



REQUEST FOR PROPOSAL

PROJECT EVALUATION LEAD

IN BRIEF

The **Alberta Association of Immigrant Serving Agencies (AAISA)** is seeking an experienced Evaluator to provide developmental evaluation for the *Addressing Inequities and Advancing Gender Equality Project*. This project intends to test an approach to enhance the capacity of the project partners to mainstream Gender-based Analysis Plus (GBA+) within their own organizations using a collective impact model, and to develop guidance for the national settlement and integration sector drawing on that experience.

Ultimately, the project Evaluator will intend to evaluate the following project components:

1. Lead the evaluation of the project throughout the project lifespan using a developmental evaluation approach. The recurring evaluations will allow for collaborative project adjustments.
2. Write a final evaluation report that will include the developmental evaluations notes, along with a survey, interviews, and focus group results from the project partners and participating organizations.

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 *Addressing Inequities and Advancing Gender Equality Project*, aims to support the settlement sector to enhance their organizational capacity to meet the specific needs and priorities of diverse newcomer populations through a GBA+ lens. The partner organizations committed to this project are well-placed within the settlement and integration sector in Canada to lead initiatives that contribute to longer-term systemic change. This project presents an opportunity to work together in a coordinated manner that could serve as a model for future national settlement sector capacity-building initiatives.

The project approach will:



- Use a collective impact model to test the process of mainstreaming a transformative GBA+ approach across the project partners' organizational policies and programs in the initial phase.
- Bring together key provincial, regional, and national umbrella organizations to work collaboratively on common goals while representing diverse perspectives.
- Apply a national approach to mainstreaming gender equality and GBA+ within the settlement and integration sector through the creation of resources, training, and other capacity building materials.
- Create an opportunity for project partners to leverage their specific knowledge and relationships within the national settlement and integration sector to explore and test resources to build capacity in mainstreaming GBA+.
- Strengthen the backbone infrastructure of project partners to contribute in a sustained way in the future to continue to support the GBA+ capacity of the settlement and integration sector.

EVALUATION OUTPUTS & DELIVERABLES

Developmental evaluation is integral to this project to ensure that all partners can tailor their approaches to ensure they are meeting their intended objectives throughout the project lifespan.

Evaluation outputs and deliverables will include the following:

1. **Process Evaluation:** The Evaluator will collect information throughout the phases of the project and direct project partners to ensure each partner is meeting its intended outcome and provide recommendations for all partners to course correct as necessary.
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. **Developmental Evaluation Summary:** The summary will reflect the ongoing evaluation of the project's outputs and any initial outcomes at the end of the project timeline, focusing on the collective impact and mainstreaming process and the adjustments made over the course of the project.

The program evaluation will include these activities/components:



1. Plan and organize a project evaluation process to provide developmental **evaluation throughout the project's lifespan.**
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.

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 \$50,000.**

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The Evaluation Lead will start no later than September 18th, 2023 and the deliverables must be completed no later than **November 30, 2024.**

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 September 10, 2023 to Grace Adaghe, Human Resources Consultant at humanresources@aaisa.ca

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

If you have any questions, please contact Laura Fryer at lfryer@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.

