
Request for Expressions of Interest

Consultants for Curriculum Design and Online Course Development Local Government Leadership Academy (LGLA)

1. Background & Purpose

The **Local Government Leadership Academy** is initiating a project to design and deliver a suite of online courses for local elected officials in British Columbia. These courses will provide essential knowledge and skills to support effective governance and leadership at the community level.

To guide this work, a Curriculum Development Working Group has been established, with input from local government elected officials and staff, related organizations and academia. The Working Group will oversee course development in partnership with external consultants.

The LGLA invites qualified consultants and firms to submit an **Expression of Interest (EOI)** to support the **Curriculum Development Phase (October 2025 – June 2026)** of this initiative.

2. Project Goals

The primary objectives of this project are:

- To equip local elected officials with essential skills and knowledge to serve effectively as community leaders.
- To provide accessible, self-paced foundational training in four key theme areas: **Governance, Services, Finance, and Law.**
- To design courses that are practical, relevant, and grounded in local government realities, while reflecting relevant adult learning principles and accessibility standards.

3. Scope of Work for Consultants

Consultants selected for this project will be engaged in the following areas:

Curriculum & Content Development

- Draft course frameworks and module structures
- Define learning outcomes, key concepts, and case studies
- Develop engaging and accessible instructional materials, including real-world municipal examples
- Design interactive components (e.g., quizzes, case scenarios, videos)
- Incorporate feedback from pilot testing and stakeholder reviews

Technology & Platform Support

- Provide input into the selection and setup of a Learning Management System (LMS)
- Advise on platform design, interactivity, and accessibility
- Ensure seamless technical integration for online delivery

Business Planning & Program Sustainability

- Support strategies for long-term course maintenance, updates, and scalability
- Provide recommendations on program delivery models that ensure cost-effectiveness and sustainability

4. Project Timelines

- **Phase 1: Planning & Stakeholder Consultation** – January–September 2025
- **Phase 2: Curriculum Development** – October 2025–June 2026
- **Phase 3: Course Delivery & Implementation** – June–August 2026
- **Phase 4: Evaluation & Ongoing Improvement** – August 2026 onward

The present EOI specifically relates to **Phase 2 (Curriculum Development)**, beginning in October 2025.

5. Consultant Qualifications

Interested consultants should demonstrate expertise in:

- Adult education and curriculum design
- Development of online learning content and interactive courseware
- Knowledge of local governance, public administration, and/or related fields
- Experience with Learning Management Systems (LMS) and online delivery platforms
- Strong project management, collaboration, and communication skills

6. Submission Requirements

Please submit an Expression of Interest including:

1. A statement of interest outlining your approach to curriculum design and online learning
2. An overview of relevant experience, including examples of similar projects
3. Availability within the project timeline
4. Estimated budget range for services (if available at this stage)
5. A list of three references who may be contacted

7. Submission Timeline

- **Closing Date for EOIs:** November 17, 2025
- **Review & Shortlisting:** November 2025
- **Engagement of Consultants:** December 2025

8. Submission Contact

Please send EOIs by email to:

Todd Pugh

Chair, Curriculum Development Working Group

Local Government Leadership Academy

info@lgla.ca