

Application Guidelines

Request for Proposals (RFP)

Independent Contractor Opportunity for:

Arabic Translation and Language Coach

For the period to March 31, 2018

Issued: Monday, June 5, 2017

Application Deadline: Friday, June 30, 2017 at 5:00 pm

1. ACCES Employment Overview:

Our Vision

A fully inclusive labour force that reflects the diversity, skills and experience of Canada's population.

Our Mission

ACCES Employment assists job seekers from diverse backgrounds facing barriers to employment, to integrate into the Canadian job market. We achieve this by providing employment services, linking employers to skilled people and building strong networks in collaboration with community partners.

ACCES Employment has over 30 years of experience delivering a broad range of effective employment services to all job seekers in the communities we serve, and we specialize in serving internationally-trained individuals. In 2015-2016, ACCES delivered Employment Ontario services to over 20,000 clients at our 5 GTA locations - Toronto, Scarborough, North York, Mississauga and Brampton. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way of Toronto.

As an Employment Ontario service provider, ACCES offers fully equipped resource centres, information and referral services, individualized employment counseling, job search workshops, and direct employer placement and post-hire supports across all 5 of our locations.

ACCES has integrated a unique series of sector-specific training programs into our core employment services. These programs help newcomers to find and maintain employment in Canada that reflects their professional experience, skills and education. Our programs include: *Engineering Connections, Financial Services Connections, Human Resources Connections, Sales and Marketing Connections, IT Connections, Supply Chain Connections, Leadership Connections, Entrepreneurship Connections, Youth Jobs Connections, Canadian Employment Connections, Employment Connections for Newcomer Youth, and the Trades Project*. We also provide workplace language and communications training through our *Talk English Cafés* and our *Language for Workplace Connections* program. As well, ACCES has over 12 years of experience delivering the *START* program, a pre-employment program for women which combines computer training with a life skills and employment preparation curriculum.

For additional information about our services, please visit our website at www.acesemployment.ca

2. The Request For Proposal:

This Request for Proposals (RFP) is issued by ACCES Employment (ACCES) for the purpose of identifying organizations or individual professionals that may qualify to be

awarded a temporary contract related to the services described in **Section 8 – Project Goals**.

Interested parties are asked to read this invitation carefully and are invited to submit an application in accordance with these instructions.

3. ACCES is not Committed to Applicant’s Expenses:

The application process will not necessarily result in a commitment to sign a contract with the Applicant. ACCES shall not be liable for any expenses incurred by any Applicant, including the expenses associated with the cost of preparing the Application.

4. Distribution of the Request For Proposals:

This RFP has been released:

- By notice to a broad spectrum potential applicants as identified by ACCES
- By publication on ACCES’s website
- By publication on Settlement.org’s website

5. Entering into a Contract with ACCES:

The successful applicant will be required to sign a Master Service Agreement (MSA) and a Statement of Work (SOW) with ACCES. The (MSA) will be signed with a termination date of March 31, 2018. Subject to funding renewal, a yearly (SOW) will be issued at the beginning of each fiscal year outlining the scope of work, payment terms, and additional details.

Please be advised that successful Applicants will be required to:

- (a) provide the services for a defined period of time;
- (b) provide monthly invoices or an invoice to ACCES on account of their services;
- (c) provide ACCES with an HST number for their business; and
- (d) report their income and directly remit the payment of all taxes or payments assessed or levied against or in respect of their business, including income tax, Canada Pension Plan, and all other premiums or levies required by law to the appropriate Government Agency.

In addition:

- Applicants responding to this RFP may not have any personal or business interest that would present an actual, potential or apparent conflict of interest with the performance of the contract to be awarded. The successful applicants will be required to adhere to all ACCES HR Policies.
- Organizations responding to this RFP may be required to provide proof of Liability Insurance Certificate and WSIB.

6. External Factors:

ACCES reserves the right to withdraw this RFP or terminate the resulting contract within the terms of the contract without penalty.

ACCES programs and services receive funding from various sources and therefore all contracted services are subject to budget constraints.

7. Selection Process:

ACCES will review all applications. Applications will be judged based on the quality of response, experience, qualifications and cost.

References will also be included as part of the evaluation.

Interviews may be requested by the ACCES Selection Committee, in addition to a requirement for additional written materials, to ascertain the qualifications of applicants.

ACCES reserves the right to reject any or all proposals. Proposals may be rejected if incomplete, illegible or conditional.

8. Project Goals:

ACCES is currently seeking Arabic Translation and Language Coaches who will provide one-to-one pre and post-employment translation services and customized language and communication coaching to program participants at ACCES Employment in the **Employment Connections for Newcomer Youth** program.

9. Scope of Services:

The scope of work will consist of providing one-to-one pre and post-employment translation services and customized language coaching to program participants at ACCES Employment in the **Employment Connections for Newcomer Youth** program.

Additionally, the contractor will provide the following services:

- Provide translation and interpretation services (Arabic to English) as required but not limited to in-class interactions, job interviewing, workplace orientation, and employment retention support on-the-job.
- Coach program participants to improve their language and communication skills.
- Ensure that program participants obtain an improved level of language and communication skills in order to adapt to workplace culture, secure and maintain employment and/or advance in their careers.
- Conduct one-to-one language and communications coaching (either face-to-face, via online platforms and/or telephone) specific to: improving language levels; asking questions; comprehending instructions; understanding and using workplace

terminology; effectively communicating with supervisors and co-workers; and building relationships.

- Provide one-to-one document editing (as required) specific to: grammar; sentence structure; sequencing; and flow, and corresponding debrief sessions to explain corrections.

10. Qualifications:

- Fluency in Arabic
- Highly proficient computer skills with knowledge of ESL educational software, MS Suite (Word, PowerPoint and Publisher) the Internet and email communication
- TESL Certification
- Minimum of five years of communications and language coaching
- Demonstrated coaching experience
- Exceptional written and verbal communication skills
- Experience with onboarding of new employees will be considered an asset
- Supervisory/management experience is considered an asset
- Familiarity with newcomer employment barriers will be considered an asset
- Availability during evenings and/or weekends (for client appointments) will be considered an asset

11. How to Apply:

All applicants must

- Enclose a Curriculum Vitae (CV)
- Enclose a cover letter outlining your relevant qualifications and professional experiences
- Provide a rate/fee schedule, including HST number
- Include a minimum of two professional references

Please note that any hospitality, incidental, food, travel and other expenses will not be reimbursed.

- Submit application by **Friday, June 30, 2017 at 5:00 pm** via e-mail, fax or mail to:

Selection Committee
ACCES Employment
489 College Street, Suite 100
Toronto, Ontario, M6G 1A5
Fax: 416.664.6364
hr@acesemployment.ca

In order to be fair to all proponents, late submissions, phone calls or e-mails to discuss the applications status will not be accepted. Only shortlisted applicants (individuals/organizations) will be contacted.