



Bureau canadien de
l'éducation internationale
Canadian Bureau for
International Education

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy Services for the Design, Delivery and Evaluation of Capacity Building Programs in the Philippines

Submission Deadline: Sunday, March 21, 2021, 5:00PM EST

CONTEXT

In anticipation of the finalization of an agreement to deliver a multi-faceted, capacity building program in the Philippines, CBIE is looking to gather short expressions of interests (EOIs) with cost estimates from interested CBIE member institutions for each the following three consultancy opportunities:

- (1) Adult and Continuing Education Training Program,
- (2) Innovative and Sustainable Development of HEIs Training Program, and
- (3) Community, Industry, Indigenous and International Partnerships Training Program.

Eligible applicants must be an active CBIE [member institution](#).

Each training program, as detailed in the next section, involves a mix of long-distance, virtual/online learning, and in-person (in Canada and in the Philippines) delivery requirements as permitted within the anticipated relaxation of COVID-19 pandemic travel restrictions. Delivery requirements will be regularly assessed and closely monitored during the proposal development and implementation phases of the contract.

Implementation of the overall program will be managed by CBIE, and will involve close collaboration with a multitude of Canadian and international stakeholders.

The timeframe for the delivery of each consultancy opportunity is 16 months (anticipated completion date of the overall program is December 2022).

Based on the requirements of the beneficiary, the language of this consultancy will be English.

All consultancy opportunities are contingent upon the finalization of an agreement and contract with the project funder. Details described below regarding the timelines, details and scope of work descriptions, and objectives of the consultancy opportunities are subject to change based on a finalized agreement and contract with the project funder.

Once the agreement with the project funder is finalized, CBIE will be in contact with short-listed EOI candidates to provide updated details of the consultancy opportunities and to request more detailed proposals for consultancy services should the short-listed candidate continue to be interested in pursuing the opportunity.

EOI CONTENT REQUIREMENTS

Institutions must submit a separate EOI for each opportunity for which they would like to be considered.

Interested institutions should submit EOIs to achristensen@cbie.ca no later than 5:00pm EST on **Sunday, March 21, 2021**.

EOIs should be no more than two-pages of narrative, in addition to the completed cost-estimate template. The following elements should be included:

1. **Organizational Description:** Description of your institution and relevance to the assignment
2. **Relevant Experience:** List of relevant training program design and development consultancies.
3. **Contact:** Contact information for lead consultant within your institution.
4. **Cost Estimate:** (see below for template) Cost Estimates must take into consideration:
 - Realistic and market relevant cost estimate for consultancy fees to design, implement and evaluate program. This can include either a lump sum institutional fee or daily rates for multiple individuals from the institutional team.
 - Realistic and market relevant cost estimate for reimbursable expenses (travel, accommodations, meals, room rentals, technology, materials) required to successfully implement program.

EOIs and cost estimates should be valid for a six-month time period from date of submission to CBIE.

CONTACT & SUBMISSION

For more details, and to submit EOIs, please contact:

Anne Christensen,
Director, Development & Partnerships
Canadian Bureau for International Education (CBIE)
achristensen@cbie.ca

OPPORTUNITY #1: ADULT AND CONTINUING EDUCATION TRAINING PROGRAM

ULTIMATE OBJECTIVES

- Increase the ability of HEIs to create adult education and training centres that support teaching and learning academic professionals
- Increase the knowledge and skills of academic professionals in order to provide and design adult learning and development programs, particularly focused on the creation and implementation of virtual, online and blended programming
- Increase the ability of adult education and training centres to support their community to strategically plan for and implement educational programs which align with the objectives of the UN Sustainable Development Goals

CONSULTANCY ASSIGNMENT

1. Design and implement a two-week, in-Canada professional certificate program for 40 HEI representatives. The program will provide learners with the necessary skills and support for the successful development of their institutional adult education and training centre, and provide them with an understanding of adult education learning and development methodologies, with Canadian best practices as examples.
2. Facilitate three, in-country workshops that will provide additional support and training modules for 40 HEI representatives.
3. Conduct three, virtual learning workshops and discussions that will support the learning objectives of the 40 HEI representatives.
4. Provide long-distance support to the 40 HEI representatives over the course of the 12-month implementation period, including providing written feedback on their institutional strategic plans and an evaluation of the training program.
5. Participate at Final National Workshop to both present objectives and final results of the program.

