

Call for Proposals: Development of Teaching Resources for LINC Level 1- 4

Issued by: Citizenship and Immigration Canada, Settlement and Intergovernmental Affairs Directorate, Ontario Region

Purpose

The Settlement and Intergovernmental Affairs Directorate of Citizenship and Immigration Canada (CIC), Ontario Region, invites proposals to develop classroom-activities resource books for teaching Language Instruction for Newcomers to Canada (LINC) in English at LINC Levels 1-4. The objective of the material and resources is to provide tools that will assist instructors in teaching these levels and to promote consistency in the LINC program across the province of Ontario. Funding will be provided under the Language Instruction for Newcomers to Canada (LINC) program. For more information on LINC, please visit www.cic.gc.ca and/or www.settlement.org.

Background

The Language Instruction for Newcomers to Canada (LINC) program provides language training for newcomers in one of Canada's official languages with the aim of facilitating their economic, social and cultural integration into Canada. The current LINC program comprises language courses ranging from Literacy to LINC Level 7 and uses the Canadian Language Benchmarks (CLB) as the descriptive framework underlining assessment, placement, and curriculum. These Benchmarks provide a basis for curriculum and syllabus development, lesson planning, materials development and resource selection. For more information on the Canadian Language Benchmarks please see <http://www.language.ca>

The LINC program in Ontario uses LINC Curriculum Guidelines 1-5 and LINC 5-7 Curriculum Guidelines to assist LINC instructors in program planning by providing ideas for curriculum content and themes, topics, and resource materials. The LINC Curriculum Guidelines 1-5 and LINC 5-7 Curriculum Guidelines were developed by the Toronto Catholic District School Board and funded by Citizenship and Immigration Canada. The Guidelines are consistent with Canadian Language Benchmarks 2000. The Curriculum Guidelines for LINC Level 5 were revised and included in the LINC 5-7 Curriculum Guidelines document after the National LINC Placement Grid was revised in February 2007. For more information on the LINC Curriculum Guidelines and on the National LINC Placement Grid, please see www.settlement.org

Activities

1. Develop four separate classroom-activities resource books, one for each LINC Level (LINC 1-4), with appropriate material and exercises for listening, speaking, reading, and writing. Each book should contain:
 - Material and exercises that can be photocopied for use in LINC and ESL classes in Ontario.

- Suggestions and instructions for teachers on the use of the exercises
 - Tasks and exercises that can be used by teachers to assess and evaluate a student's mastery of the material. These should be aligned with material in each resource book, the Curriculum Guidelines and the appropriate CLB and LINC level.
 - A CD ROM of the handouts and exercises (Blackline Masters) to ensure that learners have access to clean copies of materials.
 - A teacher's answer key
 - An audio CD of any recorded material developed to increase listening skills.
 - Material that is task-based and learner-centred
 - Material that is consistent with the LINC 1-5 Curriculum Guidelines, the CLB 2000, and the revised National LINC Placement Grid.
 - Material that uses thematic content utilizing the same 12 themes as in the LINC 1-5 Curriculum Guidelines. The themes are: At Home in our Community and the World; Banking, Customer Service and telephones; Canada; Canadian Culture; Canadian Law; Commercial Services and Business; Community and Government Services; Education; Employment; Family and Relationships; Health and Safety; Travel and Transportation.
 - Separate sections in the classroom-activities resource books that address the specific needs of women, youth (school-leaving age to 29 years old) and seniors as identified in the Consultation on the Settlement and Language Training Services Needs of Newcomers in Support of the Canada-Ontario Immigration Agreement. www.settlement.org
 - Exercises and sample on-line activities that can be incorporated into a classroom environment at LINC levels 3 and 4 (Learners at LINC Level 1 and 2 normally do not have the language skills required to work on-line). Teachers should be able to use the on-line activities to show their students that the Web provides a wealth of resources for increasing language skills.
2. Obtain appropriate permission for the printing, photocopying, and use of any government and/or private-sector documents that are used.
 3. Set up an advisory committee of experts who have demonstrated expertise in Canadian Language Benchmarks, curriculum development and in teaching.
 4. Prepare a draft of the classroom-activities resource books by consulting the advisory committee on a regular basis.

