

MANY VOICES. ONE PURPOSE.

safe communities free from sexual violence

REQUEST FOR PROPOSALS

FRT Train-the-Facilitator Curriculum Development

Deadline: September 11, 2026

Budget: \$18,000–\$25,000

Contract Term: October 1, 2026 – March 31, 2027

PROJECT OVERVIEW

The Association of Alberta Sexual Assault Services (AASAS) is seeking proposals from qualified consultants to develop a new **Train-the-Facilitator (TtF)** curriculum for AASAS' redesigned **First Responder to Sexual Assault and Abuse Training (FRT)**.

FRT is AASAS' foundational sexual violence training program and has been delivered across Alberta for more than a decade through a provincial network of certified facilitators. The curriculum is currently undergoing a significant redesign to reflect current evidence, practice, and learning from its delivery across the province, with the new program anticipated to launch in early 2027.

The redesigned FRT takes participants through a learning journey that deepens understanding of sexual violence, builds empathy and self-awareness, and develops practical communication skills for responding when someone discloses an experience of sexual violence. The training is highly interactive and includes discussion, reflection, activities, scenarios, and opportunities to practice applying learning.

As part of this transition, AASAS requires a redesigned, multi-day Train-the-Facilitator program to prepare new facilitators entering the FRT facilitator network to deliver the updated curriculum effectively, confidently, and consistently.

Historically, new FRT facilitators have completed an approximately five-day Train-the-Facilitator program. The redesigned TtF will continue to include five days of learning: two online days focused on orientation to the FRT curriculum, followed by three in-person days in Calgary, Alberta focused on facilitator development, applied practice, and co-facilitation. This RFP is primarily focused on the design and development of the three-day facilitator-development component and its integration with the two-day online curriculum orientation.

Rather than simply adapting the previous TtF, AASAS is seeking to redesign the facilitator training alongside the new FRT curriculum so that the approach, learning experience, and facilitator competencies are fully aligned with the redesigned program.

The successful proponent will work closely with AASAS and the FRT curriculum development team to develop a practical, engaging, and sustainable Train-the-Facilitator program that can support the ongoing development of new FRT facilitators across Alberta.

ORGANIZATIONAL OVERVIEW

AASAS is a provincial nonprofit organization that strengthens and coordinates specialized sexual violence and trauma-specific services across Alberta. As a provincial association, AASAS brings together a network of member organizations working toward a shared purpose: safe communities free from sexual violence.

AASAS fosters collaboration and knowledge sharing, leads provincial initiatives, and mobilizes insights from sexual assault services to inform policy, funding, and system responses. Through this work, AASAS strengthens sector capacity, increases awareness and understanding of sexual violence, and improves access to specialized services across the province.

AASAS and sexual violence services across Alberta have delivered First Responder to Sexual Assault and Abuse Training since 2013. The program is delivered through a provincial network of certified facilitators and has played an important role in building the capacity of professionals, paraprofessionals and community members to respond to disclosures of sexual violence with knowledge, confidence, compassion and care.

SCOPE OF SERVICES

The successful proponent will work collaboratively with AASAS to design a comprehensive Train-the-Facilitator program that prepares new facilitators to deliver the redesigned FRT curriculum with confidence, consistency and fidelity.

The scope of work includes:

1. Review and Discovery

- Review the redesigned FRT curriculum, facilitator materials and supporting resources.
- Review the existing FRT Train-the-Facilitator approach and materials to identify elements that should be retained, revised or replaced.
- Consult with the AASAS project team and, as appropriate, experienced FRT facilitators and mentors to understand facilitator competencies, common challenges and lessons learned from previous TtF delivery.
- Identify the core knowledge, skills and competencies required of new FRT facilitators, with particular attention to facilitation practice, co-facilitation, and consistent delivery of the redesigned curriculum.
- Attend at least one pilot session in October of the re-developed FRT, online or in person, to inform the development of the TtF curriculum.

