

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 job retention support. The selected consultant will be tasked with designing and conducting workshops focused on assisting participants in maintaining employment. This role entails guiding individuals in comprehending the significance of job retention strategies within the Canadian job market and effectively implementing techniques to enhance their job retention skills.

Background Information:

The Empowering Racialized Newcomer Women (ENW) Program by World Skills is a pioneering initiative aimed at supporting racialized newcomer racialized 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 racialized 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 **Job Retention Support** workshop is to:

- Equip participants with essential knowledge, skills, and strategies for maintaining employment.
- Assist in identifying and overcoming challenges to job retention.
- Highlight the importance of job retention strategies in career stability.
- Provide practical tools for navigating workplace dynamics and fostering positive relationships.
- Facilitate the development of personalized action plans for long-term success and job satisfaction.

As a result of this workshop, participants should:

- Identify and address gaps in their job retention strategies.
- Develop personalized plans to overcome obstacles to job retention.
- Enhance their understanding of workplace dynamics and cultivate positive relationships.
- Implement proactive measures to maintain long-term employment stability.
- Feel empowered to navigate career challenges and achieve job satisfaction.

Roles and Deliverables of Consultant:

- Deliver a 3-hours workshop monthly for a duration of 11 months.
- Design the curriculum for the post-employment workshops for women in the ENW program to support job retention.
- Research and create workshop content addressing job retention challenges, focusing on racialized women in Canada.
- Develop interactive activities tailored to the diverse experiences of racialized women, promoting engagement and empowerment for ENW participants.
- Facilitate culturally sensitive workshop sessions, providing personalized feedback to improve job retention strategies for ENW participants.
- Collaborate with the organizing team to tailor workshops to the specific needs of racialized women in the ENW program.
- Evaluate workshop effectiveness through participant feedback, including feedback from ENW participants, and make adjustments for improvement.

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

Experience and Qualifications:

- Extensive expertise in job retention strategies tailored for racialized women in Canada.
- Proven success in delivering workshops to enhance job retention 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 job retention methodologies.
- Strong commitment to diversity, equity, and inclusion, especially 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**