

Request for Quotation (RFQ)
Invitation to interested parties to revise the step-by-step guidance on how to assess an academic credential issued outside Canada

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC) is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels.

At this time, the Corporation of CMEC (CCMEC) requires the services of a selected interested party to revise the Canadian Information Centre for International Credentials (CICIC) [step-by-step guidance on how to assess an academic credential issued outside Canada](#).

CICIC's step-by-step guide is:

- an online tool accessible to academic credential assessors, providing practical guidance in their daily work. It comprises six main steps for employees of an assessment service or competent recognition authority to complete an assessment procedure: receive documents; confirm status; authenticate; compare the academic credential; decide on the assessment outcome; and communicate the result to the applicant;
- based on principles of CICIC's [Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials](#) (QAF) and international legal instruments related to academic credential recognition; and
- aligned with pan-Canadian and international best practices in the field of assessment and recognition of academic credentials.

Why revise the step-by-step guide?

CICIC's QAF principles were revised and approved in early 2024, mainly to reflect:

- the growing influence of the 2019 UNESCO Global Convention on the Recognition of Qualifications concerning Higher Education (2019 Global Convention) and ensure Canada's compliance with the 1997 Convention on the Recognition of Qualifications concerning Higher Education in the European Region (1997 Lisbon Convention);
- technological advances and new partnership models to facilitate trusted and official electronic exchange of data and documents; and
- other recent pan-Canadian and international best practices in the field of assessment and recognition of academic credentials.

Consequently, CICIC's step-by-step guide requires revisions to align it with these same changes. The last revision to the guide was carried out in 2017 and remains accessible to users.

The resulting revised step-by-step guide would be published in 2025, with a goal to better support the pan-Canadian academic credential assessment community and to provide greater consistency and portability of academic credential assessments in Canada.

Additional background information

CICIC provides information and referral services to individuals and organizations on the recognition of academic and occupational credentials for working and studying in Canada and abroad. CICIC was initially established after Canada ratified the 1979 UNESCO Convention on the Recognition of Studies, Diplomas and Degrees concerning Higher Education in the States belonging to the Europe Region, in 1990, to assist Canada in carrying out its obligations under the terms of this convention. The convention promotes international mobility by advocating wider recognition of higher education and professional qualifications. Subsequently, in 2018, Canada also ratified the 1997 Lisbon Convention, and preparatory steps are underway for a possible ratification of the 2019 Global Convention.

CICIC is the main Canadian forum for a growing pan-Canadian and international network of people and organizations concerned with academic and professional qualifications. As an active participant in pan-Canadian and international meetings, CICIC contributes to policy dialogue; reports on progress in mobility, recognition, and quality assurance issues; and fosters understanding of policies about the portability of credentials. Globalization trends make the portability of academic and occupational credentials increasingly important. Through CICIC's networks, CICIC advocates measures that lead to greater consistency and portability of academic credential assessments in Canada, more efficient resource sharing, better understanding of terminology, and greater awareness of the need to reduce barriers to students and workers moving into, across, or outside Canada.

Scope of services (Services) to be provided to CMEC

The complete list of Services to be provided is as follows:

1. **Review the following:**
 - a. CICIC's current [step-by-step guide](#);
 - b. CICIC's [QAF principles](#), which were revised and approved in 2024;
 - c. the legal text of the [2019 Global Convention](#) and [1997 Lisbon Convention](#); and
 - d. other recent publications within the academic credential assessment and recognition sector, which may inform pan-Canadian and international best practices. These can include, but are not limited to:
 - i. [European Area of Recognition \(EAR\) manual, Second Edition \(2023\)](#);
 - ii. [Digitalisation of credential evaluation workflows: Practical guidelines for the ENIC-NARIC Networks \(2023\)](#);
 - iii. [Digital Student Data & Recognition: A White Paper for the ENIC-NARIC Networks \(2020\)](#);
 - iv. [Artificial Intelligence and Recognition of Qualifications: Opportunities and Risks from an ENIC-NARIC Perspective \(2023\)](#).
2. **Propose an initial (first version) revised step-by-step guide** (in English or in French), aligned with the aforementioned documents and normative instruments.