OPPORTUNITY #1: COST ESTIMATE TEMPLATE

The following template must be completed as part of the EOI process. Please note that at this time, CBIE is only requesting estimates regarding consultancy fees and other miscellaneous expenses. Reimbursable expenses associated with the delivery of the opportunity have already been scoped and budgeted by CBIE as indicated below. Please adjust, add or delete rows as required.

COST ESTIMATE TEMPLATE				
OPPORTUNITY #1: ADULT AND CONTINUING EDUCATION TRAINING PROGRAM				
Deliverable	Details	Unit Cost	# of Units	Total
Design of certificate program & evaluation of program	Consultancy Fee for institutional team			
Implementation of Canadian certificate program *	Consultancy Fee for institutional team			
	Room rental/AV/ Coffee breaks			
	Other (materials, printing, tourism events)			
Design and Facilitation of three in-country* workshops	Consultancy Fee for institutional team			
	Other (materials, printing, etc.)			
Design and Facilitation of three-virtual sessions	Consultancy Fee for institutional team			
Implementation of long-distance support and program evaluation	Consultancy Fee for institutional team			
Participation at Final National Workshop in the Philippines*	Consultancy Fee for institutional team			
Other expenses not identified				
HST/ Tax				
Subtotal Consultancy Expenses				\$
Total reimbursable expenses allocated for the delivery of this opportunity	Includes: international flights, local transportation, accommodation, per diem/meals, and visa costs.			\$ 445,000
Total Estimate (subtotal + reimbursable expenses)				\$
<p>This cost estimate is valid for a six-month time period from date of submission.</p> <p>*This cost estimate is based upon in-person delivery of several components. Should there be a requirement to shift delivery modalities from in-person to online, then this cost estimate will be updated and revised accordingly.</p>				

OPPORTUNITY #2: INNOVATIVE AND SUSTAINABLE DEVELOPMENT OF HEIS TRAINING PROGRAM

ULTIMATE OBJECTIVES

- Increase the ability of senior academic leaders in planning, integrating, and sustaining innovative development activities of the HEIs in order to meet the challenges of the Sustainable Development Goals (SDG)
- Increase the ability of senior academic leaders to design and implement business continuity and emergency preparedness plans, as a response to global and local events (i.e. COVID 19 pandemic, environmental disasters, health and food security)
- Increase the ability of HEI departments to integrate innovative actions towards the SDGs and long-term sustainability planning into all curriculum.
- Enhance the labour market relevance and responsiveness to emerging industries and trends of the HEIs in the Philippines through industry-academe linkages and collaboration.

CONSULTANCY ASSIGNMENT

1. Design and implement a two-week, in-Canada professional certificate program for 80 senior administrators from HEI (40 college & 40 university, may necessitate multiple cohorts). The program will provide learners with the necessary skills and support for the successful development of their institutional long-term sustainability plans, with Canadian best practices as examples.
2. Facilitate three, in-country workshops that will provide additional support and training modules for 80 HEI representatives.
3. Conduct three, virtual learning workshops and discussions that will support the learning objectives of the 80 HEI representatives.
4. Provide long-distance support to the 80 HEI representatives over the course of the 12-month implementation period, including providing written feedback on their institutional strategic plans and an evaluation of the training program.
5. Conduct three, train-the-trainer workshops which aim to disseminate learning to the broader academic community and create an SDG Leadership Group.
6. Participate at Final National Workshop to both present objectives and final results of the program.

OPPORTUNITY #2: COST ESTIMATE TEMPLATE

The following template must be completed as part of the EOI process. Please note that at this time, CBIE is only requesting estimates regarding consultancy fees and other miscellaneous expenses. Reimbursable expenses associated with the delivery of the opportunity have already been scoped and budgeted by CBIE as indicated below. Please adjust, add or delete rows as required.

