CAM ACSF
Midwives for everyone, everywhere
Des sages-femmes pour tous, partout

CALL FOR INTEREST

CAM Learns Content Uploaders

The Canadian Association of Midwives/Association canadienne des sages-femmes (CAM/ACSF) invites qualified individuals to submit an Expression of Interest in accordance with the requirements below.

Expressions of Interest must be received no later than the deadline shown in the table below:

Issue Date	September 18, 2026
Application Deadline	December 31, 2026, at 5:00 p.m. Eastern Time
Contact	Frankie Pittson (fpittson@canadianmidwives.org) Subject: CAM Learns Content Uploader

TABLE OF CONTENTS

Contents

TABLE OF CONTENTS 1

1. Background 2
2. Organizational Background 2
3. Project Background 2
4. Objectives and Scope of Work 2
5. Requirements Qualifications and Skills 3
6. Budget and Timeline 3
7. Submission Instructions 3
8. AWARD AND GENERAL DISCLAIMER 4

CAM ACSF
Midwives for everyone, everywhere
Des sages-femmes pour tous, partout

1. Background

CAM/ACSF is seeking Expressions of Interest from qualified content uploaders to establish a pre-qualified pool of service providers who may be engaged, as needed, to support e-learning content deployment and management on CAM Learns/ACSF Apprend, CAM's learning management system.

Selected applicants may be engaged to upload new courses and micro-lessons, update existing content, integrate multimedia and interactive elements, apply approved formatting and branding, conduct quality assurance, troubleshoot platform issues, and support course launches.

Inclusion in the pool does not guarantee any minimum volume of work, number of assignments, or financial commitment. Each assignment will be confirmed separately based on project needs, availability, suitability, and budget.

2. Organizational Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. Our work is focused on ensuring more equitable access to high quality sexual, reproductive, and newborn midwifery services in Canada and globally. To achieve this, we work in close partnership with the National Council of Indigenous Midwives (NCIM), midwifery associations, midwives, and relevant stakeholders. Our programming is funded by Government of Canada departments and agencies (i.e. Health Canada, Global Affairs Canada), private donors and UN agencies, and operational funding.

Midwives for everyone, everywhere - Canadian Association of Midwives

3. Project Background

CAM Learns/ACSF Apprend is a bilingual online learning platform that supports the professional development of midwives and other health-care workers. The platform hosts learning on topics that include Indigenous cultural safety, anti-racism, sexual and reproductive health, clinical skills, and professional development. CAM periodically requires technical content-upload support to prepare learning materials for publication and to maintain existing courses. Work may involve English and French content and coordination with program staff, subject-matter experts, and other members of the CAM Learns team.

CAM Learns

4. Objectives and Scope of Work

The objective of this Call for Interest is to establish a pre-qualified pool of content uploaders who can support CAM's ongoing e-learning content deployment and management needs on CAM Learns/ACSF Apprend.

Depending on the assignment, the content uploader may be asked to:

- Upload and organize courses, modules, and micro-lessons in the learning management system.
- Integrate videos, images, audio, PDFs, links, quizzes, and interactive activities supplied or approved by CAM.
- Apply approved formatting, navigation, naming conventions, and visual branding.
- Develop course templates and other original design assets
- Check links, media playback, sequencing, navigation, completion settings, and learner-facing functionality.
- Support accessibility by applying supplied standards and identifying issues for resolution.
- Conduct pre-publication quality assurance in both desktop and mobile views, where applicable.

- Troubleshoot and document technical issues within the limits of the assigned access and role.
- Collaborate with CAM Learns staff and project teams, incorporate feedback, and meet agreed deadlines.
- Maintain confidentiality and follow CAM information-management and platform-access requirements.
- Submit timesheets and concise progress updates as required.

5. Requirements, Qualifications and Skills

Applicants should demonstrate the following qualifications and skills:

- Ability to work in English or French; bilingual ability is an asset.
- Strong attention to detail.
- Familiarity and comfort with digital tools and MS Office particularly PowerPoint
- Ability and willingness to learn new platforms.
- Reliability, organization, and ability to follow instructions.
- Strong attention to detail, organization, technical troubleshooting, and time management.
- Ability to work independently, communicate clearly, incorporate feedback, and meet deadlines.
- Reliable computer equipment and internet access appropriate to the assignment.

The following will be considered assets:

Applicants do not need prior experience with LMS Content Upload. However, these are considered as assets:

- Familiarity with learning management systems or digital content platforms is an asset
- Direct experience with Absorb LMS.
- Knowledge of Web Content Accessibility Guidelines (WCAG) and applicable accessibility requirements.
- Experience in health care, midwifery, professional education, or the non-profit sector.
- Working knowledge of HTML and CSS for content formatting.
- Graphic-design, multimedia-production, or instructional-design experience.

6. Budget and Timeline

- The rate for assignments under this Call for Interest is $30CAD per hour (inclusive of applicable taxes). Payment will be based on approved hours supported by timesheets, subject to the maximum hours or budget authorized for each assignment. No additional fees or expenses may be incurred without prior written approval.
- Applicants selected for the pool may be engaged on an as-needed basis. The scope, maximum hours, deliverables, schedule, access requirements, and approval process will be confirmed before each assignment begins. Work may be completed remotely. Availability and weekly hours will vary by assignment and will be agreed in advance.

  Inclusion in the pool does not guarantee any minimum number or frequency of assignments.

7. Submission Instructions

- **Applicants must provide**:
  - A CV describing their experience, technical skills, and language capacity, including a brief statement of intent.

  - If applicable, a brief description and portfolio outlining experience with the LMS platforms used, the types of courses or modules uploaded, and the applicant's specific responsibilities.
  - A declaration of any actual, potential, or perceived conflict of interest.
- **Language:** Expressions of Interest may be submitted in English or French.
- **Questions regarding this Call for Interest** may be submitted in writing to Frankie Pittson no later than December 1, 2026, at 5:00 p.m. Eastern Time.
- **Instructions for Submission**
  - Expressions of Interest must be received no later than December 31, 2026, at 5:00 p.m. Eastern Time and must be submitted electronically to Frankie Pittson, fpittson@canadianmidwives.org.
  - Submit the application as a single PDF file.
  - Subject line: CAM Learns Content Uploader
  - Filename: ContentUploader_ApplicantName_YYYYMMDD
  - Applications received after the deadline may not be considered.

Notes:

- CAM/ACSF may contact applicants to clarify information or request additional documentation.
- Shortlisted applicants may be invited to a virtual interview or technical demonstration.
- Applications may be assessed for the specific types of assignments for which the applicant is qualified.

8. Award and general disclaimer

- Qualified applicants may be added to a pre-qualified pool and contacted for assignments as needs arise.
- Selection for the pool does not guarantee any assignment, volume of work, or financial commitment. The scope, hours, schedule, and deliverables will be confirmed before each assignment begins.
- Issuance of this Call for Interest does not constitute an award commitment and does not oblige CAM/ACSF to reimburse costs incurred in preparing or submitting an application.
- CAM/ACSF reserves the right to accept an application in whole or in part, reject any or all applications, request clarification, or cancel or amend this process when doing so is in their best interests.