5. Submit the draft version of the classroom-activities resource books to CIC and to the advisory committee for comments, suggestions, and revisions. The advisory committee should ensure that the proposed resources are validated against the Curriculum Guidelines.
6. Revise the draft of the classroom-activities resource books by taking into consideration the feedback of the advisory committee.
7. Field test each classroom-activity resource book with an appropriate number of LINC instructors and LINC students at each LINC level (1-4).
8. Print and distribute as per CIC's instructions, 3000 copies in print and CD form of each of the LINC 1-4 teachers' resource books.
9. Maintain accurate financial records and receipts for all expenses incurred in the course of this project. The service provider will be reimbursed by CIC for actual expenses incurred only (profit margins are not to be included) upon receipt of an accurate service provider report and payment claim forms, and will be subject to a monitoring of financial records relating to this project.
10. Provide brief monthly reports to CIC summarizing meetings held and work completed.
11. Prepare and submit to the Department a final report on completion of the project outlining the progression of the project, the process undertaken, methodology, a summary of end results and recommendations to CIC. The final report must be submitted to CIC with 6 weeks of the completion of the project.

Deliverables:

- Four separate classroom-activities resource books, one for each LINC Level (LINC 1-4)
- A CD ROM of the handouts and exercises (Blackline Masters)
- An audio CD of any recorded material developed to increase listening skills.
- Brief monthly reports
- A final report

Proposal requirements

Proposals submitted for consideration in response to this call should:

- Demonstrate understanding of the objectives of the call for proposals, of the activities to be undertaken, and of the expected deliverables.
- Demonstrate the expertise for developing this project by including examples of similar projects successfully completed in the past involving the development of curriculum, and/or curriculum guidelines, and resources for

the purposes of language training. Two references with contact information from these projects should be included.

- Demonstrate the method for ensuring that tasks/activities are learner-focused and representative of real-world contexts.
- Identify all partners and subcontractors who will be involved in this project. Their roles must be clearly specified and their qualifications described. Please note that the primary applicant will be responsible for the performance of all partners and sub-contractors.
- Include a detailed work plan, incorporating all relevant activities with timelines for the completion of each stage of the project indicating overall planning, management, administration, and reporting.
- Include information outlining any real or perceived conflict of interest, including potential conflicts, and the steps that will be taken to deal with the conflict.
- Include a budget, with a detailed breakdown of each element of the project (including itemization of budget for wage costs, employee benefits, space rental expenses, travel expenses, other itemized costs).

Review Process:

An evaluation team will make a selection from the submissions. Proposals will be assessed for cost-effectiveness and planned activities relative to other proposals received. All proposals will be acknowledged with a letter outlining the results of the review process. We regret that we will be unable to respond to individual inquiries regarding the status of a proposal while the review process is taking place.

Constraints:

Budget submissions should reflect actual cost estimates. Please note that where administration charges are identified, CIC will ask for them to be itemized. Normally, CIC contributes up to a maximum of 15% for administrative costs.

CIC reserves the right to seek further clarification on all proposals and to take time as necessary to review and select the successful proposal. CIC reserves the right to withdraw or cancel the CFP and to change or delete any provisions of it, including time limits, without notice and without liability to any party for any costs or expenses incurred by any party in connection with or related to the CFP. Notice of changes to or cancellation of the CFP will be posted on <http://www.settlement.org/>. CIC will not be liable for any costs or expenses relating to a proposal submitted pursuant to this CFP, whether successful or not. The approval of successful proposals will be subject to the negotiation of a contribution agreement, and CIC is under no obligation to approve any application through this process.

The successful applicant under this CFP will be required to sign a standard CIC Contribution Agreement as a pre-requisite to receiving funding. The Agreement will contain provisions which will include, but not be limited to, provisions to ensure accountability, to require funding recipients to obtain appropriate insurance and to protect CIC from liability. Under the Agreement, CIC will reimburse eligible expenditures that are reasonable and directly related to the project. The Agreement will stipulate that applicants receive funding subject to an annual appropriation from Parliament for the purpose in which the contribution is contemplated and that CIC may cancel or reduce the contribution if CIC funding levels are changed by Parliament.

Timeframe for the project:

The target end date for this project is December 2008.

Please send **4 (four) hard copies and one electronic copy of the completed proposal in Microsoft Word on CD or diskette** to:

Darlyn Mentor
Director, Settlement Programs
Citizenship and Immigration Canada
25 St. Clair Ave. East, Suite 200
Toronto, ON M4T 1M2

An electronic copy of the proposal must also be sent to the following address:
settlement.applications@cic.gc.ca

Submission Deadline

Proposals must be postmarked or e-mailed by

4:00 pm (EST) on February 8, 2008

Proposals postmarked after this time will not be considered

The deadline for questions is January 18, 2008. Please direct all questions regarding this Call for Proposals to Sheila McMullin at settlement.applications@cic.gc.ca. In order to ensure that all candidates receive the same additional information in response to their questions, we will not be replying to phone requests or to questions posed after the aforementioned date. A document entitled Questions and Answers related to this call for proposals will be made available to all candidates at www.settlement.org on January 25, 2008.