

REQUEST FOR PROPOSALS (RFP)

Sankofa Economic Empowerment & Workforce Initiative

Consultancy Services: Development and Administration of a Pre-Employment Essential Skills Assessment for Black Job Seekers in Saskatchewan

ISSUED BY

Truly Alive Youth and Family
Foundation Inc., Saskatoon,
Saskatchewan

DURATION OF CONSULTANCY

September 2026 to February 2027

SUBMISSIONS DUE

Monday, August 10th, 2026, before
close of business to the attention of:
Nuru Nyoni,
Operations Manager,
operations.manager@trulyalivefoundation.org

INQUIRIES BY

Thursday, August 6th, 2026, until
5.00pm to the attention of
Dianna Stuger-Shepherd,
career.development@trulyalivefoundation.org

CONTRACT SERVICE FEE

\$8,000.00 Canadian Dollars payable in
4 installments

SUBJECT LINE

Proposal – Pre-Employment Essential
Skills Assessment Consultancy

*****Late or incomplete proposals will not be considered *****

Contents

1	Introduction	10	Reporting and Supervision
2	Organizational Background	11	Required Qualifications and Experience
3	Project Background	12	Core Competencies
4	Purpose of the Consultancy	13	Ethical Standards and Confidentiality
5	Objectives of the Consultancy	14	Proposal Submission Requirements
6	Scope of Work	15	Contract Service Fee
7	Consultant Responsibilities	16	Evaluation of Proposals
8	Expected Deliverables	17	Terms and Conditions
9	Duration of the Consultancy	18	Submission Instructions

1. Introduction

Truly Alive Youth and Family Foundation (TAYFFI) invites qualified consultants or consulting firms to submit proposals to design, develop, administer, and report on a Pre-Employment Essential Skills Assessment as part of TAYFFI's Employment Readiness Program.

The Foundation is seeking a consultant with demonstrated expertise in workforce development, employability assessment, adult learning, vocational assessment, human resources, psychology, career development, organizational development, or related disciplines to develop and implement an evidence-informed assessment process that measures participants' pre-employment essential skills and overall job readiness.

The successful consultant will be responsible for designing an assessment framework and administering the assessment to participants enrolled in TAYFFI's Employment Readiness Program.

2. Organizational Background

Truly Alive Youth and Family Foundation Inc. (TAYFFI) is a registered Black-led, Black-serving, and Black-focused charitable organization based in Saskatoon, Saskatchewan. TAYFFI is committed to empowering youth, young adults, and families by reducing barriers to employment, education, economic participation, and overall well-being. Through innovative programming, workforce development initiatives, mentorship, family support services, leadership development, and community partnerships, the Foundation equips individuals with the skills, confidence, and opportunities needed to achieve sustainable employment and meaningful participation in their communities.

3. Project Background

TAYFFI's Employment Readiness Program is designed to equip participants with the foundational knowledge, essential workplace competencies, and practical employability skills required to successfully obtain, maintain, and advance in meaningful employment.

The program combines structured learning, practical application, individualized coaching, mentorship, and career development activities to strengthen participants' employment readiness and facilitate successful transitions into the workforce.

As part of TAYFFI's commitment to continuous participant development and evidence-informed programming, the Foundation intends to introduce a structured Pre-Employment Essential Skills Assessment. The assessment will be conducted at approximately Week Five (5) of each Employment Readiness Program cohort consisting of twenty-five (25) or more participants.

The assessment is intended to provide an objective measure of each participant's current level of pre-employment essential skills and overall job readiness. Findings will assist TAYFFI in identifying participant strengths, development needs, barriers to employment, and appropriate interventions to enhance participant success throughout the remainder of the program.

4. Purpose of the Consultancy

The purpose of this consultancy is to engage a qualified consultant to design, develop, administer, score, interpret, and report on a comprehensive Pre-Employment Essential Skills Assessment for participants enrolled in TAYFFI's Employment Readiness Programme.

The consultant will develop an evidence-based assessment framework that evaluates participants' essential workplace competencies, employability skills, and overall readiness for employment. Assessment findings will inform individualized coaching, targeted skill development, referrals, and other participant support strategies while providing TAYFFI with reliable information to support participant progression and program decision-making.