COST ESTIMATE TEMPLATE				
OPPORTUNITY #2: INNOVATIVE AND SUSTAINABLE DEVELOPMENT OF HEIS TRAINING PROGRAM				
Deliverable	Details	Unit Cost	# of Units	Total
Design of certificate program & evaluation of program	Consultancy Fee for institutional team			
Implementation of Canadian certificate program*	Consultancy Fee for institutional team			
	Room rental/AV/ coffee breaks			
	Other (materials, printing, tourism events)			
Design and Facilitation of three in-country* workshops	Consultancy Fee for institutional team			
	Other (materials, printing, etc.)			
Design and Facilitation of three-virtual sessions	Consultancy Fee for institutional team			
Implementation of long-distance support and program evaluation	Consultancy Fee for institutional team			
Design and Facilitation of three train-the-trainer workshops	Consultancy Fee for institutional team			
	Other (materials, printing, etc.)			
Participation at Final National Workshop	Consultancy Fee for institutional team			
Other expenses not identified				
HST/ Tax, if applicable				
Subtotal Consultancy Expenses				\$
Total reimbursable expenses allocated for the delivery of this opportunity	Includes: international flights, local transportation, accommodation, per diem/meals, and visa costs.			\$ 850,000
Total Estimate (subtotal + reimbursable expenses)				\$
<p>This cost estimate is valid for a six-month time period from date of submission.</p> <p>*This cost estimate is based upon in-person delivery of several components. Should there be a requirement to shift delivery modalities from in-person to online, then this cost estimate will be updated and revised accordingly.</p>				

OPPORTUNITY #3: COMMUNITY, INDUSTRY, INDIGENOUS AND INTERNATIONAL TRAINING PROGRAM

ULTIMATE OBJECTIVES

- Increase the ability of academic leadership to source, assist, and institutionalize meaningful linkages/collaboration between HEIs and industry, indigenous communities, and international institutions in Canada.
- Increase ability and effectiveness of HEI curriculum and programs to respond to and meaningfully integrate industry, indigenous and community priorities.
- Increase the quality of HEI curriculum and programs to reflect local labour market and indigenous educational practices.
- Increase the ability and effectiveness of virtual engagement strategies and sustainable online community building.

CONSULTANCY ASSIGNMENT

1. Design and implement a three-week, in-Canada professional certificate program for 40 HEI representatives. The program will provide learners with the necessary skills and support for the successful development of their institutional linkages strategy. Includes a one-week familiarization tour of Canadian institutions to provide best practices as examples.
2. Facilitate three, in-country workshops that will provide additional support and training modules for 40 HEI representatives.
3. Conduct three, virtual learning workshops and discussions that will support the learning objectives of the 40 HEI representatives.
4. Provide long-distance support to the 40 HEI representatives over the course of the 12-month implementation period, including providing written feedback on their institutional strategic plans and an evaluation of the training program.
5. Participate at Final National Workshop to both present objectives and final results of the program.

OPPORTUNITY #3: COST ESTIMATE TEMPLATE

The following template must be completed as part of the EOI process. Please note that at this time, CBIE is only requesting estimates regarding consultancy fees and other miscellaneous expenses. Reimbursable expenses associated with the delivery of the opportunity have already been scoped and budgeted by CBIE as indicated below. Please adjust, add or delete rows as required.

COST ESTIMATE TEMPLATE				
OPPORTUNITY #3: COMMUNITY, INDUSTRY, INDIGENOUS AND INTERNATIONAL TRAINING PROGRAM				
Deliverable	Details	Unit Cost	# of Units	Total
Design of certificate program & evaluation of program	Consultancy Fee for institutional team			
Implementation of Canadian certificate program *	Consultancy Fee for institutional team			
	Room rental/AV/ Coffee breaks			
	Other (materials, printing, tourism events)			
Design and Facilitation of three in-country* workshops	Consultancy Fee for institutional team			
	Other (materials, printing, etc.)			
Design and Facilitation of three-virtual sessions	Consultancy Fee for institutional team			
Implementation of long-distance support and program evaluation	Consultancy Fee for institutional team			
Participation at Final National Workshop in the Philippines*	Consultancy Fee for institutional team			
Other expenses not identified				
HST/ Tax, if applicable				
Subtotal Consultancy Expenses				\$
Total reimbursable expenses allocated for the delivery of this opportunity	Includes: international flights, local transportation, accommodation, per diem/meals, and visa costs.			\$ 615,000
Total Estimate (subtotal + reimbursable expenses)				\$
<p>This cost estimate is valid for a six-month time period from date of submission.</p> <p>*This cost estimate is based upon in-person delivery of several components. Should there be a requirement to shift delivery modalities from in-person to online, then this cost estimate will be updated and revised accordingly.</p>				