

**Request for Proposals:
Content Development and Video Recording for e-Learning
Leadership Training Modules
Submission Deadline: May 29, 2023**

Fora: Network for Change is seeking a consultant with significant expertise, skills and experience in developing self-paced virtual learning courses around diverse, equitable and inclusive leadership development. The consultant will be responsible for using anti-racism and anti-oppression approaches in developing meaningful learning content, experiences and course evaluation tools. The consultant must be available to begin work in **mid-June 2023**, and complete work by **mid-July 2023**.

I. Background and Overview

About Fora

Launched in 2009 and operating as G(irls)20 from 2009 to 2021, [Fora: Network for Change](#) has been delivering programs and opportunities for young changemakers experiencing gender-based discrimination and working to make decision-making spaces more inclusive and equitable. Through renowned leadership, advocacy, and community-building programs, we help gender-marginalized youth gain new skills, confidence, networks and opportunities to build gender equity movements, advance in their careers, and change the status quo.

About Rise on Boards

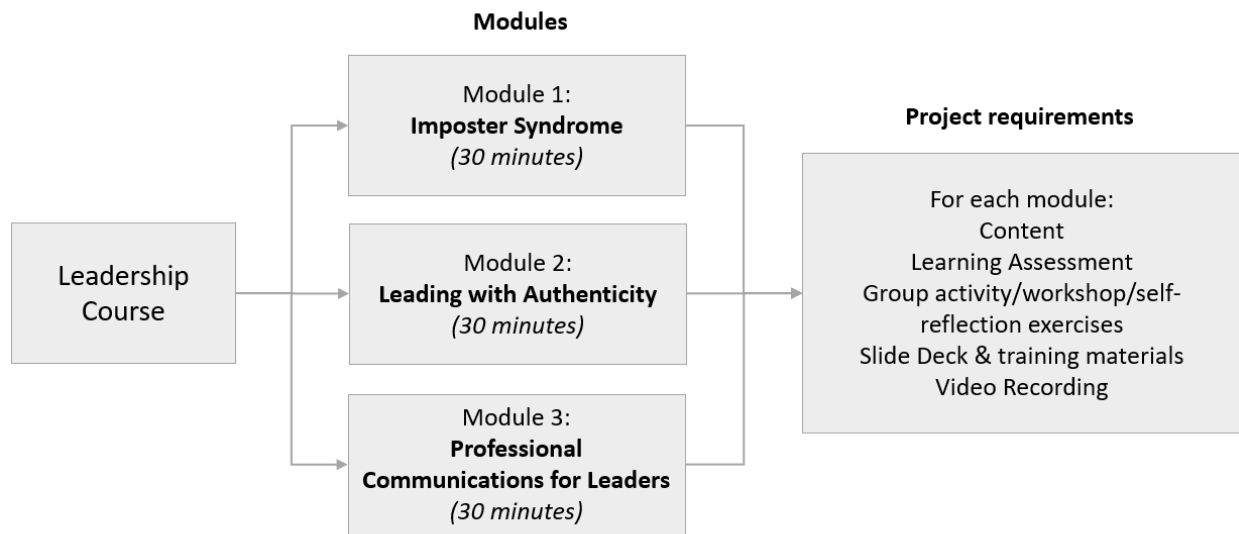
One of Fora's signature programs, [Rise on Boards](#), aims to change the status quo for young leaders at decision-making tables in boardrooms and communities across Canada. Every year, Fora recruits 35 emerging leaders who have demonstrated an interest in community development. Program participants (Young Directors) consist of women and gender-marginalized youth ages 18 to 25. Young Directors are trained in governance, financials, fundraising, communications, problem-solving, and leadership. Each Young Director is paired with a professional coach and board mentor to guide them in developing and reaching their personal and professional goals. After a series of technical and leadership trainings, Young Directors are placed on a non-profit governance board for one year.

