



Request for Proposal:

Curriculum Development – Youth Eco Alliance

Issued by: DIVERSEcity Community Resources Society

Project: Youth Eco Alliance

Funding: Employment and Social Development Canada (ESDC)

Date of Issue: May 12, 2025

Submission Due Date: June 13, 2025

Expected Award Date: June 13, 2025

Questions and Proposals to be directed to: tbalachandran@dcrs.ca



About DIVERSEcity

A registered charity in BC since 1978, **DIVERSEcity Community Resources Society** strengthens communities by helping people build the life they want with inclusive programs and services, while working together with community partners to advance change for an equitable and sustainable world.

DIVERSEcity recognizes that our work takes place on the ancestral, traditional and unceded territories of the SEMYOME (Semiahmoo), qíćəý (Katzie), kʷikʷəłəm (Kwkwetlem), ǵʷɑ:ńłəń (Kwantlen), qiqéyt (Qayqayt), xʷməθkʷəyəm (Musqueam) and sćəwaθən məsteyəxʷ (Tsawwassen) First Nations. The knowledge, traditions and ongoing contributions of these communities are significant in providing context to the work we do, and DIVERSEcity recognizes the importance that reconciliation has in building truly inclusive and strong communities.

[Learn more at dcrs.ca.](https://dcrs.ca)

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1. Objective

DIVERSEcity Community Resources Society is seeking a curriculum development consultant for the Youth Eco Alliance, a new Canada Service Corps initiative designed to empower underserved youth to lead community-based environmental and civic engagement projects. Over two years, the project will engage 432 immigrant, racialized, Indigenous, 2SLGBTQI+ and disabled youth (ages 15-30) across five BC regions, providing leadership training, mentorship and access to 300 micro-grants of \$5,000 each.

Grounded in themes set by the Canada Service Corps (CSC) — including reconciliation, civic engagement, inclusivity and environmental sustainability — the project will provide skills training, mentorship and microgrant funding to help youth ideate, develop and implement their own service initiatives.

We are seeking a Curriculum Developer (individual or organization) to design a culturally responsive and engaging 8-week training curriculum that equips youth with the competencies needed to lead and execute their projects.

2. Youth Eco Alliance Overview

The curriculum must directly support the program's delivery to 432 youth over two years, with 300 microgrants (\$5,000 each) distributed to selected youth-led projects. The curriculum should be grounded in experiential learning and designed to:

- Center underserved youth including Indigenous, racialized, disabled and 2SLGBTQI+ youth
- Align with CSC themes and objectives
 - Reconciliation
 - Building an Inclusive Canada
 - Preserving the Environment
 - Promotion of Civic and Democratic Engagement
 - Strengthening Youth Resilience
 - Potential new themes identified by youth themselves
- Prepare youth to apply for and implement their own service-based environmental projects
- Foster leadership, collaboration and design thinking

3. Curriculum Objectives

The curriculum must:

- Equip youth with foundational knowledge on environmental sustainability and social change
- Build leadership, communication and problem-solving skills
- Guide youth through project ideation, planning, budgeting and proposal development
- Be trauma-informed, accessible and culturally inclusive
- Support hybrid delivery (in-person and online)
- Align with CSC Themes and Objectives - the curriculum must address these six CSC themes:
 - Reconciliation
 - Building an Inclusive Canada
 - Preserving the Environment
 - Civic and Democratic Engagement
 - Strengthening Youth Resilience
 - Youth-identified emerging themes

4. Scope of Work

The selected Curriculum Developer will:

- Design a complete 8-week training program (1.5–2 hours per session)
- Co-create materials in consultation with youth and project staff
- Develop facilitator guides, youth workbooks and visual aids
- Integrate evaluation tools (pre/post assessments, feedback loops)
- Ensure alignment with CSC goals and learning outcomes
- Deliver curriculum in a final, editable format, in alignment with DIVERSEcity's Corporate Style Guide

Tentative Weekly Curriculum Themes:

- Orientation & Team Building
- Environmental Sustainability & Local Issues
- Leadership & Communication Skills
- Problem Solving & Goal Setting
- Design Thinking & Ideation
- Refining Project Ideas & Planning Activities
- Budgeting & Project Management
- Proposal Writing & Peer Feedback

