

# EXPRESSION OF INTEREST (EOI)

For selection of ECO Canada Licensed EP Trainers to conduct:  
ECO Canada Approved Environmental and Sustainability  
Training Programs (Pilot Project)



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**JULY 14, 2014**



**EOI ISSUED:** July 14, 2015

**DEADLINE:** August 10, 2015

**EOI REQUIREMENTS:**

- No more than 5 pages in length, plus appendices
- Email one (1) electronic copy in MS Word or PDF format to:

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ECO Canada  
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- If you do not receive a confirmation of receipt following your submission, please call: (403) 476-8712
- If you have any questions, please email: [jsylliboy@eco.ca](mailto:jsylliboy@eco.ca)



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## PROJECT INTRODUCTION

ECO (Environmental Careers Organization) Canada is calling for Expressions of Interest (EOI) from certified EPs to facilitate ECO Canada developed and approved technical training workshops for environmental and sustainability professionals. The workshops range from 1-3 days in length and encompass a variety of topics related to environment and sustainability.

Environmental and sustainability employment in Canada has continued to outpace employment in the general economy and will continue to see significant growth. ECO Canada's mandate is to link supply and demand for environmental and sustainability practitioners, meet the continuous professional development requirements of these practitioners, and assist industry in meeting its full economic and employment potential.

EP Certification reflects more than two decades of labour market research on the skills and knowledge that matter most to environmental employers. Certified EPs have demonstrated that their environmental skills and knowledge meet or exceed the National Occupational Standards and they have established credibility on the basis of their education and work experience. Through this EOI, ECO Canada aims to build a pool of certified EPs to become ECO Canada approved qualified trainers who would support ECO's training and capacity building programs and will be authorized to deliver ECO Canada's training courses on environment and sustainability across Canada and abroad.

## ECO CANADA BACKGROUND

ECO Canada supports the success of the environmental workforce at every career stage. We develop programs that help individuals build meaningful environmental careers, provide employers with resources to find and keep the best environmental professionals and inform educators and governments about employment trends to ensure the ongoing prosperity of this growing sector based on solid labour market research.

ECO Canada is an autonomous organization directed by the stakeholders it serves. Its mission is:

*"To ensure an adequate supply of people with the demonstrated skills and knowledge required to meet the environmental human resource needs of the public and private sectors."*

## PROJECT BACKGROUND

ECO Canada seeks qualified and experienced EPs in the fields of environment and sustainability that are available to work on a contract basis to deliver ECO approved training programs. The training courses are developed and owned by ECO Canada and the Trainers will be required to deliver the training workshops based on ECO Canada's training management



system. All ECO Canada courses are reviewed and updated periodically and the trainers will be required to use the most current version of the course material. To ensure consistency and quality of training, delivery of all workshops will be monitored, evaluated and physically witnessed from time to time. Trainers will also undergo an annual review for quality and assurance. Trainers with skills and training/work experience in the following areas are requested to apply:

Environment legislation

Multilateral environmental agreements

Environmental Impact Assessment

Management system standards (ISO 14001, ISO 50001, ISO 9001, OHSAS 18001, ISO 26000)

GHG quantification, reporting and verification

Environmental auditing

Project management (environment)

Corporate Social Responsibility

EHS Management and reporting

Social compliance and ethical supply chain management

Stakeholder engagement

Sustainability reporting, verification and assurance

## **TRAINER REQUIREMENTS AND RESPONSIBILITIES**

To be eligible to become an ECO Canada Licensed Trainer, you should:

- Be an existing Environmental Professional (EP) in any specialization.
- Have a minimum 7 years of professional experience in the subject you want to train.
- Have experience in conducting face-to-face training (please provide details of training conducted in last 2 years).

All selected trainers will be required to:

- Attend a "Training of Trainer (TOT)" program administered by ECO Canada.
- Work closely with ECO Canada throughout the course delivery to reflect, review and respond to participants' needs, ensuring that the program meets participants' expectations.



- Assist ECO Canada in monitoring the quality of training courses through direct engagement with the participants.
- Facilitate the scheduled workshop/training through to its completion.
- Administer course exams as required.
- Participate in an annual review and update of relevant ECO Canada courses.