2. Train-the-Facilitator Program Design

Develop an overall learning design and structure for the new TtF program, including:

- learning objectives;
- recommended training length, sequence and delivery format for the cofacilitation of FRT both online and in-person;
- a learning sequence that integrates the two-day online FRT curriculum orientation with a three-day, in-person facilitator-development program;
- intentional development of co-facilitation skills, recognizing that FRT is delivered using a co-facilitation model;
- an intentional progression from understanding the FRT curriculum to developing the skills required to facilitate it; and
- opportunities for experiential learning, reflection, practice and feedback.

The program should reflect adult learning principles and recognize that effective FRT facilitation requires more than familiarity with course content. Facilitators must be prepared to guide conversations about sexual violence, create supportive learning environments, navigate challenging or sensitive discussions, facilitate experiential activities, and model the principles and communication practices embedded within FRT.

The facilitator-development component should be designed for new or emerging facilitators with varying levels of facilitation experience. Participants may be assumed to have foundational knowledge of sexual violence; the focus of the program is preparing them to facilitate the FRT curriculum effectively rather than providing foundational sexual violence education from the beginning.

The program should also include practical preparation for navigating challenging participant dynamics and difficult conversations that may arise during FRT delivery.

3. Curriculum and Resource Development

Develop the materials required for AASAS to deliver the TtF program, which may include:

- a detailed TtF curriculum and agenda;
- trainer/facilitator guide;
- participant materials;
- presentation materials;
- experiential activities and practice exercises;
- facilitation scenarios;
- observation and feedback tools; and
- facilitator readiness or assessment tools.

Materials should be practical and sufficiently detailed to allow AASAS to deliver the program consistently over time.

4. Finalization and Pilot

- Present the draft TtF program and materials to AASAS for review.

- Incorporate feedback from AASAS and key project partners.
- Provide finalized, editable curriculum and resource files to AASAS by early December 2026 to support internal preparation and production ahead of delivery.
- Attend the full five-day TtF in early 2027 to observe implementation of the program, assess how the curriculum and learning activities function in practice, and identify any required refinements.
- Following the pilot, incorporate agreed revisions and provide final versions of the TtF curriculum and supporting materials to AASAS.

PROJECT APPROACH

AASAS is looking for a collaborative and practical approach to this work. The successful proponent will work closely with the AASAS project team and will have access to the redesigned FRT curriculum, existing TtF materials and the experience of established FRT facilitators and mentors.

We are particularly interested in proponents with expertise in adult learning, facilitator development and experiential or skills-based training. Experience in instructional design, curriculum or course design, accessible and inclusive learning design, and multi-day professional learning is strongly relevant to this work. Experience developing training related to sexual violence, gender-based violence, trauma, or other sensitive and complex subject matter would be considered an asset.

AASAS is not seeking a complete proposed TtF curriculum as part of the submission process. Proponents should provide enough information for AASAS to understand their proposed approach, relevant experience and how they would work collaboratively with the organization to complete the project.

CONTRACT DETAILS

Budget: \$18,000–\$25,000

Duration: October 1, 2026 – March 31, 2027

Draft curriculum and materials are expected to be available for AASAS review in November, with final materials completed in early December 2026.

The initial Train-the-Facilitator pilot is anticipated to take place January 28–29, 2027 online and February 1–3, 2027 in person in Calgary.

The budget should include all professional fees associated with the project. All final materials developed through this contract will become the property of AASAS and must be provided in editable formats.

SUBMISSION REQUIREMENTS

Please include:

- A brief consultant/company profile.
- A summary of your understanding of the project and proposed approach.
- Relevant experience in curriculum development, instructional design, adult learning and facilitator development.
- Experience with sexual violence, gender-based violence, trauma or related subject matter is considered an asset.
- An outline of the proposed workplan and timeline.
- Team member bios, where applicable.
- Proposed fee structure and total project cost.
- Two to three relevant client references or examples of comparable work, preferably from nonprofit, public sector, post-secondary, education, or related settings.

We are intentionally requesting brief, high-level submissions and do not expect proponents to develop detailed curriculum concepts or unpaid materials as part of the proposal process.

SUBMISSION PROCESS

Deadline: September 11, 2026

Submit proposals to: hscott@aasas.ca

Inquiries may be directed to:

Haley Scott, Co-Chief Executive Officer

Association of Alberta Sexual Assault Services