



REQUEST FOR PROPOSAL

CLB, NCLC and
Essential Skills Experts

WHO WE ARE

The Centre for Canadian Language Benchmarks (CCLB)/Centre des niveaux de compétence linguistique canadiens (CNCLC) is an Ottawa-based, national, non-profit organization. Since 1998, CCLB has been the centre of expertise in support of the Canadian Language Benchmarks and Niveaux de compétence linguistiques canadiens, the national standards for describing, measuring, and recognizing the second- language proficiency of immigrants and prospective immigrants for living and working in Canada. For more information about CCLB/NCLC, visit www.language.ca.

WHY CCLB/CNCLC?

- Interesting projects
- Canada-wide resources and connections
- Contribute to the field of ESL/FSL
- Supportive CCLB staff
- Professional growth and networking
- Credibility in the field
- Flexibility

We thank all applicants for their interest in this posting; however, please note that we will contact only those selected for an interview.

PURPOSE

The Centre for Canadian Language Benchmarks (CCLB) is requesting proposals from applicants for a consultant position who have expertise in one or both of the Canadian Language Benchmarks (CLB) and/or *Niveaux de compétence linguistique canadiens* (NCLC) plus expertise in Essential Skills (ES) to be part of an exciting project focused on updating the 2019 [Canadian Language Benchmarks-Essential Skills Framework \(CF\)](#) to a digital format. The anticipated length of the contract is 8 months.

BACKGROUND

Relating Canadian Language Benchmarks to Essential Skills: A Comparative Framework (CF) was produced in 2005 for the purpose of bringing together the communicative abilities described in the Essential Skills and the Canadian Language Benchmarks and *Niveaux de compétence linguistique canadiens*. It is a tool to which instructors refer in order to incorporate the Essential Skills in adult English as a Second Language classes. A French version is also available for adult French as a Second Language classes. In 2019, this document was updated to the [Canadian Language Benchmarks-Essential Skills Framework \(CF\)](#).

In 2021, the Office of Literacy and Essential Skills (OLES) renewed the Essential Skills framework and added new skills that are in demand. The new model includes many of the original Essential Skills and incorporates some of the social and behavioral skills that have become more important over time.

WHAT YOU WILL DO

To inform the update to the [Canadian Language Benchmarks-Essential Skills Framework \(CF\)](#), we anticipate the following activities would be required:

- Review the previous work done with Essential Skills and CLB/NCLC
- Lead the revision of the 2019 CLB-ES to a digital format
- Work closely with the CCLB project team to determine components of the revised resource
- Oversee a team of writers by assigning writing tasks, ensuring quality and consistency of work, flagging issues to CCLB if required, etc.
- Attend consultations with relevant stakeholders as required
- Obtain a preliminary validation of revised framework

Other components can be proposed, and would be considered, in consultation with the project manager.



WHAT YOU BRING

Applicants must have proven expertise and credentials in the areas of training resource development, CLB and/or NCLC and Essential Skills, and in teaching English and/or French as a Second Language to adults in Canada, including ESL and/or FSL Literacy. Excellent writing, editing, and facilitation skills also required in English and/or French.

Must be available to oversee the development between August 2022 to March 2023. Possibility of extension.

EVALUATION CRITERIA

The successful candidate(s) will be selected based on their

- demonstrated knowledge and experience with Essential Skills and CLB and/or NCLC
- ability to work in one or both official languages
- ability to meet the timelines
- ability to manage a writing team

APPLICATION PROCESS

Interested individuals are asked to submit the following documents:

- Curriculum vitae
- One-to-two-page summary of your project plan. Please indicate whether you are applying to lead the English update, French update or both.
- Proposed quote, timeline, and availability for this work. The revision must be completed by March 31, 2023.
- 2-3 samples of similar project resources must be included (access to websites where your samples can be viewed will suffice)

Please submit your application package to **Attn: Ui Heang Hur**, Centre for Canadian Language Benchmarks; uhur@language.ca no later than **Friday, July 29, 2022, 5:00pm EDT**.

Please ensure that the subject line reads **RFP LFS-01**.

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