



Canadian Bureau for
International Education

Request for Proposals

Consultancy Services for the Design and Delivery of COMMUNITY COLLEGE MODEL
& BEST PRACTICES

Submission Deadline: November 30, 2018

CONTEXT

In November 2014, the Canadian Bureau for International Education (CBIE) and the Commission on Higher Education (CHED) in the Philippines entered into a Joint Statement on Education Collaboration, including an Action Plan, at which time the parties confirmed their shared objectives to promote greater education collaboration and discussion by facilitating student and faculty exchanges, research collaborations, joint programs, consortiums, exchange of scientific and technical information, technical assistance in curriculum development, capacity building, and other activities of mutual value.

Meetings in Manila and Niagara Falls were held in 2015 and 2016 at which time CHED and CBIE officials identified and agreed on priority projects to be implemented in early 2017. Consequently, in June 2017, CHED and CBIE launched the 'Implementation of Higher Education in Canada for K to 12 Project', which includes four components: CHED-CBIE Scholarship for Graduate Studies in Canada designed for faculty and non-teaching staff of Philippine Higher Education Institutions (HEIs); Internationalization of HEIs Training Program; Second Career/Adult Learning Training Program and Community College Best Practices Training Program. The Internationalization Training Program took place during the summer of 2017 and the Second Career/Adult Learning Program was implemented during the summer of 2018. CBIE plans to implement the Community College Best Practices Training Program in December 2018 as per the details outlined below.

PROGRAM OVERVIEW

Program Scope

The initial program will guide one (1) group of 15 select faculty from Filipino HEIs through a three (3) month program that comprises online/long-distance, in-Canada and in-country learning.

This training program will highlight Canadian best practices in community colleges at both the Ministry and institutional level. The program will showcase educational programs for skills development, applied research, industry and community partnerships, and governance and leadership strategies at the community college level to support the development of an overarching framework for community colleges in the Filipino context. The program will also create new linkages and future partnerships between Canadian colleges and Filipino HEIs to further knowledge sharing in the area of Technical and Vocational Training.

The objective of the program is to provide participants with assistance in developing effective strategies that translate into measurable improvements in the delivery of competency-based educational programming and applied research. Participants will also visit institutions to see first-hand theoretical knowledge being put into practice.

The expected outcomes of the training program for each institutional representative include:

- Strategies to develop and improve competency-based education models
- Introduction to best practices in technical and vocational education and the college system
- Strategies to engage with industry
- Introduction to best practices in applied research
- Enhanced knowledge of open-end pathways and transferability models between secondary school and community colleges
- Best practices for the inclusion of the indigenous population in programs offered by institutions

- The program will be geared primarily to state colleges and universities who have come forward to participate in the pilot initiatives around TVET upgrading in the Philippines. The program will be holistic, in a way that builds capacity in participating personnel from HEIs (SUCs, LUCs, Private HEIs) and Community Colleges

Program Delivery

The Program is expected to be designed in a comprehensive, module format to be delivered in four phases:

1. Pre-visit preparatory phase: The program will begin with an advance research exercise which will ensure that the participating faculty and staff will be able to take full advantage of their time in Canada and optimize program outcomes. This process will be facilitated by a Canadian content expert.
2. Canadian experience phase: It is suggested that participants will study in Canada for two (2) weeks with up to ten (10) days of institutional visits and instructional programming by a certified trainer. Participants will initiate mentorship relationships which would be completed in the Philippines.
3. Long-distance mentorship: Participants will be provided with online mentorship for up to two (2) months post-program to provide additional training and support at an individual level.
4. In-country evaluation session: To conclude the training, the Canadian expert(s) will travel to the Philippines to conduct an in-country evaluation session which will provide follow-up training to participants and will allow for trainees to share their progress broadly with their educational community.

Program Design: The planned program is expected to be designed in the following manner:

- Curricular Design: Evaluate the participants and propose the educational curriculum which would be best suited to the training audience.
- Methodological Design: Propose the most effective teaching methods for delivering the program themes. Methods could include a combination of lectures, workshops, case studies, institutional visits, and/or discussions, which could be delivered both online and in person.

