

Terms of Reference

Education Consultancy: Call for Toronto-based Facilitators

I. Position

Individuals experienced in facilitation of in-person, virtual, and hybrid professional development workshops at educator-facing conferences and convenings.

II. Background and Context

The *Aga Khan Development Network (AKDN)* is a group of private, international, non-denominational agencies working to improve living conditions and opportunities for people in the developing world. The Network's organizations have individual mandates that range from the fields of health and education to architecture, livelihoods development, and the promotion of private enterprise. Together, they collaborate in working towards a common goal – to build institutions and projects that can respond to the challenges of social, economic, and cultural change on an ongoing basis.

Aga Khan Foundation Canada (AKFC) is an international development organization and registered charity. AKFC partners with communities, businesses, and governments to find innovative, lasting solutions to promote inclusive development. Working in Africa and Asia, the Foundation invests in local institutions and systems that anchor progress over the long term. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. AKFC is an agency of the Aga Khan Development Network, one of the world's most comprehensive development organizations. Since 1980, AKFC has helped millions of people to unlock their own potential to build a better life.

AKFC has a mandate to communicate the impact of its programming to Canadian constituents. Key to AKFC's public engagement approach is working with Canadian educators to deepen their understanding of global issues, international development, and empower educators with the requisite tools and strategies to engage their students in active global citizenship. To support educators, AKFC offers curriculum-connected classroom resources available in both official languages as well as professional development opportunities in the form of conferences and workshops. To promote and bolster engagement with AKFC's educator-focused provisions, AKFC attends regional educator conferences and convenings to deliver professional development for educators.

III. Objectives and Scope of Consultancy

AKFC requires the services of experienced facilitators to deliver content at a multi-day educator conference on behalf of AKFC to promote AKFC's education work and deliver in-person professional development sessions. This role involves:

- Representing and communicating AKFC's mission and values to educator (9-12) audiences.

- Fostering and sustaining partnerships with educational stakeholders (teacher associations, schools, administrators, etc.).
- Ensuring a meaningful connection between AKFC's work and educators' needs.
- Collecting feedback to refine AKFC's educational offerings and reporting on the outcomes of engagements to support the organization's strategic goals.

IV. **Qualifications**

The consultant should be an education professional with experience with facilitation and stakeholder engagement/stewardship. The consultant should have the technical skills and ability to deliver the scope of work and outputs, in particular:

- Background in education with familiarity in global citizenship education, international development and the importance of promoting it in schools.
- Experience in facilitating design thinking or human-centered design processes with diverse groups
- Strong knowledge of the Canadian education landscape
- Experience as an educator in a Canadian classroom is a strong asset
- Exceptional ability to engage and communicate effectively with educator audiences in clear and impactful verbal and written communication. Proficiency in both official languages is a strong asset.
- Demonstrated experience in delivering professional development sessions, preferably for educators, in a variety of settings.
- Proven experience with relationship building and stewardship.
- Experience in representing organizations at conferences and educational events, utilizing networking opportunities to promote resources and expand reach.
- Ability to work remotely and independently.

V. **Application Package**

Qualified and interested parties are asked to submit a C.V. and cover letter, including the names and contact information of two references who can be contacted regarding relevant experience.

Applications must be submitted to akfc.hr@akdn.org no later than **June 23rd, 2025**. Please indicate **'Education Consultancy: Call for Toronto-based Facilitators'** in the subject line.

Applications will be reviewed on an ongoing basis. *Only shortlisted candidates will be contacted.*

VI. **Remuneration**

The consultant will be paid an hourly rate of CAD \$50.00.

VII. **AKFC Policies**

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees and 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. All employees and consultants must respect the AKF Code of Conduct and Safeguarding Policy.