



REQUEST FOR PROPOSAL

PHASE ONE: FINANCIAL LITERACY FOR FACILITATORS
COURSE - INDIGENOUS INCLUSIVITY REVIEW

Submit to HR@prospercanada.org

Due EOD June 19, 2026



The Opportunity

Target start date: July 2026

Target completion date: August 2026

Budget ceiling: \$10,000 CAD before tax

About Prosper Canada

Prosper Canada is a national charity driving bold change that enables more people to prosper. With government, business and community partners across Canada, we are expanding life-changing financial empowerment services, innovating for greater inclusion and impact, and removing barriers to financial well-being for people with low and modest incomes. Our goal is a Canada where everyone has the opportunity and support to achieve financial well-being and live with dignity, stability, and possibility.

About the Financial Literacy for Facilitators course

Our Financial Literacy for Facilitators training guides frontline providers of financial literacy and financial empowerment services through a series of modules on nine financial topics relevant for all Canadians, as well as a module on facilitation. Once learners complete the course, they receive a certificate and access to the complete Financial Literacy curriculum. This course is available for eight (8) weeks and takes approximately 10 to 15 hours to complete.

Topics include:

- Exploring your relationship with money
- Income and taxes
- Budgeting
- Banking and financial services
- Saving
- Credit basics
- Credit reporting
- Debt
- Consumerism

Sample module for review: [Prosper Canada Financial Literacy Facilitator Training](#)

Request for proposal

Prosper Canada is requesting proposals for the expert assistance of an Indigenous consultant to review our Financial Literacy for Facilitators online e-learning course and to recommend content revisions, additional resources, and any necessary changes to visual elements such as graphics, to ensure the e-learning course modules and facilitation guide are inclusive of and relevant to Indigenous audiences.

The information in this document is to facilitate the preparation of your proposal. If you require any additional information or clarification of the content of this RFP, please contact us (see contact details at end of document). Any additional information pertaining to this request for proposals not already in this posting will be shared with all firms who respond to this RFP.

Context for this RFP

Prosper Canada has made a public commitment to advancing reconciliation with Indigenous Peoples and communities in Canada. One of our commitments is to ensure the financial wellness services, training, tools, and resources we develop are inclusive of Indigenous Peoples, or where appropriate, directly tailored for their needs.

With the guidance of an Indigenous consultant who has expert knowledge of, and experience working with, the unique and diverse perspectives and needs of Indigenous Peoples *Financial Literacy for Facilitators* to ensure it is inclusive of and relevant to Indigenous Peoples. Recommendations from this review will inform upcoming revisions to the course.

Deliverables, timeline, and budget

Through this RFP, we are seeking expert assistance from an Indigenous consultant over 1 month to review Prosper Canada's Financial Literacy for Facilitators e-learning course and provide a structured set of recommendations to enhance inclusivity and relevance for Indigenous audiences. While input is sought on the course as a whole, particular emphasis should be placed on the "Exploring Your Relationship with Money", "Saving", and "Consumer Protection" modules.

To date, our work has primarily focused on First Nations perspectives. We aim to broaden inclusion to reflect Métis and Inuit experiences and recognize that addressing all distinctions in depth may exceed the scope of this engagement. We welcome guidance on what is feasible within this phase, including recommendations on where to prioritize focus.

The primary deliverable is a recommendations report, which may include:

- Suggested revisions or additions to course content, case studies, and learning materials
- Opportunities to better reflect Indigenous perspectives, experiences, and approaches to financial wellbeing
- Identification of gaps or areas requiring further development or consultation

Implementation Considerations:

Recommendations may also include high-level guidance on implementation of learning design revisions, such as sequencing or phasing of updates, to support future work.

Evaluation Input (Secondary):

The consultant will be asked to provide light input into the evaluation approach, including evaluation methods and questions to assess learning outcomes and course effectiveness. The evaluation will focus on the course's frontline worker learning audiences, towards enhanced financial empowerment service delivery to Indigenous beneficiaries, focusing on usability and resonance with Indigenous audiences. This may include suggested evaluation questions or methods that could be integrated into the e-learning modules to assess the effectiveness of Indigenous-centered content.

Our budget for this contract is \$10,000, **excluding** incidental expenses.

Consultant Qualifications

We are seeking an Indigenous consultant with demonstrated expertise, lived experience, and/or strong professional experience working with Indigenous Peoples and communities in Canada. The successful consultant will bring a combination of financial wellness content knowledge, cultural competency, and experience in reviewing or developing learning materials.