The trainer is expected to be able to:

- Be open to interaction with participants
- Create a participatory approach to learning
- Encourage people to share information, ideas and knowledge
- Support group learning
- Facilitate open communication amongst participants
- Manage group dynamics
- Keep the work practical and relevant
- Invite the group to take control of the learning and sharing process

It is also expected the trainer will have the ability to:

- Actively listen and question
- Openly communicate
- Manage group work
- Resolve conflict
- Stay on schedule

## PROPOSAL REQUIREMENTS

The EP will be expected to demonstrate their competency as a trainer or workshop facilitator and will be assessed based on set criteria. Trainers will be selected based on their subject-related professional experience, education, expertise and training experience in each of these areas:

- A. EP Background
  - Provide a brief bio (100 – 150 words) of yourself.
- B. Experience/Qualifications
  - The proposal should include a brief history of the individual and their experience with training development and delivery services for workforce professionals.
- C. Workshop selection
  - The proposal should include a list of preferred course topics to be delivered along with a brief description of why they are qualified to deliver each course.
- D. References
  - Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualification and experience with selected training workshops.



## FINANCIAL IMPLICATIONS

The selected trainers will be recognized as ECO Canada licensed trainers and ECO Canada will maintain an active database of the licensed trainers on its website. The initial approval will be done for a period of two years subject to continual professional development and maintenance of the EP status by the trainers. Trainers will be engaged by ECO Canada on a per need basis depending on their location and availability.

A professional fee for training days will be paid by ECO Canada to the trainers based on industry standards and ECO Canada prevailing rates. All standard travel related expenses shall be reimbursed to the trainers based on ECO Canada policies. The mandatory ECO Canada “Training of Trainer” program will be presented at no cost but the selected trainers will be required to cover their expenses, if any, to attend the TOT program.

## PROPOSAL EVALUATION CRITERIA

All proposals will be reviewed and rated by members of ECO Canada’s review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received in a timely manner according to the terms of this EOI.
- The proposal does not follow the specified format.
- The proposal is not adequate to form a judgement by the reviewers.

## TIMETABLE FOR TRAINER SELECTION

The following table summarizes key Expression of Interest (EOI) decision and timing activities:

DATE	ACTIVITY
<b>July 14, 2015</b>	Issue the Expression of Interest to EPs.
<b>August 10, 2015</b>	Deadline for the submission of proposals. Proposals must be submitted to ECO Canada no later than 5:00 p.m. August 10, 2015.
<b>August 24, 2015</b>	Evaluation of submitted proposals, interviews with short-listed candidates, reference checks, and selection of the trainers by ECO Canada.
<b>August 31, 2015</b>	Notification of successful trainers. The relationship will start



	immediately upon notification and signing of agreement.
<b>September 14, 2015</b>	Kickoff meeting/email/video conference with successful trainers.
<b>TBA</b>	"Training of Trainer" session.

## EOI TERMS AND CONDITIONS

The "Expression of Interest (EOI) to conduct ECO Canada Approved Environmental and Sustainability Training Programs" is a private and copyrighted document that may not be copied or distributed without permission.

The EOI is not a contract, or offer to enter into a contract, but an EOI for the supply of service to ECO Canada. ECO Canada reserves the right to reject any or all proposals, whether or not completed properly and whether or not it contains all required information. ECO Canada reserves the right to accept or reject proposals in whole or in part, to discuss different or additional terms to those included in the EOI or in any proposal, or to amend or modify any term in this EOI. ECO Canada shall not be responsible for any cost incurred by the proponent in preparing this EOI or otherwise prior to the signing of an approval letter with ECO Canada. The final decision is the sole decision of ECO Canada, and the respondents to the EOI have no appeal rights or procedures guaranteed to them.

Proponents must state their agreement to the above terms and conditions upon submitting a proposal. Following the evaluation of submissions by ECO Canada, the successful trainers will be invited to enter into an agreement with ECO Canada to provide the required training and/or services detailed in this EOI.