

eCampusOntario Ontario Extend Program Consultant Request for Quotes (RFQ)

Opportunity

eCampusOntario is seeking quotes from qualified professionals to assist as a Program Consultant in the province-wide scaling of the [Ontario Extend Program](#) designed by eCampusOntario.

The eCampusOntario 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.

The OE Program Consultant has broad-based educational programming co-ordination and client relations experience, with a strong knowledge of best practices and trends in post-secondary education-based program development and growth. 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.

Service Description

The successful applicant will commit to ~16-18 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. The applicant will provide the following support and services under the direction of Extend program leadership:

- Expand capacity of centrally managed Extend at-scale efforts by assisting with:
 - » Facilitator and program partner onboarding and training
 - » Program promotion, recruitment and retention, including use of Salesforce
 - » Conducting outreach and hosting information sessions
 - » Course scheduling and registration
 - » Fielding general email inquiries
 - » Program quality assurance including course maintenance and improvement in the host Learning Management System
 - » Growth modelling and expansion strategizing
 - » Creation and deployment data collection tools and approaches
 - » Report writing and data visualization
 - » Development and launch of an Extend strategy for participant recognition, provincial system collaboration and community building
 - » Work collaboratively at all levels with Extend facilitators and OE program leadership.
 - » 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 applicant notified and contract awarded

Apr 26-Feb 18: Project period

Feb 18: Project sign off and final report received

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 in leading or assisting with educational programming co-ordination.
2. Expertise in client relationship management, Salesforce experience is an asset.
3. Experience with design of data collection strategies, report writing and visualization.
4. Technical expertise with a variety of educational technology, with emphasis on Learning Management Systems.
5. Knowledge of best practices and trends in education-based program development and growth.
6. Work experience at an Ontario post-secondary institution 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.**