later than: **Friday March 25th 2011.**

Also include clear timelines and deadline for completion.

If necessary, interviews will be held between **March 28th and April 1st 2011.**

*All submissions must be in electronic form; either PDF or Word format, and sent to rdi@regionaldiversityroundtable.org with the subject line: **Proposal: RDR Curriculum Developer Consultant**

For Additional Information, please contact:

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Available online at <http://www.regionaldiversityroundtable.org/jobs>
Thank you for your application. We will contact short-listed candidates only.