Since 2017, the program has placed 170 Young Directors on boards in 9 provinces and trained an additional 350 people at Rise on Boards Leadership Forums. Following Fora's strategic plan for 2021 to 2025, the program aims to bring its transformative impact to more youth and governance boards across Canada and globally. Given this, the program is pilot testing an expansion model this year, called Rise on Boards+. The scaled model will be an entirely self-paced e-learning experience that will provide practical knowledge, tools, and guided support to empower youth with confidence, leadership, and governance skills to serve effectively as board directors.

Project Description and Purpose

With its scaled model, the Rise on Boards program intends to strengthen the **Leadership Skills** training course offered for our program participants. The primary objective of the course is to ensure that the Young Directors are equipped with essential leadership skills and are able to effectively use the tools, strategies, and techniques they need to be in a non-profit governance boardroom.

The **Leadership Skills** course consists of three different eLearning modules: Imposter Syndrome, Leading with Authenticity, and Professional Communications for Leaders. The project aims to (i) design and develop the three eLearning modules; and (ii) video-record each module. Please refer to the diagram below for the course structure and the outputs required for this project, as well as **Annex 1** for the description and learning outcomes of each module.



II. Role and Scope of Work

Fora is seeking the support of a consultant to work collaboratively with the Rise on Boards program team to use Fora's existing content for each of the modules as a guide to plan, design, and develop the following training module content:

Scope 1: Content Development

- Work with subject matter experts to design and create a 30-minute of training content on Imposter Syndrome, Leading with Authenticity and Professional Communications for Leaders.
- The training content should be supported by learning materials such as curriculum, session agenda, PowerPoint deck, list of resources, links to references, quizzes, workshop activities & toolkits, pre- and post-training surveys.

Scope 2: Video recording/Pre-recorded lecture

- Record the 30-minute videos with transcriptions.
 - Specifics:
 - Length of learning experience: 30 minutes per module (can be broken down into shorter lessons)
 - Level and type of interactions: include links to video clips, photos/icons/images related to the content and scenarios/case studies and short quizzes; use PowerPoint animation effects when necessary.
 - Videos will be uploaded to Fora's learning platform (i.e., LearnWorlds)
 - Direction for recording specifics (i.e., recording software to be used, type of background, etc.) will be provided during the first consultative meeting.

III. Project Deliverables and Timeline

Please note that the activities and timeline below could be subject to change at the discretion of the program.

Activities/Deliverables	Target Dates
Kick-off meeting with the Rise on Boards program team	June 20, 2023
Consultative meetings during the content design and development stage	Between June 21 to 30, 2023
Finalization of module content and learning materials	Between July 1 to 9, 2023
Submission of all training/learning materials for the modules <ul style="list-style-type: none"> • Content • Learning Assessment (Pre- and post-training survey) • PowerPoint deck with speaker notes, list of resources and links to references • Group activity, workshop, self-reflection exercises • Other learning materials 	July 10, 2023
Recording of the 30-minute video with transcriptions	July 11 to 28, 2023
Submission of video recording/pre-recorded lecture	July 31, 2023
12 th and 18 th month content refinement based on participant feedback (i.e., refinement of	To be determined with the program team

quizzes, handouts, updates to leadership concepts and terminology, etc.).	
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IV. Eligibility Criteria and Evaluation

The consultant(s) must meet the following criteria:

- 5 to 7 years of experience in virtual training design, development, administration, delivery, and assessment.
- 3 to 5 years of experience in developing and facilitating training courses about leadership, communications, management, negotiation, and similar alternative.
- 2 to 3 years of experience in developing eLearning modules.
- Experience collaborating on projects such as staff training programs or similar capacity-building initiatives in the non-profit sector.
- Advanced skills in working with digital technologies to record virtual training materials (i.e., using recording software, recording good quality audio and video, transcriptions, etc.).
- Intermediate knowledge of learning technology platforms
- Experience working with diverse groups and individuals from marginalized communities.
- Advanced knowledge in non-profit board functions or experience in board facilitation
- Located in Canada

Selection will be based on the consultant's:

- Expertise, prior experience, work samples and client references
- Proposed overall approach and management of this project
- Proposed learning solution and approaches in developing the training courses and content
- Strategies outlined in delivering and engaging the program participants through an e-learning module
- Relevance of the proposed content to the needs of the Rise on Boards program participants
- Proposed cost delineated by major deliverables of the project

V. Proposal Outline

Please ensure proposals include the following:

- Description of the proponent/firm and qualifications
 - Brief description of the individual or firm's profile, prior and current activities or projects focusing on services related to this project's scope.
- Proposed approach, methodology, timing and outputs
 - This section should demonstrate the proponent's approach to addressing the requirements indicated in the project's scope, deliverables and timeline.

