



REQUEST FOR PROPOSAL

PROJECT EVALUATION LEAD

IN BRIEF

The **Alberta Association of Immigrant Serving Agencies (AAISA)** is seeking an experienced evaluator to evaluate the *Support Networks for Rural Newcomers to Alberta* project. This project aims to improve the efficiency in the settlement, language and integration system in rural areas within Alberta that lack formal settlement programming through the creation of a coordinated and mutually supportive network of municipalities. The project is designed to improve the capacity of Alberta's rural municipalities to support newcomers through a thorough needs and asset assessment of rural municipalities. The project will examine and assess the unique contexts of key municipalities and facilitate meaningful collaboration between rural communities.

The project evaluator will ultimately assess the following project components:

1. Evaluate the effectiveness of the strategy, including recommendations developed to address the needs of rural municipalities in Alberta.

[Click here](#) more information about the *Support Networks for Rural Newcomers to Alberta*.

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 *Support Networks for Rural Newcomers to Alberta* project seeks to assess the unique assets of rural communities to build broad capacity, share best practices, and facilitate meaningful collaboration. As there are increasing efforts to retain and attract newcomers to rural communities throughout Alberta, the need for additional programming to meet newcomer needs will also increase. Rural communities play an integral role in the social and economic success of newcomers who reside within them. Ultimately, increased support to newcomer settlement and integration



will improve the communities' ability to attract and retain newcomers to support their economies in service of broad rural renewal across the province.

There are five phases of this project:

1. **Research:** This phase will include an environmental scan, a literature review, and an individual Needs and Asset Assessments of the participating rural centres.
2. **Coordination:** The coordination will begin alongside the research phase to support the outreach and recruitment of municipalities to the project and in turn create the Rural Support Network.
3. **Toolkit Development:** Following the recommendations of the final report of the research phase and the guidance of the Rural Support Network, the community assets that have been prioritized to meet the newcomer needs of further municipalities through the development of tools and resources will be actioned accordingly in this phase.
4. **Training:** Following the recommendations of the final report of the research phase and the guidance of the Rural Support Network, the community assets that have been prioritized to meet newcomer needs of further municipalities through the development of training courses will be actioned accordingly in this phase.
5. **Virtual Platform Development:** This phase will follow AAISA's established platform development model which will focus on structures and programs that are effective in one municipality that can be transformed into online delivery through the creation of virtual programming to meet the needs of further municipalities.

EVALUATION OUTPUTS & DELIVERABLES

The evaluator will have experience in evaluation within the settlement and integration sector and will be essential in identifying the effectiveness of the strategy in meeting the needs of the municipalities involved in the project

Evaluation outputs and deliverables will include the following:

1. The evaluator will provide AAISA with a report on the effectiveness of the research phase and the recommendations developed that will guide the tools and resources created for the municipalities taking part in the project.
2. The evaluator will develop an evaluation summary report that will reflect the overall result of the evaluation and recommendations to course correct as necessary.

The program evaluation will include these activities/components:

1. Plan and organize project evaluation process to evaluate each phase of the research project.
2. Work with AAISA to identify project standards and outcomes.



3. Collect, record, and analyze data as required throughout the evaluation process.
4. Identify areas of improvement.
5. Participation in virtual meetings, and in co-development discussions as required.

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 \$5,000**.

The evaluator will start no later than **February 15, 2023**, and the deliverables must be completed no later than **March 24, 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.