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Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

Request for Quotation (RFQ): Education Consultant

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC) is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. CMEC is located in the heart of Toronto (steps from the St. Clair subway).

As part of the work of the [French as a First Language Consortium](#) and the [French as a Second Language Consortium](#), we are seeking an education consultant who will work as an independent contractor (the proponent) to provide project support and guidance to committees and working groups that are composed of representatives from provinces and territories on the two consortia. The proponent will:

- a) support project management for both consortia, notably by taking part in videoconferences (one to two per month in total), and by consulting the following groups as needed:
 - French as a First Language Consortium Committee
 - French as a Second Language Consortium Committee
 - French as a First Language Working Group
 - French as a Second Language Working Group

- b) draft, in French, all documents required under an agreement with Canadian Heritage, including:
 - designing and drafting project descriptions, in French, for one- or two-year projects;
 - preparing requests for funding using the template provided;
 - preparing project descriptions to be included in requests for proposals using the template provided; and
 - drafting progress and/or final reports and submitting them to CMEC within established timeframes.

- c) monitor selected projects, from design through to completion (generally two projects at a time), including:
 - analyzing implementation plans and making recommendations;
 - performing regular follow-ups to ensure project completion; and
 - analyzing educational content for resources developed throughout the projects and making specific recommendations.

- d) draft, in French, the following meeting documents, and identify follow-up items:
 - Email correspondence with the committees

- Agendas
- Briefing notes for the Chair
- Minutes from the meetings

Price, hours, and timeline

It is estimated that the work will require 40 hours each month, on average, for approximately 10 months, beginning in May or June 2022. Exact hours will be determined according to the needs of the work.

The total value of the work, excluding the federal Goods and Services Tax (“GST”) or the Harmonized Sales Tax (“HST”), cannot exceed \$35,000. Proponents must include a price proposal no greater than that amount in order to be considered.

Price is only one of many variables that will be used to evaluate submissions. The Corporation of the Council of Ministers of Education, Canada (CCMEC) is not obliged to accept the lowest-priced submission, or any submission at all.

Selection criteria

Proponents must meet the following criteria:

- Superior communication skills in French and English, both oral and written
- Expertise, and/or experience, with French first-language teaching in minority settings and French second-language teaching, in order to make recommendations that have a significant impact on project advancement
- Ability to analyze educational content for resource development, and to make recommendations
- Knowledge of political education issues at the pan-Canadian and provincial/territorial levels
- Ability to contribute to group discussions and help achieve consensus
- Excellent writing skills, with a strong attention to detail

Submission of a quotation

Proponents are invited to submit a quotation made up of: a cover letter that describes their interest in—and suitability for—the work; an appendix that outlines in point form how they meet the criteria outlined above; and the proposed price.

Submissions will be reviewed by a selection committee, and selected proponents will be invited to a videoconference interview. The selection committee will then choose the successful proponent.

Submission deadline and contact information

Please send your quotation to the Council of Ministers of Education, Canada (CMEC), to the attention of Joyce Litsevee, at j.litsevee@cmecc.ca, by **11:00 a.m. EDT, May 23, 2022**. For more information, visit us at www.cmecc.ca.

CMEC thanks all individuals and firms for their interest in this RFQ. Only those who are selected for an interview will be contacted.