

Request for Proposals – Consultant- ERNW 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 (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 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 8 workshops between May 2025 and March 2026 as part of the program.
- Design the workshop curriculum for ERNW program participants, providing essential skills for effective communication and engagement with employers.
- Develop workshop content focused on overcoming challenges in communicating skills and engaging with employers, emphasizing the importance of clear and effective communication during interviews to enhance employment prospects, career advancement, and job retention for racialized women in Canada.
- Create interactive activities tailored to the diverse experiences of ERNW program participants.
- Facilitate culturally sensitive workshop sessions, offering personalized feedback to improve employment prospects.
- Collaborate with the team to customize workshops for ERNW 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 ERNW 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 **May 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 \$600 CAD per 5-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**