5. Objectives of the Consultancy

The consultant will be expected to:

- ✓ Design a comprehensive Pre-Employment Essential Skills Assessment Framework aligned with current workforce development and employability best practices.
- ✓ Develop valid, reliable, and culturally responsive assessment tools suitable for diverse adult learners.
- ✓ Assess participants' pre-employment essential skills, workplace competencies, and overall job readiness.
- ✓ Identify participant strengths, development needs, and barriers that may affect successful employment outcomes.
- ✓ Develop an objective scoring and interpretation methodology that supports consistent assessment across program cohorts.
- ✓ Produce individual participant assessment results and recommendations that support coaching, mentoring, referrals, and individualized learning plans.
- ✓ Prepare a cohort-level summary report identifying overall trends, common strengths, skill gaps, and recommendations to enhance program delivery.
- ✓ Provide TAYFFI with all assessment materials, guides, templates, and documentation necessary to support future implementation of the assessment.

6. Scope of Work

Under the supervision of the designated TAYFFI representative, the successful consultant shall be responsible for the design, development, implementation, analysis, and reporting of a comprehensive Pre-Employment Essential Skills Assessment for participants enrolled in TAYFFI's Employment Readiness Program.

- There shall be four (4) cohorts for which participants are to be tested.
- Twenty-five (25) employment training participants are to partake in psychometrics testing per cohort.
- The Psychometric assessment shall be administered during Week 5 of each cohort
- The assessment testing, among others, shall focus on examining each candidate's employment suitability, personal aptitudes, and essential skills for career success

The consultant will be expected to utilize evidence-informed practices and industry standards in designing an assessment process that is objective, culturally responsive, inclusive, practical, and appropriate for diverse participants.

The scope of work shall include, but not be limited to, the following:

6.1 Inception and Planning

The consultant shall:

- Participate in an inception meeting with TAYFFI to review the program objectives, expected participant outcomes, implementation approach, and assessment expectations.
- Review all relevant program documentation provided by TAYFFI, including curriculum, participant competencies, learning outcomes, program schedule, and supporting materials.
- Develop and submit an Inception Report outlining the proposed methodology, work plan, assessment approach, implementation schedule, quality assurance measures, and anticipated deliverables.

6.2 Development of the Pre-Employment Essential Skills Assessment Framework

The consultant shall design a comprehensive assessment framework that measures participants' pre-employment competencies and overall job readiness.

The framework should include, at a minimum:

- ✓ Competency domains to be assessed.
- ✓ Assessment indicators.
- ✓ Performance criteria.
- ✓ Rating or scoring methodology.
- ✓ Interpretation guidelines.
- ✓ Recommendations for participant feedback and follow-up.

The consultant is encouraged to apply recognized best practices in workforce development, employability assessment, adult education, vocational assessment, organizational psychology, career development, and human resource management.

6.3 Development of Assessment Methodology and Tools

The consultant shall develop all assessment instruments necessary to effectively evaluate participant competencies.

Assessment methods may include, but are not limited to:

- ✓ Structured questionnaires;
- ✓ Behavioural interviews;
- ✓ Scenario-based exercises;
- ✓ Workplace simulations;
- ✓ Practical demonstrations;
- ✓ Self-assessment instruments;
- ✓ Facilitator observations;
- ✓ Group activities;
- ✓ Case studies;
- ✓ Reflection exercises;
- ✓ Portfolio reviews;
- ✓ Competency rating scales.

The consultant shall provide a clear rationale for the proposed methodology and demonstrate how the selected tools will produce reliable and meaningful assessment results.

6.4 Administration of the Assessment

The consultant shall administer the approved assessment to all eligible program participants.

The consultant shall ensure that:

- ✓ Participants clearly understand the purpose of the assessment;
- ✓ Assessment procedures are standardized and consistently applied;
- ✓ Appropriate accommodations are provided where required;
- ✓ Participant confidentiality is maintained throughout the process;
- ✓ Ethical standards and informed consent procedures are observed.

6.5 Analysis and Interpretation

Following completion of the assessment, the consultant shall:

- ✓ Analyze individual participant results;
- ✓ Identify participant strengths;
- ✓ Identify areas requiring additional development;
- ✓ Identify barriers that may affect employment success;
- ✓ Assess overall employment readiness;
- ✓ Identify participants who may benefit from additional coaching, mentoring, referrals, accommodations, or supplementary training.

