372 Bay St. 14th Floor
Toronto, ON, M5H 2W9
ecampusontario.ca

eCampusOntario Ontario Extend Program Facilitator Request for Quotes (RFQ)

Opportunity

eCampusOntario is seeking quotes from qualified professionals to assist as facilitators in the province-wide scaling of the Ontario Extend Program designed by eCampusOntario. There are three positions available.

The Ontario Extend (OE) Program is a foundational professional learning program designed for Ontario post-secondary educators in a digital age. Through six modules, educators hone the skills and attributes that boost confidence to teach in a technology-enabled environment now and in the future. The program encourages educators to think differently about their pedagogical approaches and practices through a learning journey focused on a combination of foundational upskilling and reskilling with digital badges being awarded upon the completion of each module. All Ontario Extend material is made freely available through a Creative Commons license for adoption and customization.

Background

The OE program has undergone several iterations since its creation in 2017, with new features, delivery approaches and community building tools upgraded over time. The modules are designed to be self-paced or used as customized resources to compliment existing teaching and learning programming for educators within their institutions.

In 2020, through a combination of adopting diverse delivery approaches and supporting the customized re-packaging of the Extend Program by Ontario's Teaching and Learning Centres, eCampusOntario noted compelling rates of educator participation, module completion and badging achievement. In short, when program delivery is customized through an Extend facilitator, supported by eCampusOntario's centrally managed efforts, this results in program growth.

OE facilitators have 3-5 years experience in the combined fields of adult/continuing education, instructional design, educational technology and/or professional learning and development. Francophone applicants are encouraged to apply and shape the future of the Extend program for French language educators. At this stage, all efforts and correspondence surrounding this engagement will be delivered in English. eCampusOntario acknowledges work arrangements which are flexible and encourages applications from those who are interested in complimenting their existing work schedules and obligations.

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Service Description

The successful applicants will commit to ~14-16 hours per week for the duration of the project period, allowing for flexibility in weeks that may involve more or less of a time commitment. Applicants will also provide the following support and services under the direction of Extend program leadership:

- Facilitate the virtual delivery of two consecutive 12-week Extend course offerings hosted in a Learning Management System (LMS) centrally administered by eCampusOntario.
- Design and develop high-quality digital facilitation content for synchronous delivery, virtual check-ins and work sessions during varied times, including some evening hours.
- Support rolling cohorts of 30-50 learners to module completion.
- Award digital badges by assessing module submissions in a timely manner.
- Work collaboratively at all levels with other facilitators and OE program leadership.
- Conduct outreach with Ontario's post-secondary Teaching and Learning Centers to encourage enrolment.
- Develop and deliver OE recruitment tutorials and information sessions.
- Identify opportunities for partner endorsement of OE by post-secondary institutions.
- Work with program leadership to deploy and report on data collection tools.
- Keep up to date in digital ways of working and learning trends.
- Prioritize the social contexts of learning including mental health, equity, decolonization, diversity, inclusion and accessibility.
- Ensure on-going consultations with eCampusOntario throughout duration of the project and prepare a final report.
- Adhere to any other reasonable project requirements.

Timeline

Mar 5, 4:00 PM EST: RFQ documents submitted to procurement@ecampusontario.ca
Mar 17-26: Successful candidates notified and contracts awarded
May 3-Jan 14: Project period

- Tentative dates for summer OE course offering: Jun 7-Aug 27
- Tentative dates for fall OE course offering: Sept 20-Dec 10

Jan 14: Project sign off and final report received

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Application

Applicants should submit a written response to this request for quote. Applications must include the following information organized using section headings:

Section A: Statement of interest to include the following demonstrated experience:

1. Expertise designing and developing content or programming for adult learning and/or digital fluency.
2. Expertise building and delivering digital content in a Learning Management System.
3. Technical expertise with educational technologies.
4. Experience developing and deploying data collection tools.
5. Instructional experience at an Ontario post-secondary institution.
6. Knowledge of and/or experience with the Ontario Extend Program is an asset.
7. Involvement in the service-design/delivery of professional learning is an asset.

Section B: Detailed consultant costs which are appropriate to the project.

Section C: A copy of your resume/CV.

Notes:

- The criteria found in Section's A and B above will be used to evaluate candidates.
- Resumes and CVs will be used to confirm stated skills and qualifications.
- Bilingual candidates are strongly encouraged to apply.
- The award of this RFQ is subject to approved funding from the Province.

Please submit your application as one PDF file to procurement@ecampusontario.ca by **March 5, 2021 at 4:00PM Eastern.**