



## Request for Proposals: Digital Hub Consultant, Next Generation

Position Type: Contract

Contract Duration: 2 months

Position Start Date: Monday March 16<sup>th</sup>, 2020

Position End Date: Friday May 29<sup>th</sup>, 2020

Compensation: \$6000 CAD

Application Deadline: Tuesday March 10<sup>th</sup>, 2020

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### About The Client

The Mosaic Institute is a think-and-do tank, which brings together people, communities, and states, to strengthen pluralism and to resolve conflicts.

We operate through Track II diplomacy: people-to-people engagement to foster mutual understanding and to create strategies for peaceful co-existence. We believe that Canada's diversity is not a problem to be solved, but rather the solution to many of Canada's and the world's conflicts.

The Mosaic is a platform for innovative peace dialogues that bring different people together to share, listen, learn, and act to end conflict. At the heart of the Mosaic Model of Dialogue: we bring groups at strife to a common table for talks, to share their experience and positions, to build mutual empathy and understanding, and to create common ground.

### Background

Using the Mosaic Model of Dialogue, our [Next Generation high school program](#) equips students with the skills and knowledge to become the next generation of leaders in:

- |                                |                       |                                     |
|--------------------------------|-----------------------|-------------------------------------|
| ✓ inclusion                    | ✓ critical thinking   | ✓ self-awareness                    |
| ✓ pluralism                    | ✓ openness            | ✓ global citizenship                |
| ✓ inter-cultural understanding | ✓ empathy             | ✓ interpersonal conflict management |
|                                | ✓ respectful dialogue |                                     |

Through our in-school program, we provide students with the space to explore their own identities and biases, learn about the histories and cultures of others and to feel confident in their ability to engage in respectful dialogue and resolve conflicts.

The Next Generation curriculum also helps students to examine their relationship with Canada's Indigenous peoples and inspires them to activate their Canadian and global citizenship.



The Next Generation Program is comprised of four key activities:

1. **Dialogue:** Modules designed to teach students how to listen to each other as well as how to understand and navigate local and global issues by aligning divergent perspectives.
2. **Action:** Student-led projects encourage participants to apply what they have learned during the four workshop days outside of the classroom.
3. **Youth summit:** The Mosaic Institute Youth Summit brings together youth from all our programs
4. **Digital learning:** The Next Generation digital portal serves as a hub for student and teacher resources as well as a learning centre where participating youth can go to learn more about the topics discussed during Dialogue sessions.

## Goals and Objectives

**Digital Learning Consultant** would provide technical expertise in designing, developing and revising the innovative and high-quality **Digital Learning Hub** for teachers, students and facilitators.

The goal of this project is to develop a digital learning hub for our high school program with an emphasis on:

- Integration our Mosaic model: Research, Dialogue and Action into the design of the hub;
- Integration of local and global resources for teachers and students that are interactive, informative and socially conscious;
- Capacity for e-learning courses to be offered through the platform;
- Integration of platform/ forums for organizing action-based projects for students, facilitators and teachers to collaborate using SEPARATE portals (3 in total)

## Project Scope and Deliverables

Your proposed start date would be Monday March 16<sup>th</sup>, 2020. The end date of this contract would be no later than May 29<sup>th</sup>, 2020. This is a contract position with flexible and remote work hours.



Stage 1: Design Hub	Deliverable: Outline the hub design and develop initial prototype
Stage 2: Integrate Mosaic Content and Develop Portal Access	Deliverable: Integrate Mosaic content (resources, workshop material), customized for specific user needs under each portal (facilitators, teachers and students)
Stage 3: Present Hub & Integrate Feedback	Deliverable: 1-day training session with Next Generation team to provide training and receive user feedback

## Budget

Please provide a cost proposal to accomplish the Scope, Deliverables and Timeline as outlined. The budget must encompass the design and implementation necessary for all research and consultation required to develop the digital hub.