The consultant shall also prepare an overall analysis of cohort performance, identifying common strengths, competency gaps, emerging trends, and recommendations for program enhancement.

6.6 Reporting

- ✓ The consultant shall prepare professional reports that clearly communicate assessment findings and recommendations.
- ✓ Reports should provide practical information that supports participant development while assisting TAYFFI in making informed program decisions.
- ✓ Reports should be written in clear, accessible language and include evidence-based recommendations.

TIMELINE

Within ten (10) business days following completion of each cohort assessment, the Consultant shall submit to TAYFFI's Project Representative:

- Individual participant assessment reports; and
- A cohort summary report

7. Consultant Responsibilities

The successful consultant shall be responsible for:

- ✓ Designing and implementing a valid and reliable Pre-Employment Essential Skills Assessment.
- ✓ Developing all assessment tools, scoring guides, templates, and supporting documentation.
- ✓ Ensuring that assessment methods reflect current labour market expectations and recognized employability frameworks.
- ✓ Maintaining professional independence, objectivity, and confidentiality throughout the consultancy.
- ✓ Consulting with TAYFFI as required during implementation.
- ✓ Maintaining accurate assessment records.
- ✓ Providing timely progress updates.
- ✓ Delivering all agreed outputs within established timelines.
- ✓ Presenting assessment findings and recommendations to TAYFFI.
- ✓ Transferring all assessment materials, templates, guides, and related intellectual property to TAYFFI upon completion of the assignment.

8. Expected Deliverables

The consultant shall produce the following deliverables:

Deliverable 1 · Inception Report

An inception report outlining the consultant's understanding of the assignment, proposed methodology, work plan, implementation schedule, quality assurance measures, and timeline.

Deliverable 2 · Pre-Employment Essential Skills Assessment Framework

A comprehensive assessment framework that includes:

- ✓ Competency domains;
- ✓ Performance indicators;
- ✓ Assessment methodology;
- ✓ Scoring system;
- ✓ Interpretation guidelines;

Deliverable 3 · Assessment Toolkit

A complete assessment toolkit, including all instruments required to administer the assessment. The toolkit may include:

- ✓ Assessment questionnaires;
- ✓ Interview guides;
- ✓ Observation checklists;
- ✓ Competency rating scales;
- ✓ Facilitator guidance notes;
- ✓ Scoring guides;
- ✓ Participant instructions;

Deliverable 4 · Individual Participant Assessment Reports

A confidential assessment summary for each participant outlining:

- ✓ Assessment results;
- ✓ Identified strengths;
- ✓ Development needs;
- ✓ Employment readiness observations;

Deliverable 5 · Cohort Summary Report

A comprehensive report summarizing overall cohort findings, including:

- ✓ Participant competency trends;
- ✓ Common strengths;
- ✓ Skills requiring additional development;
- ✓ Employment readiness observations;

Deliverable 6 · Final Consultancy Report

A final report documenting the consultancy process, methodology, lessons learned, key findings, recommendations, and all supporting documentation developed during the assignment.

9. Duration of the Consultancy

The consultancy is expected to be undertaken between September 2026 and February 2027, corresponding with Week Five (5) of each of the four Employment Readiness Program Cohorts.

The Consultant shall submit a proposed work plan outlining the estimated number of working days required to complete all activities associated with the consultancy, including planning, development of the assessment framework and tools, administration of the assessment, analysis of findings, reporting, and presentation of results.

The final implementation schedule shall be agreed upon by TAYFFI and the Consultant prior to the commencement of each assignment.

10. Reporting and Supervision

The Consultant shall report directly to the Executive Director or a designated representative of Truly Alive Youth and Family Foundation (TAYFFI).

TAYFFI will provide the Consultant with access to relevant program documentation and facilitate communication with program staff and participants, as required.

The Consultant shall maintain regular communication with TAYFFI throughout the assignment and immediately advise the Foundation of any issues that may affect the quality, integrity, or timely completion of the consultancy.

11. Required Qualifications and Experience

The Consultant shall possess the following minimum qualifications:

- ✓ A Degree in human resource management, Industrial/Organizational Psychology, Social Work, Career Development, Adult Education, Counselling, Sociology, Education, Monitoring and Evaluation, Organizational Development, or another related discipline.

