

Request for Proposals (RFP) Settlement Language Consultant

Job Summary

Position: Settlement Language Consultant

Purpose: The *Settlement Language Consultant* will assist AMSSA in creating a BC focused toolkit of resources and best practices to enhance the capacity of the language sector to accommodate, support and respond to language learners with physical and developmental abilities, mental health challenges and other learning difficulties.

Reports to: Program Director

Classification: Contract

Project Background

Many immigrants and refugees accessing government funded language training join classrooms with high student to teacher ratios and have complex histories and varied learning needs. They may have trauma and health issues, physical and developmental disabilities, literacy learning challenges, be racialized or otherwise marginalized for their personal politics. As a result, LINC teams are faced with a greater diversity of learners in their classrooms.

Many instructors have little experience in accommodating and supporting learners with such varied backgrounds and needs as most TEFL / TESL / TESOL certification programs provide little or no training in these areas. Hearing the call from the sector's LINC managers and coordinators, there is an expressed need for BC generated supports in this area.

Outcomes

- The *Consultant* will develop a toolkit/guidebook of resources and best practices to enhance the capacity of the language sector to accommodate, support and respond to diverse language learners with physical and developmental abilities, mental health challenges learning difficulties and other needs in LINC classrooms.
- LINC managers, coordinators, instructors and staff will be better equipped to support the complex needs of diverse clients in their classrooms and programs.

Timeline and Budget

This project expects to begin upon contracting of a suitable consultant (flexible May through July start) and end December 2018. The budget ranges from \$5000- \$6400.

Responsibilities and Deliverables

- In conjunction with the Program Director, create a work-plan including timelines for delivery and a toolkit outline and vision.
- Collaborate with AMSSA staff, particularly the *Settlement Language Coordinator* to ensure the work-plan, outline and vision are aligned with the needs of LINC service providing agencies in BC.
- Produce educational copy and visual representation ideas for the toolkit.
- Work with AMSSA's Settlement Language Coordinator and Settlement Language Working Group (SLWG) to review drafts of the toolkit.
- Work with a graphic designer to make the toolkit visually accessible and to increase readability.
- Deliver a final edited toolkit/guide to support the settlement language sector in delivering language training to diverse populations (by early December 2018).

Knowledge Scope & Qualifications

- Strong written communication skills in educational copy and curriculum writing.
- Strong oral communication and research skills.
- Knowledge of LINC programming and the settlement sector in BC.
- Understand and promote Universal Design, diversity and inclusion and inclusive classrooms principles.
- Understand the various federal immigration streams (Humanitarian Class, Family Class and Economic Class), settlement client demographics and various challenges that newcomers to Canada face on their settlement journey.
- Understand the current limitations BC LINC staff and teachers face in providing language training including across regions and different sized Language Training Organizations.
- Demonstrated ability to write accessible, engaging content based on sound research in a professional and timely manner (able to produce a sample of writing).
- Demonstrate an understanding of the BC labour market.

Deadline and Application Requirements

Proposals should include:

1. Cover letter outlining
 - relevant experience
 - your proposed fee range
 - Your availability (start & end dates, hours per week).
2. CV/Resume

Please submit your proposal with the subject line RFP- Settlement Language Consultant to AMSSA's Program Director, Farah Kotadia at fkotadia@amssa.org by **4:00p.m. on Friday May 18th 2018.**

Affiliation of Multicultural Societies and Service Agencies of British Columbia

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