The total budget for the work must not exceed \$6000, including all professional fees, out-of-pocket expenses, and GST/HST.

## Responsibilities

- Develop a user-friendly and innovative digital hub based on the Mosaic Model with separate portals for the following users: teachers, facilitators and students;
- Apply interaction design and interactive learning principles;
- Contribute learning design expertise to all phases of development by using user-centred design research, and varying delivery formats and technologies to achieve learning for target audiences;
- Develop and provide user training to the Mosaic team;
- Achieve deliverables on-time, addressing any potential challenges;
- Design learning evaluation tools to monitor effectiveness of the product;
- Proactively research and propose innovative design ideas, taking into account data analysis and new trends to improve the user experience online and/or the performance of our platforms;
- Upload and configure learning content provided by Mosaic into a learning management system;



- Provide metrics summarizing effectiveness and make recommendations for enhancements;
- Create detailed project plan outlining the activities, time estimates, and resources required to develop and implement projects (inclusive of potential constraints and a plan to mitigate).

## Qualifications

- Post-secondary education in instruction design, graphic design, design, multimedia or in a relevant field or equivalent work experience;
- Comfortable with design scripting languages such as; HTML5, CSS3, JavaScript;
- Professional experience in instructional design or digital learning design;
- Fluency with digital learning development tools and software;
- Strong computer literacy, including word processing software, spreadsheet functions, database use and Internet search capabilities;
- Strong innovation, creativity and design thinking skills;
- A proactive and forward-thinking approach to work;
- Flexible, adaptable and open to receiving feedback;
- Able to work independently and as part of a team with minimal supervision; and
- An extremely reliable individual who is prompt and organized.

Applicants may apply individually or as a team. Team applicants are to submit only one proposal and state the names of all individuals in the team. Résumés for each team member must be attached to the proposal.

The successful applicant(s) must be able to work (read, write, consult stakeholders) fluently in English.

## Proposal Requirements and Bidding Process

Interested candidates are asked to submit a proposal providing information on the following:

1. Proposed work plan and approach including an outline of timelines and associated milestones;
2. Team members (identify project lead and attach separate résumés for each team member);
3. Information about the organization through which the prospective consultant(s) would work (if applicable);
4. A brief description of relevant experience, **including evidence of work completed**; and
5. Invoicing and payment schedule.

The proposal will be assessed in the following areas:

1. Knowledge and expertise



2. Professional experience
3. Proposal ideas/ approach

## RFP Submission

Please submit all proposals no later than 11:59PM Tuesday March 10th. to:  
Erica Altomare, Program Coordinator - [ea@mosaicinstitute.ca](mailto:ea@mosaicinstitute.ca)

Please reference “**RFP**” in the Subject line.

Your proposal and all supplementary documents should be accessible by URL or in PDF format, and the file should be named as follows: FIRST NAME\_LAST NAME\_RFP

While we appreciate all expressions of interest for this position, we are unable to respond to any telephone or email inquiries concerning the position. Only shortlisted candidates will be contacted for an interview.

*The Mosaic Institute reserves the right not to accept the lowest or any bid proposal submitted through this process. All information gathered and reports produced during this project are the sole property of The Mosaic Institute and may not be used by the contractor for any other purpose unless prior written permission is granted by The Mosaic Institute.*

*There will be no payments made to the consultants for the preparation and submission of proposals in response to this request.*

## Employment Equity

*The Mosaic Institute is committed to fostering an environment that promotes diversity, pluralism and inclusion. We encourage all qualified individuals who identify as women, Indigenous persons, persons with disabilities, ethnic minorities, racialized persons/visible minorities, and persons of minority sexual orientation or gender identity (LGBT2SQ\* persons) to apply. Mosaic is committed to providing access, equal opportunity and accommodation for individuals with disabilities in employment, its services, programs, and activities. To request accommodation, contact [ea@mosaicinstitute.ca](mailto:ea@mosaicinstitute.ca).*