Required Qualifications

- Indigenous expertise and experience:
- Deep knowledge of the diverse perspectives, experiences, and priorities of First Nations, Inuit, and/or Métis Peoples, informed by lived experience and/or professional work
- Experience in Indigenous financial wellness or related fields:
- Demonstrated understanding of financial wellbeing in Indigenous contexts, including systemic factors, and culturally relevant approaches
- Content review and analysis skills:
- Experience reviewing programs, curricula, or resources, and providing clear, actionable recommendations for improvement
- Strong written communication skills:
- Ability to synthesize findings and present recommendations in a clear, structured, and accessible format
- Cultural competency and ethical engagement:
- Demonstrated ability to approach work with respect for Indigenous knowledge systems, including ethical engagement practices

Asset Qualifications

- Experience in learning design, curriculum development, or e-learning (particularly in Articulate Storyline or similar platforms)
- Experience developing or advising on evaluation frameworks or learner assessment approaches
- Familiarity with financial literacy education programming in community or non-profit settings
- Connections to, or experience working with, Indigenous subject matter experts or networks that could support future phases of this work

Evaluation criteria

Proposals will be evaluated based on the following criteria:

1. Relevant Experience and Expertise (25%)

- Demonstrated experience working with Indigenous Peoples and communities, including knowledge of First Nations, Inuit, and/or Métis perspectives
- Experience in Indigenous financial wellness or related areas
- Experience reviewing curricula, programs, or learning materials and providing actionable recommendations

2. Approach and Methodology (25%)

- Clarity and feasibility of the proposed approach to reviewing the e-learning course
- Demonstrated understanding of how to assess inclusivity, representation, and cultural relevance
- Proposed approach to developing the recommendations report

3. Quality of Proposed Deliverables (20%)

- Alignment of proposed outputs with the RFP deliverables
- Evidence that deliverables will be clear, actionable, and usable by Prosper Canada

4. Work Plan and Timeline (20%)

- Realistic and well-structured activity plan
- Feasibility of completing the work within the one-month timeline
- Clear sequencing of tasks and deliverables

5. Budget and Value for Money (10%)

- Clarity and transparency of the proposed budget
- Alignment of budget with proposed scope of work and deliverables
- Overall value for money

Proposal requirements

If interested, please submit a proposal by **June 19, 2026** (late submissions will not be accepted) that includes the following components:

1 Indigenous expertise and experience

- A brief description of the consultant (individual or organization)
- Summary of relevant experience working with Indigenous Peoples and communities
- Description of experience related to:
 - Indigenous expertise and experience
 - Experience in Indigenous financial wellness or related fields
 - Content review and analysis
 - Cultural competency and ethical engagement

2. Understanding of the Project

- A brief description of your understanding of the project objectives and scope
- Key considerations or insights related to reviewing financial literacy content for Indigenous audiences

3. Proposed Approach and Methodology

- Description of your proposed approach to completing the recommendations report
- Methods you will use to assess inclusivity, cultural relevance, and representation
- Any tools, frameworks, or perspectives you will apply in your review

4. Work Plan and Timeline

- A clear and detailed work plan outlining:
 - Key activities and milestones
 - Sequencing of tasks
 - Estimated timeline for completion (aligned with the one-month project period)

5. Description of Deliverables

- Overview of what will be included in the recommendations report
- Format and level of detail of deliverables
- How outputs will be structured to ensure usability by Prosper Canada

6. Budget

- Detailed budget outlining:
- Professional fees (e.g., hourly or fixed rate)
- Estimated hours or level of effort

7. Examples of Relevant Work

- Links or descriptions of similar projects completed
- Samples of reports, recommendations, or frameworks (if available and shareable)

8. References

- Contact information for 1–2 references who can speak to relevant experience

Next steps

Once all submissions have been received, the procurement process will proceed as follows:

1. All proposals will be reviewed by and evaluated according to the Evaluation Criteria outlined above.
2. A shortlist of top-ranked proponents will be identified based on their proposal scores.
3. Shortlisted proponents will be invited to participate in a virtual interview to:
 - Clarify elements of their proposal
 - Discuss their approach and experience in more detail
 - Assess alignment with Prosper Canada's values and objectives
4. Prosper Canada may contact references provided by shortlisted candidates to validate relevant experience and past performance.
5. The successful proponent will be selected based on a combination of proposal evaluation and interview outcomes.
6. All proponents will be notified of the outcome of the selection process.

Submission process

Request for supporting documents and any further information or questions may be made in writing to the contact below by indicating RFP for Financial Literacy for Facilitators Course - Indigenous Inclusivity Review.

Proposals to be submitted to:

Jenni Bolton

Manager, Community Learning and Engagement, Prosper Canada

Jbolton@prospercanada.org

1- 416-847-7443

Terms and Conditions

Prosper Canada reserves the right to reject any or all proposals.

We may request additional information from consultants/ firms to clarify any proposal element.

This RFP does not commit our organization to award a contract, nor pay any costs incurred in the preparation of a proposal. Issuance of this RFP does not obligate Prosper Canada to award a contract or bear any costs associated with proposal preparation.

The selected consultant or firm will be required to sign a contract prior to the commencement of the project.

All information provided during this process will be treated as confidential and proprietary to Prosper Canada.