Program Syllabus: While in Canada the Consultant will provide in-class instruction on areas that will lead to achieving the above learning outcomes and modules which will be supplemented by experiential learning components at a number of Canadian colleges/higher education institutions and stakeholders. The Consultant is expected to provide outlines of the modules and expected learning outcomes to be included in the planned capacity building program.

TENTATIVE SCHEDULE

Activities and targets	2018		2019			
	N	D	J	F	M	A
Consultant to design and develop community college training program	x					

Pre-visit preparation – Consultant receives participant’s bios and tailors program accordingly	x					
Finalization of the program		x				
Canadian experience – Consultant delivers course instruction in Canada		x				
Online support – Consultant provides up to seven (7) days of online mentorship to participant over two months			x	x		
In-country conference – Consultant leads a workshop in the Philippines to deliver “In Country Evaluation” session					x	x

ROLE AND RESPONSIBILITIES OF THE CONSULTANT

The Consultant will be responsible for the development and delivery of the program. More specifically, the services to be provided by the Consultant are the following:

- Develop the program design, syllabus and modules;
- Develop the curriculum of the program including module format, reading list, assignments and discussion questions;
- Provide ten (10) days of instruction and institutional field visits in Canada for the visiting cohort (tentatively beginning of December 2018);
- In consultation with CBIE, organizes the institutional visits during the in-Canada training component;
- Provide up to seven (7) days of online support over the course of two months following the in-Canada program;
- Provide five (5) days of instruction (Evaluation and Dissemination Workshop) in the Philippines (March or April 2019);
- Organize logistics and local transportation for the in-Canada program;
- Deliver the program curriculum through in-person instruction in Canada and the Philippines as well as online instruction; and
- Provides interactive guidance, support and evaluation to learners on assignments, quizzes, discussions; and final project.

ROLE OF CBIE

In support of the Consultant’s assignment, CBIE will:

- Liaise with the Filipino delegation to ensure program meets expectations and to determine the participants of the delegation;
- Arrange and cover expenses related to the international travel and hotel accommodation for participants of the in-Canada program;
- Provide direction, background and resources that will be required by the Consultant;
- With support from the Consultant, liaise with institutions to coordinate institutional visits and content presented by institutions; and
- Organize the travel arrangements and logistics for the Consultant’s Evaluation and Dissemination workshop in the Philippines. Expenses related to this workshop in the Philippines (international travel, hotel accommodation, meals and local travel) will be covered by CBIE.

EXPERTISE

Interested Consultants (consulting firms or higher education institutions) should have the following qualifications:

1. Proven experience in the design and delivery of customized training programs to international clients in the areas of education leadership, TVET, community colleges and/or other related areas.
2. Experience with the design and delivery of capacity building programs for HEI administrators, and faculty members.
3. Experience in the provision of online mentoring and coaching with international clients, preferably from South East Asia region.

PROPOSAL CONTENT

Interested Consultants should submit a full proposal to balashi@cbie.ca no later than 5:00pm EST **November 30, 2018**. The proposal should not exceed 20 pages (in addition to any relevant annexes/supporting documents) and should include:

1. **Organizational Profile:** A profile of your firm/organization, including description of at least three relevant assignments/projects.
2. **Profiles/Bios:** Profiles of principal experts to be engaged throughout the implementation of the assignment.
3. **Stakeholder's engagement during the in-Canada component:** List of institutions, government agencies and organizations to be included in the 10-day in-Canada program of Filipino officials.
4. **Methodology:** Description of your approach in the design and delivery of the required program to ensure the achievement of the desired learning outcomes.
5. **Syllabus and proposed modules:** Brief outline of the modules to be delivered in-class during the in-Canada component.
6. **Pathways and transfer:** Demonstration of pathway programs and linkages to other institutions in the region/Canada.
7. **Diversity, Equity and Inclusion:** Ability to demonstrate how the developed training program will address topics focused on indigenization.
8. **Financial Proposal:** A summary of cost/professional fees for the delivery of consultancy services as per details of this RFP.

CONTACT INFORMATION

For more details and to submit your proposal, please contact:

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