CALL FOR PROPOSALS

Development of On-Line LINC Courses for Teaching French to Newcomers to Canada

Issued by: Citizenship and Immigration Canada, Settlement and Intergovernmental Affairs Directorate, Ontario Region

Purpose:

The Settlement and Intergovernmental Affairs Directorate of Citizenship and Immigration Canada (CIC), Ontario Region, invites proposals to develop on-line French language courses for newcomers to Canada, based on the existing LINC (Language Instruction for Newcomers to Canada) program, the French version of which is designed to teach French as a second language to immigrants and refugees. The successful applicant will use their expertise in the design of on-line language courses that reflect the content and levels of the existing French LINC program.

Background:

The Language Instruction for Newcomers to Canada (LINC) program provides basic language training for newcomers in one of Canada’s official languages with the aim of facilitating their economic, social and cultural integration into Canada. The program is delivered in both English and French. In Ontario, the current LINC program is delivered in French by two service providing organizations in Ottawa. The French LINC program comprises language courses ranging from LINC Level 1 to 5. The national curriculum guidelines provide an orientation to curriculum and syllabus development, lesson planning, materials development and resource selection.

LINC curriculum guidelines include materials on orientation to Canada, as well as materials that provide knowledge of Canada and its diverse cultures. For more information on the LINC program, please visit www.cic.gc.ca and/or www.settlement.org.

Activities and deliverables:

The incumbent will:

- Review and use as a reference the CCLB Lignes directrices nationales du CLIC, the curriculum Guidelines for teaching French within the LINC program (available on the CCLB website, www.language.ca)
• Review and use as a reference the Niveaux de compétences linguistiques canadiens 2006 for writing, reading, speaking and listening (available on www.language.ca)
• Consult Fast Forward: An Analysis of On-line and Distance Education Language Training (2007) developed by New Media Language Training Inc. for a review of on-line language training models
• Consult with the organizations funded by CIC to deliver the French LINC program about content, information and reference materials used
• Consult existing on-line English as a Second Language and English LINC programs in Canada as a source of reference, as necessary
• Consult French as a Second Language courses developed by schoolboards in Ontario, Quebec and other provinces
• Create on-line French LINC courses for teaching LINC levels 3 and 4 that are commensurate with the requirements for language competencies outlined in the national curriculum guidelines for teaching French LINC
• Incorporate electronic Canadian sources into the on-line courses in order to provide culturally relevant language activities, which would help the students’ social and economic integration into Canadian society
• Create on-line courses hosted on an open-source platform. The applicant should provide a rationale for the choice of system.
• Ensure that the layout of the courses website is user-friendly and easy to navigate
• Devise on-line French-language courses that are moderated by an instructor and allow for both synchronous and asynchronous communication between learner and instructor
• Ensure that the courses allow for learner-learner and learner-content interaction with the objective of exploring and discussing concepts, problems and projects relating to the course material
• Develop curriculum focusing on teaching the four skills, listening, speaking, reading and writing, appropriate for each French LINC level (3 and 4)
• Create on-line French LINC courses with built-in exercises that allow for self-training by receiving immediate, computer generated feedback
• Incorporate a variety of SCORM compliant learning objects into the courses, such as images, interactive games, assessments, websites, sound files, simulations, multi-media files and instructional texts
• Make the best use of social software (blogs, message boards, podcasts etc.) that will allow for interactivity of the learning environment
• Develop a system with a log-in and password for students who have enrolled in the course
• Ensure that the on-line system has host infrastructure support 24/7
• Work with an advisory committee that will review the on-line courses and provide comments and suggestions for revisions
• Develop outcome statements and an evaluation framework for the on-line French LINC courses that will ensure quality and continuous improvement
• Test the on-line French LINC courses through a pilot project and implement changes, if necessary
• Make recommendations for enhancements that may be considered for implementation by CIC in the future
• Create a guide for instructors of the on-line French LINC courses

Proposal Requirements:

Every proposal submitted for consideration will:

