



AGA KHAN FOUNDATION CANADA
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Request for Proposals for Education Consultants

Timeline: ongoing

Location: remote

1 BACKGROUND

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. Committed to breaking the cycle of poverty, AKFC partners with communities, businesses, and governments across Africa and Asia to find innovative solutions to global challenges – undertaking these efforts in cooperation with the Government of Canada and Canadian institutions and individuals across the country.

The Foundation invests in institutions and systems that anchor progress over the long term, with a focus on health and nutrition, education, economic opportunity, agriculture and food security, and early childhood development. All of this work promotes gender equality, an active civil society, and environmental sustainability – using approaches based in evidence and research.

In Canada, AKFC promotes discussion and learning on global issues, raises funds, taps into Canadian expertise, and builds partnerships with Canadian institutions.

AKFC is an agency of the worldwide Aga Khan Development Network, a group of development agencies with individual mandates that address the social, economic, and cultural dimensions of development. Since 1980, AKFC has promoted inclusive development, helping millions of women and men unlock their own potential to build a better life.

AKFC's Public Engagement and Resource Mobilization department is responsible for engaging with Canadians on issues of international development. In carrying out this work, the department is tasked with informing and educating Canadians on topics of global development, inspiring them to take meaningful action on these issues. AKFC engages with targeted populations within the general public, as well as those working in international development, global affairs, and related fields.

One of the target audiences for this work is students and educators in Canada. To effectively engage with, educate, and inspire this group, AKFC has a suite of programming specific to students and educators. AKFC produces a wide range of products and programs as part of this program, including events, workshops, lesson plans, and classroom resources. To assist in the production of these materials, AKFC requires a pool of education consultant professionals – either individuals or firms – who can be called upon to fill a variety of production needs.

2 REQUIRED SERVICES

AKFC requires services in the following key areas:

2.1 LESSON PLAN CREATION

AKFC requires the services of consultants with experience in the creation and production of activities and lesson plans for formal and informal classroom settings. These resources will be created for educators and parents to use with students in various grades, from K-12. Themes will include international development, global citizenship, the Sustainable Development Goals, quality of life, women's empowerment, financial inclusion, culture, pluralism, etc. Lesson plans must include digital and interactive components to ensure the lesson plans can be used for in-person teaching as well as in an online or hybrid learning environment.

The consultant(s) will meet with AKFC staff to define scope and objective of individual projects, and review background materials and content provided by AKFC. The consultant(s) must possess established skills in creating engaging classroom materials, curriculum-linked lesson plans, and understand the changing landscape of hybrid teaching and emerging trends and technologies (for online, offline, and hybrid teaching models). Consultant(s) must understand current classroom pedagogy and be familiar with curriculum links across Canada for global citizenship education.

All writing and editing must be completed in accordance with AKFC's writing style, found in AKFC's editorial policy (will be provided). All final materials will be produced in English and in French. The consultant(s) must have the ability to review and edit final materials in both languages.

The candidate should have a degree in a relevant field. The work may involve travel within Canada for meetings and consultations. Previous experience with topics of international development, as well as an understanding of current teaching trends, will be considered an asset.

2.2 WORKSHOP CREATION

AKFC requires the services of consultants with experience in the creation of engaging, interactive, online learning experiences for teachers and students (K-12). Workshops will help learners deepen their understanding of the following themes: international development, global citizenship, the Sustainable Development Goals, quality of life, women's empowerment, financial inclusion, culture and pluralism, etc. Workshops should be a memorable experience for learners, using the latest in blended learning technology (synchronous and asynchronous).

Workshops must take into account various levels of understanding from audiences, current pedagogy for adult learning and for child/adolescent learning. Teacher workshops will be used as professional development opportunities for teachers, and student workshops will be used live in class (in-person or virtual) or taken by students asynchronously online. In all cases, workshops should be inspiring and engaging, using accessible technology.

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3 QUALIFICATIONS

In addition to job-specific qualifications outlined above, all candidates should bring to the position:

- Minimum of 5 years' experience
- Familiarity with pan-Canadian curriculum, particularly around global citizenship education (including, social studies, geography, etc.)
- Strong understanding of current classroom teaching practices (online teaching, in-person, and hybrid teaching models).
- Experience with current online teaching technology and an understanding of trends and technologies used in the classroom and for adult learning.
- Experience working with non-governmental organizations and charitable foundations.
- Ability to work independently on tight deadlines
- Strong communications skills in English (fluency in French considered an asset).

4 APPLICATION PROCESS

AKFC encourages submissions from suppliers (individuals or firms) with experience providing services in one or more of these areas. Suppliers meeting the above criteria are invited to submit a letter of interest by e-mail to akfc.hr@akdn.org. Please reference "Education Consultants" in the subject line. Applications should include the following:

- CV(s), outlining previous relevant experience and accomplishments, including descriptions of relevant assignments
- Daily rate(s) or rates for standard services
- Portfolio or samples of similar work assignments/products

AKFC is seeking to create a pool of qualified candidates for a variety of projects over the next two years. Individual contracts will be entered into as needed with individual contractors.

We thank all applicants for their interest however only short-listed applicants will be contacted for an interview. No enquiries please.

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all consultants to review and abide by the [AKFC Gender Equality Policy](#).

AKFC recognizes the importance of [safeguarding](#) and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm.

AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.