



## Digital Safety Content and Curriculum Developer

### About BGC Canada (formerly Boys & Girls Clubs of Canada)

For 125 years, BGC Canada has been creating opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 635 locations nationwide. During out-of-school hours in small and large cities, and rural and Indigenous communities, our trained staff and volunteers provide intentional programs and services that are responsive to community need and help young people realize positive outcomes as lifelong learners, sustained wellbeing, positive relationships, and inspired leaders. Opportunity changes everything.

**Our Mission:** To provide safe, supportive places where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life.

**Our Vision:** All children and youth discover and achieve their dreams and grow up to be healthy, successful, and active participants in society.

**Our Values:** Belonging, respect, encouragement, and support, working together, and speaking out.

### **Our Model for Success** (Theory of Change)

Impact of the Club Experience

#### Three Common Features of all Clubs

**Place of Belonging** – Clubs strive to create physical, emotional, and social environments that promote a sense of security and acceptance.

**Life-changing Opportunities** - Clubs provide enriching programs and experiences where children and youth are challenged to try new things, discover their interests, and acquire new skills that lead to their growth and development

**Authentic Connections** – Club staff cultivate strong, meaningful relationships with children and youth that are based on connection, caring and support, leading to personal growth, confidence, and character development.

## Four Key Outcomes

**Lifelong Learners** – Club members develop enduring habits of curiosity and are more prepared for the future.

**Sustained Wellbeing** – Club members are healthy, active, and harmonious, using self-care strategies that contribute to a balanced lifestyle.

**Positive Relationships** – Club members have healthy connections to themselves and others, with a network of people in their lives who care about them.

**Inspired Leaders** – Club members develop confidence and have the skills they need to lead themselves and positively influence others.

## About The Project

**Goal:** This project will develop after school programming curriculum and activities, for children, ages 8-12, focused on digital safety. Program participants will learn how to use the internet and digital tools confidently and positively while increasing their awareness and knowledge of internet security.

## Project Deliverables

The consultant will be responsible for developing curriculum, activities, resources, and content that will use existing content, and potentially new content developed by the consultant. The intended audience is children aged 8-12 and the Club staff who offer after-school programming.

### Project Deliverables

The following deliverables are required.

- Program Activity Manual – Including facilitator resources and learning activities
- Virtual training session(s) for BGC Club staff Fall 2026
- Training materials created in compliance with BGC Canada branding and designed using Canva.
- Self-Directed learning content developed for Club staff on the MyBGCU Learning Management System in collaboration with our LMS development partners.
- Manual created in compliance with BGC Canada branding
- Materials Translated into French

- BGC Canada will own the work and have copyright on all materials created specifically for BGC Canada with recognition to the consultant
- BGC Canada will review and comment on drafts throughout the creation process and will approve the final product

## Internal Liaison

- Primary Contact: Deena Reis-Binne, Senior Director Programs and Evaluation
- Curriculum developers will meet and update BGC Canada team at minimum bi-weekly, and review draft content and all project resources
- Consultants will be provided with existing content once an agreement has been signed.

## Timeline

- Beginning January 2026, with training(s) offered in August/September 2026. All work completed and submitted to BGC Canada by October 1, 2026.

## Budget

- Up to \$75,000 inclusive of all curriculum development, translation, graphic design, and all applicable taxes.

## Qualifications

An individual or an organization with multidisciplinary skills including the following:

- Relevant credentials in teaching, education, and curriculum design.
- Experience and education in developing engaging, experiential learning for children aged 8-12.
- Experience and education around online and digital safety and current trends and best practices



- Experience developing knowledge mobilization resources.
- Not-for-profit experience, preferably with federated models.
- Familiarity with BGC Clubs and alignment with BGC Canada's Mission, Vision, and Values.

## Proposal Requirements

Proposals must contain the following:

- Project staffing, including all staff connected to the project.
- Relevant skills, qualifications, experience, and expertise in curriculum development.
- A description of the values, theories, and/or frameworks that guide your practice.
- A description on how French content will be provided, either through internal capacity or working with an external translator, costs included in the proposal.
- A description of your approach to graphic design and final production of resources, costs included in the proposal.
- A description of your approach to project management.
- A draft workplan and budget.

## Selection Process

- All proposals will undergo an evaluation process conducted by a selection committee and will be evaluated according but not limited to the following criteria:
- Overall impression – 10%
- Understanding of need – 30%
- Experience and Expertise – 30%
- Approach – 20%
- Budget – 10%

Proposals to be submitted to the Senior Director, Programs and Evaluation – Deena Reis-Binne, at [dreisbinne@bgccan.com](mailto:dreisbinne@bgccan.com) by December 8<sup>th</sup>, 2025.

- Only Applicants/organizations to be considered will be contacted for an interview.
- Submit 2 References post interview upon request.



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