**CALL FOR TRAINERS**

 **Instructors for Pre-Conference Training**

Closing Date & Time: June 30th 16:00 (MST)

Proposal Submission: info@arja.ca

The Alberta Restorative Justice Association (ARJA) is looking for contractors to provide training opportunities during the days prior to the annual conference. The Provincial Restorative Justice Conference is being held on November 24th-25th, 2022. The trainings sessions will be offered on November 22nd and/or 23rd. The purpose of the training is to provide information and skill development related to the practice of restorative justice.

ARJA is a non-profit society consisting of organizations and individuals with an interest in restorative justice and practices which reflect the province's diverse communities, demographics, restorative justice programs and delivery structures. The primary work of ARJA is to increase the understanding of restorative justice and its benefits to communities by providing information, education, and awareness toward best practices.

**Objective**: To find training opportunities that align with restorative justice practices.

**ARJA is seeking individuals with knowledge and/or experience related to restorative justice practice to deliver training prior to the annual conference**

**PROJECT INFORMATION & REQUIREMENTS**

Project Overview

The project is to provide pre conference training on topics related to the practice of restorative justice on the two days leading up to our annual provincial conference. The training may address knowledge and skill development necessary for the practice of restorative justice or considerations for effective restorative justice programs.

Contracts

ARJA may award up to 3 contracts for trainers based on the submissions received. The duration of any contract awarded pursuant to this proposal is one to two days at maximum on Nov. 22and/or Nov.23 2022

**SCOPE OF SERVICES**

Deliverables

The contractor will provide the following services:

* Ensure that the training provides

-Learning objectives and learning outcome

-Teaching strategies that engage the participants

-Connections to the practice of restorative justice

* Be able and willing to deliver the training in person in a venue in Edmonton
* Provide any technical equipment and support needed to deliver the program in an effective and comprehensive manner.
* Ensure that the training is delivered in a professional manner with emphasis on cultural sensitivity and general respect.

Budget and Pricing

The proposal should include the fees and expenses that the contractor expects to receive for the services.

**Educational and Experience Requirements**

Support the following qualifications by including a resume:

* education or training in relationship to the topic
* past teaching experience and specifically in the stated topic of training
* Knowledge of Indigenous culture and restorative justice
* Knowledge of and experience in the practice of restorative justice

**Service Delivery Approach**

Provide a description of the contractors proposed approach to meeting the requirements and deliverables of the project. This could include the following:

* + Acknowledge the scope of the project and the expected deliverables
	+ Describe how the services will be delivered and requirements will be met

QUESTIONS

Questions related to this RFP may be submitted in writing to info@arja.ca