3. **Support CMEC’s translation and copy-editing team**, answering questions and providing clarifications during the English and French review of the initial (first version) proposed revised step-by-step guide.
4. **Seek feedback** from the pan-Canadian academic credential assessment community on the proposed revised CICIC step-by-step guide (in English and in French), through CICIC’s network. The step will also be facilitated by CICIC staff.
5. **Collate and address received feedback.**
6. **Propose a second revised CICIC step-by-step guide**, based on the feedback received.
7. **Support CMEC’s translation and copy-editing team**, answering questions and providing clarifications during the English and French review of the final (second version) proposed revised step-by-step guide.
8. **Meet regularly with CICIC staff** throughout the steps above to validate the work.

Deliverables:

1. **Initial** (first version) proposed revised step-by-step guide on how to assess an academic credential issued outside Canada, in English or in French, used for the initial consultation process.
2. **Final** (second version) proposed revised step-by-step guide on how to assess an academic credential issued outside Canada, in English or in French, as the final version for public publication.

Considerations:

- At all stages of producing the deliverables, demonstrate an understanding and acknowledgment of the provinces’ and territories’ autonomy and their respective responsibilities in education, particularly in the implementation of international legal instruments related to academic credential recognition in Canada, as well as a degree of autonomy for postsecondary educational institutions (e.g., admission procedures), professional regulatory bodies (e.g., professional certification), and members of the Alliance of Credential Evaluation Services of Canada (ACESC) (e.g., nonbinding expert advice on academic credential assessment).
- Outside the scope of Services, it is understood that CICIC will be responsible for some important steps and expenditures related to the following:
 - revised step-by-step guide content translation from English to French (or vice-versa);
 - revised step-by-step guide content copy editing in English and French;
 - consultation processes with the pan-Canadian academic credential assessment community, and CMEC Secretariat senior leadership, for an approval of the revised step-by-step guide for public dissemination (and application of any additional requested changes);
 - publication and dissemination of the revised step-by-step guide, such as through CICIC’s Assessor portal, and social media channels.

Costs, hours, and timeline

The Proponent:

- must be available from June 2024 to March 2025;
- is expected to provide the daily (or hourly) rate, a breakdown of costs per tasks/phases, along with an estimate of time that may be required to accomplish the Services from June 2024 to March 2025.

The maximum budget for this project is \$25,000 CAD (excluding taxes).

Selection criteria

The Proponent must meet the following criteria:

- project-management and organizational skills, and the ability to complete projects on time and on budget;
- general knowledge of policies and procedures in the field of assessment and recognition of academic credentials in and outside Canada;
- superior communication, research, analytical, and writing skills;
- practical work experience in assessing academic credentials issued outside Canada (e.g., via an assessment service, postsecondary educational institution, professional regulatory body) is preferred; and
- ability to work both in English and in French is preferred.

Costs, qualifications, and experience are some of the variables, among others, that will be used to evaluate submissions received from Proponents. CCMEC, the legal arm of CMEC, is not obliged to accept the lowest-priced submission, nor any submission at all.

Submission of a quotation by Proponents

Proponents are invited to submit a quotation, which should include the following information:

1. a summary of the relevant expertise, qualifications, and experience by outlining in point form how they meet the criteria;
2. the daily (or hourly) rate;
3. a breakdown of costs per tasks/phases; and
4. the estimated time required to accomplish the Services from June 2024 to March 2025.

Submissions will be reviewed by a selection committee in early June 2024, and the successful Proponent will be selected by mid-June 2024.

Submission deadline and contact information

Please send your quotation to CMEC, to the attention of Michael Ringuette, Coordinator,

Canadian Information Centre for International Credentials (CICIC), at m.ringuette@cmecc.ca, by 4:00 p.m. EST, May 31, 2024. For more information, visit us at www.cmecc.ca and www.cicic.ca.

CMEC thanks all individuals and firms for their interest in this RFQ. Only those who are selected for an interview will be contacted.