

## **Request for Proposals – Consultant- ERNW Program**

[World Skills Employment Centre](#), a not-for-profit agency providing employment services for new Canadians, is seeking a seasoned consultant with extensive expertise in Diversity, Equity, and Inclusion (DEI). The ideal consultant will have a proven track record in designing and delivering DEI initiatives that foster inclusive, equitable work environments. The consultant will develop and deliver workshops to help participants understand DEI's pivotal role in today's workforce, focusing on the unique challenges faced by racialized immigrant women. By providing practical strategies and guidance, the workshop will empower participants to succeed in diverse team environments and navigate workplace dynamics effectively.

### **Background Information:**

The Empowering Racialized Newcomer Women (ERNW) Program by World Skills is an innovative initiative designed to support racialized newcomer women as they integrate into the Canadian labour market. This transformative program is specifically tailored for permanent residents or convention refugees who have a high school diploma or post-secondary degree and a Canadian Language Benchmark (CLB) score of 5 or higher.

The ERNW Program addresses the unique barriers faced by racialized newcomer women by offering customized support to help them navigate the Canadian job market with confidence. Through a comprehensive, multifaceted approach, the program provides a nurturing environment for personal and professional growth, equipping participants with the skills, resources, and knowledge they need to overcome challenges and improve their prospects within the Canadian workforce.

### **Purpose of the Workshop:**

The DEI Strategies for Diverse Workplaces workshop is designed to:

- Deepen understanding of the pivotal role Diversity, Equity, and Inclusion (DEI) plays in fostering inclusive and thriving workplaces, with a particular focus on challenges faced by racialized immigrant women.
- Identify and address barriers encountered by racialized immigrant women in Canadian workplaces, such as unconscious bias, microaggressions, discrimination, and systemic inequities in hiring, promotions, and career advancement.
- Equip participants with practical DEI strategies for effectively navigating diverse team dynamics, advocating for themselves, and becoming active contributors in creating inclusive workplace cultures.
- Provide tools and resources that help participants confidently overcome DEI-related workplace challenges, empowering them to assert their rights and succeed in their careers with a focus on long-term professional growth.

**Roles and Deliverables of Consultant:**

- Deliver 8 workshops, each 3 hours long, between May 2025 and March 2026 as part of the ERNW program.
- Design the workshop curriculum, focusing on DEI strategies and the specific challenges faced by racialized immigrant women in the workplace.
- Develop workshop content addressing key DEI topics, such as unconscious bias, discrimination, microaggressions, and inclusive leadership.
- Create interactive activities that reflect the diverse experiences of ERNW program participants.
- Facilitate culturally sensitive sessions, offering feedback to improve participants' professional growth and workplace success.
- Collaborate with the World Skills team to tailor workshops to the specific needs of ERNW participants.
- Evaluate workshop effectiveness through participant feedback and adjust content for continuous improvement.

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

**Experience and Qualifications:**

The ideal consultant will possess:

- Extensive experience in Diversity, Equity, and Inclusion (DEI), with a proven track record of developing and delivering DEI training and workshops.
- A deep understanding of intersectionality, unconscious bias, and the unique challenges faced by racialized newcomer women in the Canadian workforce.
- Strong experience in facilitating culturally sensitive workshops, particularly for marginalized communities.
- The ability to create a safe, open, and inclusive learning environment that encourages open dialogue and participant engagement.
- Certification or qualifications in DEI training, cultural competence, HR, career coaching, or related fields is highly preferred.
- Commitment to advancing DEI, particularly for racialized women and other marginalized groups.

**Timeline:** Materials must be ready by **May 1<sup>st</sup>, 2025 (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 \$400 CAD per 3-hour workshop, with a total of 8 workshops to be delivered between May 2025 and March 2026.**

Your proposal must be submitted by **Monday, April 14, 2025, via email to [fatima@ottawa-worldskills.org](mailto:fatima@ottawa-worldskills.org)**