

Destination Employment Project Expression of Interest (EOI) Form

Instructions

Thank you for your interest in the Destination Employment project. Ottawa Employment Hub is excited to partner with OTEC (Ontario Tourism Education Corporation) to bring this project to the Ottawa region. This pan-Canadian initiative, is three years in duration (May 2018 through March 2021) and is funded by Immigration, Refugees and Citizenship Canada. The project aims to employ at least 1300 unemployed or underemployed newcomers in sustainable, well-paid, long-term hotel jobs. These are occupations in which there is significant demand, and which will allow for the greatest mobility of workers, at a variety of skill levels. The aim is to identify employment opportunities that require minimal proficiency in English or French (e.g., housekeeping room attendant/light duty cleaner, banquet service, food preparation/kitchen helper, grounds keeper), as well as supervisory and executive roles for individuals with prior experience in the field (e.g., accounting, director of food services, events planning and coordination, sales).

There are four strategic aims:

1. Contribute to the increase of well-paid, stable jobs for newcomers
2. Test a sustainable, systemic, and scalable program model
3. Improve human capital practices
4. Strengthen partnerships and build capacity

The lead proponent is Tourism HR Canada, working with its principal partner the Hotel Association of Canada and many other provincial/territorial and local labour market partners (i.e., OTEC in the province of Ontario). The project is market-led and is based on significant consultation with industry. Employers will be sponsors of the program, responsible for hiring participants and providing paid and in-kind contributions.

The selected Ottawa delivery partner will be responsible for the following program components:

- Outreach and recruitment of newcomers through Ottawa Employment Ontario and Newcomer Serving Networks
- Assessment and selection of newcomers
- Planning and delivery of pre-employment training for newcomers
- Employment and workplace training for newcomers
- Employment and workplace training supports for employers (in partnership with OTEC)

OTEC will enter into a services agreement with the selected delivery partner to carry out the Destination Employment Project in the Ottawa region and will provide appropriate funds to the organization.

There are two phases to the application process: the EOI phase and the formal application. The Selection Committee will review submitted EOIs and will identify a shortlist of organizations who will be invited to submit a proposed program delivery plan as the formal application (a template will be provided). The successful Ottawa delivery partner is expected to be identified end of January 2018.

Completion of the EOI process is a requirement for moving on to the formal application for Ottawa delivery of the Destination Employment program. However, completing both stages in no way guarantees a positive funding decision.

Please submit your complete EOI form by 11:59pm on January 15, 2019 to argylei@algonquincollege.com. For more information, please contact Adam Morrison at amorrison@otec.org.

Schedule of Events:

Milestone	Date
EOI Distributed	January 7, 2019
Deadline for EOI	January 15, 2019
Date EOI Evaluation expected to be complete	January 18, 2019
Short-listed Applicants invited to submit full Delivery Plan/Application	January 21, 2019
Deadline for Delivery Plan/Application	January 29, 2019
Date Delivery Plan/Application Evaluation expected to be complete	January 31, 2019
Approval and award date	February 1, 2019

Evaluation Criteria:

Phase 1: Destination Employment Project Expression of Interest (EOI) Form

- Experience and reputation working with newcomers – 40%
- Experience and reputation working in partnership with other community agencies – 40%
- Experience delivering sector-specific pre-employment training programs – 20%

Phase 2: Proposed Program Delivery Plan/Full Application

- Activity 1: Outreach and recruitment of newcomers – 25%
- Activity 2: Assessment and selection of newcomers – 20%
- Activity 3: Planning and delivery of pre-employment training for newcomers – 20%
- Activity 4: Employment and workplace training for newcomers – 10%
- Activity 5: Recruitment and registration of employers/hotels – 5%
- Budget – 20%

1. Contact Information:

Organization:
Contact Name for EOI:
Title:
Telephone:
Email:

2. Applicant Background:

Provide a detailed summary of the applicant’s core business or field of activity. The description should demonstrate the applicant’s experience in developing and delivering similar training or employment initiatives, with an emphasis on the following services:

- *Serving newcomers;*
- *Developing and offering employment and language training programs;*
- *Providing employment services;*
- *Developing and implementing appropriate recruitment strategies with regional referral partners;*
- *Assessing employment and language training needs;*
- *Job placement and matching with tourism and hospitality employers in the Ottawa region.*

(Maximum 1000 words)

3. References

Provide two references from local employment services network who has worked successfully with your organization.

Reference #1 Contact Information:

Organization:
Contact Name:
Title:
Telephone:
Email:
Short Description of the Nature of the Partnership:

Reference #2 Contact Information:

Organization:
Contact Name:
Title:
Telephone:
Email:
Short Description of the Nature of the Partnership:

Acknowledgements: by signing this Expression of Interest and submitting it to Ottawa Employment Hub, it is acknowledged that:

- *The Applicant has read and understands the information contained in the Expression of Interest Form.*
- *The information provided in this form is true, correct, and complete in every respect.*
- *The Applicant understands that the allocation of funding is discretionary and that participation in this process and/or meeting the eligibility criteria in no way guarantees a positive funding decision.*
- *Applicants should not take any action, or incur costs related to their Expression of Interest idea that is predicated on receiving funding or support from the Destination Employment Project.*
- *The Applicant is currently in compliance with all applicable laws.*

4. Signature of Applicant

I acknowledge that by signing this form I have the authority to submit this Expression of Interest on behalf of the applicant organization(s).

Name / Title	Signature	Date
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