

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 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 ERNW participants' interview skills from an employer's perspective.

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 **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 8 workshops, each 3 hours long, between May 2025 and March 2026 as part of the program.
- 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 an understanding of employer expectations and preferences during interviews, incorporating insights from AI tools for analyzing hiring trends and interview strategies.
- Create strategies for effective interview preparation, including the utilization of the STAR method and AI-driven simulations to enhance interview readiness.
- 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 **May 1st, 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**