Deliverables

- Curriculum outline with session goals and learning outcomes
- Final 8-module curriculum with:
 - Facilitator guide
 - Youth handouts/workbooks
 - Slide decks or visual aids
 - Feedback and evaluation tools
- Curriculum walk-through with project team



5. Consultant Profile

The ideal candidate or team will have:

- Demonstrated experience in youth-focused curriculum development
- Strong background in community development, environmental education or equity-based leadership training
- Lived experience or strong understanding of equity, inclusion and the realities of underserved youth
- Ability to develop trauma-informed and culturally safe content
- Strong project management and communication skills

6. Budget

The total available budget is \$22,000 CAD, inclusive of all fees, taxes and revisions. Proposals should include a breakdown of costs for curriculum development, meetings, and any subcontracting or materials.

7. Application Instructions

The proposal should identify all team members involved, including their roles, relevant experience and contact details. Please indicate a primary contact person who will serve as the lead for communications and project coordination.

We appreciate all expressions of interest. Only shortlisted candidates will be contacted for further discussion. We are committed to a fair and transparent selection process and will not be providing individual feedback on submissions.

8. Proposal Requirements

The complete proposal package should be no more than 6 pages (excluding CVs/résumés and appendices) and must include the following components:

1. **Project Understanding** - A concise summary of your understanding of the goals, scope, and complexity of this curriculum development initiative, with specific attention to themes of equity, access, environmental justice and youth leadership.
2. **Curriculum Development Approach & Work Plan** - A clear outline of your proposed pedagogical framework, methodologies and delivery strategy. Include major milestones, core learning outcomes, content delivery modes and a high-level timeline aligned with an 8-week training cycle, to be repeated across multiple cohorts over two years.
3. **Collaboration Strategy** - A description of how you intend to work in partnership with DIVERSEcity staff, youth participants, community stakeholders and regional mentors. Please highlight any co-creation, youth engagement or iterative feedback mechanisms you plan to use.
4. **Relevant Experience** - Brief summaries of past curriculum development projects, particularly those focused on youth, immigrant and BIPOC communities, community leadership, or environmental and civic engagement. Demonstrated experience in co-designing inclusive, culturally responsive educational content is an asset.
5. **Budget Summary** - A proposed budget (within the \$22,000 range across the project timeline), including a breakdown of anticipated costs such as development time, consultation, adaptation for accessibility, and any design or production costs. Please state any assumptions clearly.
6. **Team Overview** - CVs or resumés of the lead curriculum developer(s) and any other key contributors to the project.
7. **References** - Contact information for two professional references who can speak to your work on similar curriculum or learning design initiatives.



9. Assessment Criteria

Submissions will be reviewed based on the following:

- **Relevance & Quality of Approach:** The clarity, feasibility and innovation of the proposed curriculum design, including alignment with the program's goals, 8-week structure, and youth engagement outcomes.
- **Commitment to Equity & Inclusion:** Demonstrated understanding of systemic barriers faced by immigrant, BIPOC, @LGBTQI+, and other underserved youth and a proven ability to embed equity, accessibility and cultural responsiveness into learning design.
- **Sector Knowledge:** Experience working with youth-focused, nonprofit, BIPOC-led or grassroots organizations, particularly in areas such as leadership development, environmental advocacy, civic engagement or community building.
- **Project Management -** A realistic and detailed work plan that demonstrates the ability to deliver high-quality curriculum materials on time and within budget, including flexibility for feedback and adaptation across multiple program cycles.

10.Submissions & Contact

Please send your completed proposal by June 13, 2025, via email to: tbalachandran@dcrs.ca

Subject: Curriculum Development Youth Eco Alliance – DIVERSEcity Community Resources Society

For questions about this opportunity, please contact us Tina Balachandran at tbalachandran@dcrs.ca.

11.Proposal Evaluation Criteria

- Relevance and creativity of proposed curriculum design
- Demonstrated experience with similar projects
- Cultural and equity lens
- Quality of writing and materials
- Value and feasibility within budget