- ✓ A minimum of three (3) years of progressively responsible experience in workforce development, employability programming, competency assessment, vocational assessment, organizational development, human resources, career counselling, or a related field.
- ✓ Demonstrated experience designing and administering competency-based or employability assessments.
- ✓ Experience developing assessment frameworks, scoring methodologies, and competency measurement tools.
- ✓ Demonstrated knowledge of labour market expectations, workforce development, and employment readiness programs.
- ✓ Experience working with youth, newcomers, equity-deserving populations, or individuals facing barriers to employment will be considered an asset.
- ✓ Demonstrated experience producing high-quality analytical reports and recommendations.
- ✓ Excellent written and verbal communication skills.

Consulting firms may apply provided they identify the lead consultant responsible for the assignment and demonstrate that the proposed team collectively possesses the required qualifications and experience.

12. Core Competencies

The Consultant should demonstrate the following competencies:

- ✓ Technical expertise in competency-based assessment.
- ✓ Knowledge of adult learning principles and workforce development.
- ✓ Strong analytical and critical thinking skills.
- ✓ Excellent interviewing and facilitation skills.
- ✓ Ability to synthesize qualitative and quantitative information.
- ✓ Professional judgement and objectivity.
- ✓ Cultural competence and respect for diversity.
- ✓ Strong organizational and project management skills.
- ✓ Excellent report writing and presentation skills.
- ✓ Commitment to confidentiality and ethical practice.

13. Ethical Standards and Confidentiality

The Consultant shall conduct all activities in accordance with recognized ethical standards and applicable privacy legislation.

The Consultant shall:

- a) Obtain informed consent from all participants prior to administering the assessment.
- b) Maintain strict confidentiality of participant information and assessment results.
- c) Store assessment data securely and protect it from unauthorized access.
- d) Ensure that findings are reported objectively and without bias.
- e) Avoid any actual, potential, or perceived conflicts of interest.
- f) Immediately report any safeguarding concerns identified during the assessment in accordance with TAYFFI's policies and procedures.

All materials, reports, assessment tools, datasets, and intellectual property developed under this consultancy shall become the property of Truly Alive Youth and Family Foundation (TAYFFI).

14. Proposal Submission Requirements

Interested Consultants shall submit:

Technical Proposal

The Technical Proposal shall include:

- i. A cover letter expressing interest in the consultancy with understanding of the assignment and its objectives.
- ii. A detailed description of the proposed methodology.
- iii. A proposed work plan and implementation schedule.
- iv. A description of previous experience conducting similar assignments.
- v. Curriculum vitae of the Consultant or proposed team members.
- vi. Contact information for a minimum of three (3) professional references.

15. Contract Service Fee

CONTRACT SERVICE FEE

\$8,000.00 Canadian Dollars (CAD) | Payable in 4 Installments

16. Evaluation of Proposals

Proposals will be evaluated using the following criteria:

EVALUATION CRITERIA	WEIGHT
Understanding of the assignment	15%
Technical approach and proposed methodology	30%
Relevant qualifications and experience	25%
Experience conducting similar assignments	15%
Financial proposal and value for money	15%

Only Consultants achieving the minimum technical score established by TAYFFI may proceed to the financial evaluation.

17. Terms and Conditions

TAYFFI reserves the right to:

- ✓ Accept or reject any proposal received.
- ✓ Request clarification or additional information from any Consultant.
- ✓ Negotiate the scope of work, methodology, timeline, or financial proposal with the preferred Consultant.
- ✓ Cancel or reissue this Request for Proposals at any stage without obligation.
- ✓ Decline to award a contract if no proposal is deemed suitable.

The issuance of this Request for Proposals does not constitute a commitment by TAYFFI to award a contract or reimburse any costs incurred in the preparation or submission of proposals.

18. Submission Instructions

Submission should be by **Monday, August 10th, 2026, before the close of business** to the attention of **Nuru Nyoni, Operations Manager**, at operations.manager@trulyalivefoundation.org — Truly Alive Youth and Family Foundation Inc.

All inquiries relating to the RFP are to be directed to **Dianna Stuger-Shepherd** at career.development@trulyalivefoundation.org by **Thursday, August 6th, 2026, until 5.00pm**.

Subject Line: Proposal – Pre-Employment Essential Skills Assessment Consultancy

Only shortlisted proponents will be contacted

Late or incomplete proposals will not be considered.