



REQUEST FOR PROPOSALS (RFP) - E-LEARNING COURSE: SUPPORT FOR NEWCOMERS LIVING WITH DISABILITIES

Position	E-Learning Consultant
Project Summary	AMSSA is seeking a consultant to develop one (1) e-learning course on the topic of 'Support for Newcomers Living with Disabilities'. This course will be targeted to B.C. settlement service providers with information to better understand the needs and challenges of clients living with disabilities. The e-learning course must consider intersectionality and in particular the connections with race, ethnicity and other protected characteristics, and include the following: tools to adapt a more inclusive practice regarding the (re)settlement of newcomers living with disabilities; details about available resources; and the knowledge of relevant policies and their impact on immigration and settlement. This project will require research and consultation, then, writing, graphic design, voice-over and beta-testing to finalize the module.
Submission	See Proposal Requirements. Submit proposals to Sara Sehic, Settlement and Integration Program Manager at ssehic@amssa.org with the subject line: "E-Learning Consultant" by October 12 th , 5 p.m. PDT.

AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 80 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- We value **EQUITY** and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
- We value **INCLUSIVENESS** and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.
- We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.
- We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.

Affiliation of Multicultural Societies and Service Agencies of British Columbia

4445 Norfolk Street, Burnaby, British Columbia, V5G 0A7

Toll Free 1 888 355-5560 or T 604 718-2780

amssa@amssa.org • www.amssa.org

- We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.
- We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.
- We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

PROJECT BACKGROUND & OBJECTIVES

Newcomers living with disabilities face unique barriers that impact their ability to settle and integrate into their communities. In multiple committee meetings and focus group sessions, AMSSA has heard from service providing organizations (SPOs) that they require more information on how to support clients living with disabilities. In particular, they have emphasized the need for more information on how to support the families of newcomer children living with disabilities. Settlement Worker in Schools (SWIS) providers have shared a need for more information on how to best support displaced students living with disabilities. Furthermore, in the context of the recent Ukrainian arrivals, SPOs have highlighted this topic as a priority area.

In response to this need, AMSSA is looking to develop an e-learning course focused on the topic 'Supports for Newcomers Living with Disabilities' and seeking a consultant to develop an e-learning course on this topic.

This course will be targeted to new and existing B.C. settlement service practitioners and intended to provide a basic but comprehensive introduction to the topic. To support settlement service providers in better serving clients with physical and mental disabilities, the e-learning course should provide information to better understand the needs and challenges of clients living with disabilities. The e-learning course must consider intersectionality and in particular the connections with race, ethnicity and other protected characteristics, and also, the course should include the following: tools for adapting to more inclusive practices regarding the (re)settlement of newcomers living with disabilities; details about available resources; and knowledge of the relevant policies and their impact on immigration and settlement.

TIMELINE

The e-learning course must be completed by early February 2023.

BUDGET

Maximum budget is \$7,250 inclusive of applicable taxes. This includes graphic design and layout of the course, as well as research and course development.

PROJECT DELIVERABLES

- Liaison with AMSSA's Settlement and Integration Program Manager throughout the project
- Research and consultation with subject matter expert to create the content for the module

- Designing the PowerPoints following AMSSA branding guidelines
- Writing the script, recording and inputting the voiceover into the PowerPoints
- Develop drafts of the e-learning course with associated resource materials (including visual elements such as charts, graphs, creative commons images, images and videos used with permission, banners, resources, checklists, quizzes etc.) for the review
- Develop second and/or final drafts of content including graphic design elements based on feedback
- Ensure all resources developed align with AMSSA branding standards and image copyright attribution standards
- Beta-testing of content within final course platform
- Modify the e-learning courses as needed according to feedback

PROPOSAL REQUIREMENTS

- Minimum of one (1) samples of writing (curriculum, reports, editorial writing, other)
- Minimum of one (1) sample of visual design work (creation of and/or use of graphics, SmartArt, illustration, image montage, PowerPoint slide designs). Helpful if this is your own work but otherwise proper attribution required for all images used.
- A 1-page cover letter outlining:
 - your experience and knowledge as related to the project title and summary
 - your experience with E-learning content creation or curriculum development
 - a summary timeline of how you will complete the proposed activities within the timeline
 - proposed budget under which you can meet the deliverables