

Request for Proposals – Consultant- ENW Program

World Skills Employment Centre, a not-for-profit agency providing employment services for new Canadians, is seeking an experienced facilitator specializing in effective communication and engagement with Canadian employers to enhance employment and career development. The selected consultant will be responsible for designing and conducting workshops aimed at helping participants effectively communicate and engage with potential employers. This role involves guiding individuals in understanding the importance of clear communication and active engagement in the Canadian job market, and implementing techniques to enhance their ability to effectively communicate their skills and engage with employers for enhanced employment prospects and career advancement.

Background Information:

The Empowering Racialized Newcomer Women (ENW) Program by World Skills is a pioneering initiative aimed at supporting racialized newcomer women in their integration into the Canadian labour market. Stemming from a successful pilot project conducted from 2019 to 2022, with an extension to 2025, the ENW Program targets a significant number of women participants, with the goal of empowering them through a multifaceted approach.

This transformative program is tailored for racialized women who are permanent residents or convention refugees, hold a high school diploma or post-secondary degree, and have a Canadian Language Benchmark (CLB) score of 5 or higher. The ENW program aims to address the significant barriers faced by racialized newcomer women and provide them with tailored support to successfully navigate the Canadian job market. The program creates a supportive environment for growth and development, equipping participants with the tools and resources necessary to overcome integration challenges and enhance their prospects in the Canadian workforce.

Purpose of the workshop:

The purpose of the **Be Heard by Employers, Communicate and Engage Effectively** workshop is to:

- Equip participants with essential knowledge, skills, and strategies for effective communication and engagement with employers.
- Assist in identifying and overcoming challenges in effectively communicating skills and engaging with potential employers.
- Highlight the importance of clear communication and active engagement in the job market for job retention and career advancement.
- Provide practical tools for navigating workplace dynamics and fostering positive relationships with employers.

As a result of this workshop, participants should:

- Gain essential skills for effective communication and engagement with employers.
- Overcome challenges in communicating skills and engaging with potential employers.
- Understand the importance of clear communication and engagement for job retention and career advancement.
- Acquire practical tools for navigating workplace dynamics and fostering positive relationships.
- Feel empowered with strategies to enhance employment prospects and achieve career advancement.

Roles and Deliverables of Consultant:

The consultant is responsible for:

- Deliver one full-day workshop per month for a duration of 11 months.
- Design the workshop curriculum for ENW program participants, providing essential skills for effective communication and engagement with employers.
- Develop workshop content addressing challenges in communicating skills and engaging with employers, emphasizing the importance of clear communication for job retention and career advancement among racialized women in Canada.
- Create interactive activities tailored to the diverse experiences of ENW program participants.
- Facilitate culturally sensitive workshop sessions, offering personalized feedback to improve employment prospects.
- Collaborate with the team to customize workshops for ENW program participants' specific needs.
- Evaluate workshop effectiveness through participant feedback, and adjust for improvement.

NOTE: World Skills will retain ownership of any material created as part of the contract.

Experience and Qualifications:

- Extensive expertise in effective communication and engagement strategies tailored for racialized women in Canada.
- Proven success in delivering workshops to enhance communication and engagement skills, particularly for racialized women.
- In-depth understanding of the unique challenges faced by racialized women in the Canadian labour market, including ENW participants.
- Excellent communication skills to engage participants sensitively and effectively from diverse backgrounds.
- Proficiency in methodologies for facilitating communication and engagement in the workplace.
- Strong commitment to diversity, equity, and inclusion, particularly for advancing racialized women's employment.
- Practical experience and empathy for the target demographic are essential.
- Relevant academic qualifications or certifications in HR, career coaching, Diversity and Inclusion, or Employment Services are preferred for this role.

Timeline: Materials must be ready by **April 1st (or earlier)**

How to Apply: Proposals should not exceed 1 page and must include:

- Information outlining qualifications and experience, as detailed above.
- A brief description on how you would meet the deliverables, as detailed above.
- Please also provide us with your resume and your LinkedIn profile.

Compensation will be negotiated.

Your proposal must be submitted by **Wednesday, March 13 2024, via email to fatima@ottawa-worldskills.org**