



Request for Proposals: Digital Literacy Curriculum Development Consultant

Pathways to Digital Access and Education Project 2.0

Burnaby Neighbourhood House is seeking a consultant to develop a Digital Literacy curriculum for the **Pathways to Digital Access and Education Project 2.0** funded by the Ministry of Innovation, Science and Economic Development Canada from **October 2023 to March 2025**.

Background

Burnaby Neighbourhood House is a non-profit organization offering a wide range of supportive programs and services that address the diverse needs of local residents. BNH continues to respond to community needs through a very successful Digital Literacy Education Program that ensures vulnerable residents have learning and access to the Digital World. Located on the traditional, unceded territories of the Coast Salish Nations, we are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours.

Location: The project will take place at existing locations where Burnaby Neighbourhood House already has spaces and partner programs. This will be in Burnaby and New Westminster.

Project Budget: \$ 20,000 for the duration of the contract (until March 2025)

Effective Date: October 2023

Project Deliverables

We seek a Digital Literacy Curriculum Development Consultant to create new curricula and update existing content. The consultant will play a vital role in advancing digital literacy among underserved groups in our community.

The selected consultant will:

1. Update existing digital literacy curricula (including digital skills for employment, privacy and internet safety).
2. Develop new curricula on data literacy and gender discrimination.
3. Create innovative lesson plans, tools, and practice materials.
4. Maintain and update the DLEP digital literacy blog.
5. Produce instructional videos.
6. Provide guidance and support to Peer Digital Educators in the delivery of workshops.
7. Build training capacity within Burnaby Neighbourhood House for ongoing sustainability.
8. Consult and collaborate with the project team, researchers, and community partners.
9. Participate in evaluation activities and report on program progress.



Qualifications and Skills

To be considered, consultants should possess:

- A university degree in a related discipline such as Adult Education.
- Certification in teaching English as a second language to adults (an asset).
- 1 – 2 years of experience in Digital Literacy curriculum development.
- Proficiency in digital platforms, including WordPress.
- Experience in developing digital skills programming for equity-seeking communities.
- Knowledge of adult education principles and trauma-informed practices.
- Excellent communication skills.
- Experience working with marginalized or vulnerable learners.
- Strong organizational skills and the ability to work collaboratively.
- Alignment with the values and goals of BNH, reflecting a commitment to inclusivity and community empowerment

Selection Criteria

The successful consultant will:

- Provide a clear workplan that demonstrates positive achievement of the deliverables.
- Demonstrate expertise in digital literacy curriculum development.
- Have a proven track record of creating engaging and effective digital curricula.
- Show creativity in designing innovative teaching and learning strategies.
- Ensure content accuracy and relevance.
- Tailor the curriculum to the program's unique needs.
- Stay current with emerging trends in digital education.

Proposal Submission

Interested consultants must submit their proposals to literacy@burnabynh.ca by **Oct 20, 2023**. Proposals should include:

- Cover page with authorized representative's signature
- Detailed response addressing the RFP's objectives and requirements

****We thank everyone for their interest. Only those shortlisted will be contacted****