

Request for Proposals – Consultant- ENW Program

[World Skills Employment Centre](#), a not-for-profit agency providing employment services for new Canadians, is seeking:

A consultant with a robust background in employer-side interviewing techniques and a comprehensive understanding of the expectations within the Canadian job market. The consultant will be responsible for developing and delivering a workshop focused on enhancing the ENW participants' interview skills from an employer's perspective.

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 racialized 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 **Mastering Interview Skills from an Employer Perspective** workshop aims to:

- Equip racialized women with essential skills and knowledge for successful interviews from an employer's perspective.
- Enhance understanding of employer expectations during interviews within the Canadian job market.
- Refine interview techniques and strategies to effectively communicate qualifications and experiences.
- Provide practical exercises and personalized feedback to boost confidence and readiness for interviews.
- Empower participants to navigate the interview process with confidence and professionalism.
- Facilitate participants' success in securing employment opportunities by sharing valuable employer insights and practical strategies.

As a result of this workshop, participants should:

- Gain a deeper understanding of employer expectations and preferences during interviews.
- Feel more confident and prepared to showcase their qualifications and experiences effectively.
- Develop enhanced communication skills to articulate responses clearly and concisely.
- Master interview techniques such as the STAR method to provide structured and impactful responses.
- Receive personalized feedback and guidance to address areas for improvement.
- Increase their chances of success in securing employment opportunities through improved interview performance.

Roles and Deliverables of Consultant:

- Deliver a 3-hours workshop monthly for a duration of 11 months.
- Research and design a curriculum on employer-side interviewing techniques and expectations within the Canadian job market, with a focus on supporting racialized women.
- Develop understanding of employer expectations and preferences during interviews.
- Create strategies for effective interview preparation, including utilization of the STAR method.
- Facilitate engaging workshop sessions, delivering content effectively and providing mock interviews with constructive feedback.
- Evaluate workshop effectiveness through participant feedback and make necessary adjustments for continuous improvement.
- Collaborate with the organizing team to ensure all logistical aspects of the workshop are well-coordinated.

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

Experience and Qualifications:

- Extensive experience in employer-side interviewing techniques within the Canadian job market, with a focus on supporting racialized women.
- Proven track record of conducting workshops to enhance interview skills, specifically tailored for racialized newcomer racialized women.
- Deep understanding of the unique challenges faced by racialized women in the Canadian labour market and strategies to address them effectively.
- Excellent communication skills to engage participants from diverse backgrounds in a culturally sensitive manner.
- Proficiency in interview methodologies such as the STAR method, tailored to highlight skills and experiences relevant to racialized women.
- Strong commitment to diversity, equity, and inclusion, particularly in supporting racialized women's employment integration and advancement.
- Relevant academic qualifications or certifications in HR or career coaching are advantageous, but practical experience and understanding of the target demographic are crucial.

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**