- Describe the proposed approach in developing the eLearning modules' content and materials.
- Include the profile of the training developer/subject matter expert and their qualifications.
- Budget breakdown and workplan overview
 - Indicate the proposed cost delineated by the services and major deliverables of the project.
- Payment terms
- Two references
 - Include the contact's name, title, organization name, phone and email address, and the services you provided to this client.
- Link to samples of recorded sessions and/or e-learning modules created
- City and country in which consultant(s) is/are based; and
- Are no more than 6 pages

VI. Remuneration

Consultants are to propose a detailed project budget, which should not exceed \$5,000.00 CAD, inclusive of tax.

VII. General Terms and Conditions

Ownership and copyright of all data, drafts, and final products will be Fora's sole and exclusive property.

VIII. Important Dates and Deadlines

May 29 - Proposals must be submitted no later than **11:59 pm EST via this form.**

June 1 to 15 - Internal review of proposals and scheduling calls for clarification

June 16 - Applicants will be notified on the status of their proposals

June 20 - Kick-off meeting

IX. How to Apply

To apply, please provide us with a completed RFP [application form](#) with the attached proposal.

X. Connect with Us

For further questions, contact: Senior Programs Officer, Pam Galenzoga, at pam.galenzoga@foranetwork.org.

Annex 1

Module 1: Imposter Syndrome	
Description	<i>Imposter Syndrome describes the internal experience of challenging one’s own accomplishments and feelings of being a fraud. In this session, participants will understand what imposter syndrome is and why it exists. Participants will also learn tools, strategies and resources to support them with challenging self-doubt and insecurities that manifest as imposter syndrome.</i>
Learning Outcomes	<ul style="list-style-type: none"> • Understand what imposter syndrome from a systems lens is, and its influence on an individual and micro level. • Reflect and understand how imposter syndrome shows up in our personal and professional lives. • Reflect and work through imposter syndrome and develop greater confidence.

Module 2: Leading with Authenticity	
Description	<i>Authenticity describes the ability to stay true to yourself, and in what you do. In an increasingly complex business world, authenticity can be a powerful magnet to making future connections and improving your leadership. In this session, participants will learn key concepts, tools, and resources to support them with becoming more authentic in a way that aligns with their interests and helps them achieve their professional goals.</i>
Learning Outcomes	<ul style="list-style-type: none"> • Explore the concept of authenticity. • Understand the careful balance of being open, but not unaware of the norms of a boardroom. • Understand personal values and your ‘why’.

Module 3: Professional Communications for Leaders	
Description	<p><i>Communication - it’s something we do all day, every day in our professional lives. It’s a skill often taken for granted, even though it’s integral to our success professionally, and in our personal lives.</i></p> <p><i>Despite the average employee spending almost 80% of their time in meetings and communicating with colleagues, under-developed communication skills continue to create big challenges in workplaces. Because individuals are unique (and can be unpredictable), successful professional communication can be a difficult task. It needs to be agile and responsive. It requires intention and strategy to lead to success.</i></p> <p><i>In this session, participants will learn key concepts and tools to build strong communication skills that lead to strong results. Participants will develop strategies for effectively communicating as a leader on a board to advocate for themselves and for others.</i></p>
Learning	This session addresses common challenges to effective communication

Outcomes	through a lens that incorporates gendered experience. Participants will: <ul style="list-style-type: none">• Reflect and identify preferred communication styles and methods. For example, creating an email signature, professional bio, and short & sweet personal brand statement.• Practice strategies for effective communication on a board (<i>including specialized approaches for different situational circumstances and practice having difficult conversations</i>).• Understand how to develop participants' own style of communication that still generates the results they need (i.e., to inform, persuade or move to action).
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