• Provide evidence of experience in adult education, second language acquisition and on-line learning
• Demonstrate adequate and applicable knowledge and expertise in the field of French as a Second Language and/or French LINC programs, and the Niveaux de compétences linguistiques canadiens*
• Demonstrate experience in the creation of on-line language programs
• Demonstrate bilingual capacity in English and French and experience in working with or appropriate knowledge of the francophone community*
• Include a detailed work plan and timelines indicating overall planning, management, administration, and reporting
• Include a budget, with detailed breakdown of each element of the project (including itemization of budget for wage costs, employee benefits, space rental expenses, travel expenses, other itemized costs)
• Include a description of all partners and subcontractors who will be involved in this project, if applicable. Their roles must be clearly specified, and their qualifications demonstrated in the proposal.
• Include a résumé for each individual involved demonstrating that he/she has the appropriate experience/skills for the project
• Provide examples of similar projects that have been successfully completed in the past, and two references with contact information from these projects
• Include information outlining any real or perceived conflicts of interest, including potential conflicts, and the steps that will be taken to deal with the conflict

*NOTE: It is recognized that one applicant may not possess all of the required skills, knowledge and expertise, and therefore, partnerships and/or subcontracting arrangements are encouraged. However, the primary applicant is responsible for the performance of all partners and sub-contractors.

Important Information

CIC reserves the right to seek further clarification on all proposals and to take time as necessary to review and select the successful proposal. CIC reserves the
right to withdraw or cancel the CFP and to change or delete any provisions of it, including time limits, without notice and without liability to any party for any costs or expenses incurred by any party in connection with or related to the CFP. Notice of changes to or cancellation of the CFP will be posted on http://atwork.settlement.org/atwork/home.asp. CIC will not be liable for any costs or expenses relating to a proposal submitted pursuant to this CFP, whether successful or not. The approval of successful proposals will be subject to the negotiation of a contribution agreement, and CIC is under no obligation to approve any application through this process.

The organization awarded funds under this CFP will be required to sign a standard CIC Contribution Agreement as a pre-requisite to receiving funding. The Agreement will contain provisions which will include, but not be limited to, provisions to ensure accountability, to require funding recipients to obtain appropriate insurance and to protect CIC from liability. Under the Agreement, CIC will reimburse eligible expenditures that are reasonable and directly related to the project. The Agreement will stipulate that any payment by the Department under the agreement is subject to there being an appropriation for the fiscal year in which the payment is to be made and to there being funds available. Furthermore, should the Department’s funds be reduced by Parliament, the Department may reduce or cancel the contribution.

**Review Process:**

A review team will be evaluating the proposal on the basis of the applicant’s:

- detailing of the steps they will take in the process outlined
- indicating how they will successfully accomplish each element of the project
- listing verifiable examples of how they have achieved success with project elements during similar projects in the past.
- submitting a complete and credible proposal

Receipt of the proposals will be acknowledged with a letter. A second letter will be sent outlining the results of the review process.

The Settlement Directorate regrets that it is unable to respond to individual inquiries regarding the status of a proposal during the review process.

Final decisions on proposals may vary in accordance with the number and quality of proposals submitted.

Timelines for the project: The projected start date for this project is January 15, 2007. The duration of the project may vary, but all applicants should plan an end date no later than March 31, 2009.
Inquiries about this project should be sent to Irena Nikolova at Irena.Nikolova@cic.gc.ca by December 10, 2007. A list of questions and answers will be posted on www.settlement.org on December 18, 2007.

Submission Deadline

The deadline for receipt of submission by the Settlement Directorate is January 4, 2007. 4:00 pm (EST)

Three hard copies of the completed proposal and one electronic copy in Microsoft Word on CD, diskette or via e-mail must be submitted to:

Attn: Irena Nikolova
Settlement Programs
Citizenship and Immigration Canada
Settlement & Intergovernmental Affairs Directorate
25 St. Clair Ave. East, Suite 200
Toronto, ON
M4T 1M2

The email address for submission of electronic copies is settlement.applications@cic.gc.ca