



REQUEST FOR PROPOSAL

PROJECT EVALUATION LEAD

IN BRIEF

The **Alberta Association of Immigrant Serving Agencies (AAISA)** is seeking an experienced Evaluation Lead to evaluate the *Coordination of Mental Health Supports in the COVID-19 Context*. This project intends to increase understanding of the mental health needs of newcomer populations in Alberta, including refugee communities that were adversely affected by the pandemic. Ultimately, the project Evaluation Lead will intend to evaluate the following project components:

1. Evaluate the research report(s) developed to better understand and ascertain the available programming and supports available for mental health, the unique mental health needs of newcomers in the context of the COVID-19 pandemic, and intervention strategies that have been effective in addressing these needs.
2. Evaluate the framework developed in research report(s) to support organizations outlining the gaps and needs in relation to mental health supports and programming for newcomers.

ABOUT AAISA

AAISA is a non-profit umbrella organization representing agencies that provide resettlement, settlement, and integration services to newcomers in the province of Alberta. Since 1980, we have been working to build the sector's capacity to better serve newcomers by fostering collaboration, professionalization, and member-driven research and policy work.

For more information about AAISA, please visit www.aaisa.ca.

PROJECT BACKGROUND

The *Coordination of Mental Health Supports in the COVID-19 Context* intends to increase understanding of the mental health needs of newcomer populations in Alberta, including refugee communities that were adversely affected by the pandemic. The COVID-19 pandemic has had significant impacts on newcomer communities throughout Alberta and Canada due to significant underemployment, heavy participation in front-line work, and dense multi-generational housing that often accompanies low socio-economic statuses. The evidence to date indicates that these social determinants of health are not unique to COVID-19, but rather indicate deeper vulnerabilities. This project aims to address those vulnerabilities in relation to mental health



through innovation and coordination with support from partners at 211 Alberta, the Canadian Mental Health Association – Edmonton Region (CMHA-ED), and the Distress Centre Calgary (DCC) to provide mental health expertise and experience.

The goals of this project will be achieved through the development and delivery of mental health related training courses to participants and the creation of a mental health support audit tool. The training courses will be accessible for agencies to build their internal capacities to meet the mental health needs of newcomers. The audit tool will be available to all agencies seeking to assess the strengths and gaps in their capacities to support the mental health needs of their newcomer clients. Lastly, the project will also promote mental health resources and referrals, including an upgrade to the existing database hosted by 211 Alberta. The following strategies will be employed by AAISA and its partners to achieve these objectives:

- **Research:** Identify newcomer mental health needs within the contexts of both COVID-19 and the broader framework of mental health supports by conducting research into mental health needs, the specific newcomer lens of COVID-19-related mental health needs, and mental health support options available.
- **Capacity Assessment and Building:** Assess and develop the capacity of support organizations to address gaps in services for newcomers by developing mental health related training courses and creating a mental health support audit tool. The audit tool will provide organizations with the ability to assess their capacity to serve the mental health needs of their newcomer clients.
- **Service Coordination:** Establish a living tool that outlines mental health resources and referrals for coordinated service delivery.

EVALUATION OUTPUTS & DELIVERABLES

This project comprises of three phases. Evaluation is inherent to this project, as the entirety of phase one is, in itself, an evaluative exercise into the strengths, gaps and capacities of mental promotion and prevention supports.

Evaluation outputs and deliverables will include the following:

1. **Process Evaluation:** The Evaluation Lead will collect information throughout phase one of the project and direct partners to ensure phase one and each partner is meeting its intended outcome and recommendations for all partners to course correct as necessary, and to create programming responsive to the needs identified in the first phase of the project.



2. **Outcomes Evaluation:** This part of the evaluation focus is exploring how well the program achieved its objectives by measuring the results, the evaluator should generate the following:
 - a. A clear well-defined list of the project objectives.
 - b. Measure how well the objectives are being achieved using quantitative and qualitative methods.
 - c. Analyze the results and generate a list of recommendations based on the collected information.
3. **Project Evaluation Summary:** The summary will reflect the overall result of the evaluation and recommendations for all partners to course correct as necessary.

The program evaluation will include these activities/components:

1. Plan and organize project evaluation process to evaluate phase one of the research project.
2. Work with all partners to identify project standards and outcomes.
3. Work with all partners to identify relevant outcomes-based evaluation methods, measurements, and tools.
4. Collect, record, and analyze data as required throughout the evaluation process.
5. Identify areas of improvement.
6. Participation in quarterly virtual meetings, and in co-development discussions in the initial year.
7. Participation in one face to face Community of Practice meeting should public health conditions allow.

INTELLECTUAL PROPERTY

Proprietary right to all data, materials, documentation, and products originated by and prepared pursuant to the contract shall belong exclusively to AAISA. The contractor will acknowledge and agree that any Product and/or Deliverable created shall be considered a “work made for hire” and all rights to said Product and/or Deliverable shall belong exclusively to AAISA. The contractor will be prohibited from disseminating products and information developed.



CONFIDENTIALITY

All generated information is considered confidential information and cannot be shared with any external party outside AAISA unless explicitly requested in written form by AAISA.

The contracted evaluator is required to sign a non-disclosure agreement as part of the contracting documents.

PROPOSAL

Please submit a detailed proposal with a cost estimate and projected timelines for the project that includes the above deliverables. Please note that the **proposal should not exceed \$15,000**.

The Evaluation Lead will start no later than **February 15, 2023**, and the deliverables must be completed no later than **April 28, 2023**.

The proposal should include:

- Proposed methodology, work activities, cost estimates, and timeline for the various components
- Resume of the evaluator responsible for the development
- List of projects and reports created previously
- Two references, phone numbers and emails of people for whom you have done similar tasks for previously

SELECTION CRITERIA & PROCESS

The following are the criteria we will use in the selection process:

- Detailed plan and timeline (including projected costs for each component)
- Demonstrated expertise in working as an evaluator or on project quality assurance related tasks
- Proposed methodology
- Evidence of high standards in project evaluation
- Compliance with deadline(s)
- Fluency in written English is a requirement

The proposal will be reviewed in detail according to the above criteria. Shortlisted candidates will be asked to participate in an interview. All applicants will be promptly notified when a selection has been made.



Both individual and collaborative proposals will be considered.

TO SUBMIT A PROPOSAL

Please send an electronic submission including the following: letter of intent, plan, examples of past work, and proposed fees. Please ensure that your name or your organization's name appears in the file name.

Your electronic submission should be sent by February 8, 2023 @ 5PM MST to Yujin Lee, Administrative Officer at admin@aaisa.ca.

Qualified applicants will be added to AAISA's network for notification of future opportunities.

If you have any questions, please contact myousifshahi@aaisa.ca.

AAISA is an Equal Opportunity Employer, and we work to sustain anti-discrimination and anti-racism practices in our workplace. We do not discriminate based on race, ethnicity, sexual orientation, gender identity and/or gender expression, age, physical or mental health, religion or beliefs, or any other status protected by law. Harassment or discrimination is not tolerated at AAISA. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business need.

PLEASE NOTE: AAISA is not obligated to accept the lowest cost proposal. In addition, AAISA need not accept any of the proposals. All decisions of AAISA shall be final and binding.