

Call for Proposals

Narrative Evaluation of Mentors in Violence Prevention (MVP) project

Sunshine Coast Community Services Society (SCCSS) invites proposals from professional evaluators to conduct a narrative evaluation of the Mentors in Violence Prevention project. The evaluation will include interviewing students, school personnel and parents.

The Mentors in Violence Prevention (MVP) project was initiated locally in 2014 in response to a need identified by the Sunshine Coast Violence Against Women in Relationship Committee. MVP is a program of Sunshine Coast Community Services in partnership with School District #46 and the Sunshine Coast RCMP, it helps secondary school students examine their attitudes, language and behaviors and provides them with tools to respond to and prevent gender violence.

<http://www.sccss.ca/programs/together-against-violence/mentors-violence-prevention>

Scope of work:

Using a gender-based lens, the successful consultant will engage in an evaluation process and activities to include, but not be limited to:

- Develop and finalize a user-friendly data collection tool or tools that can be used by Student and Adult Mentors. The tool (or tools) will have both quantitative and qualitative data gathering aspects.
- Develop a plan for implementation of the tool(s) ensuring effective use of the tool(s), collection, and storage, compiling and returning of data to the consultant as necessary and launch the use of the tool(s).
- Conduct interviews with Students, Teachers and Parents involved with MVP, so as to capture their stories.
- Retrieve completed and collected data from service providers and provide SCCSS with a written analysis of the findings highlighting both quantitative and qualitative findings. Provide a final report including, but not limited to:
 - Summary of quantitative and qualitative findings, highlights and emerging themes found in data collected, with a strong focus on narrative to capture impact.

Deliverables:

- Provide detailed work plan and timeline for all evaluation activities and deliverables by February 28, 2018
- Work with the Manager to identify and agree on specific deliverables that will release contract payments.
- Create and submit qualitative evaluation plans (i.e. tools, data collection, data entry, and schedule).
- Facilitate data collection.

- Analyze data collected.
- Submit data results and analysis, identifying best practices, challenges, and make recommendations
- Produce a final report that captures findings highlighting narratives to relay impact
- Provide a presentation of the final report to staff and other stakeholders

Knowledge, Skills and Abilities:

- Knowledge of best practices in professional evaluation and youth prevention work.
- Commitment to ensuring that evaluation activities are completed using culturally competent methodologies.
- Ability to understand the context of a program and how it affects program planning, implementation, outcomes, and even the evaluation.
- Ability or experience in the development and use of logic models.
- Ability to organize and summarize information in a clear and concise manner.
- Ability to gather data using qualitative and quantitative approaches such as interviews, group processes, participant observation, surveys, or other methods.
- Ability to analyze qualitative and quantitative data.
- Ability to work with stakeholders to present analyses, find common themes, and identify relevant and actionable findings from evaluations.
- Skill in developing and articulating program goals and objectives in a structure supporting evaluation.
- Ability to engage with, listen to, and learn from participants of all ages and backgrounds and stakeholders, encouraging their meaningful participation.
- Ability to work as part of an interdisciplinary team to plan and conduct evaluations.

Qualifications

- An organization/individual with at least 5 years' experience in the evaluation and/or research field, including experience in quantitative and qualitative data collection, analyzing quantitative and qualitative data, and report writing;
- Strong preference for experience using participatory evaluation methods and culturally competent methodologies;
- Extensive experience managing and designing evaluation studies in diverse contexts;
- Applicant should have a relevant degree in social sciences, international development, statistical sciences, or other relevant field;
- Excellent skills and experience in data analysis using statistical tools;
- Experience in not for profit and be skilled in assessing and supporting partnerships.

General conditions of the consultancy

- The consultant will submit a detailed work plan and time frame for the completion of the evaluation;
- The data analysis and draft reports will be shared with the project team with sufficient time to allow for time to review and provide feedback, which will be incorporated into subsequent work. Specific deadlines will be established after selection;
- After the completion of the evaluation report, a presentation will be given to staff and appropriate stakeholders to share both results and recommendations;
- Throughout the project, the consultant will be expected to maintain regular communications with the Manager of the project regarding progress;
- All materials, processes, methodologies, reports, plans and other works provided to the consultant or developed by the consultant on behalf of SCCSS will remain the property of SCCSS;
- All data must be stored in a safe and secure location, allowing full access to SCCSS during the evaluation process;
- All information gathered by the consultant in any form will be kept in confidence unless express consent is provided by the participant;
- Upon completion of the evaluation, all raw data must be submitted to SCCSS.
- The consultant will sign and work in line with SCCSS's code of ethics and confidentiality agreements
- SCCSS will conduct a criminal records check of the consultant with a clean record being a requirement of this role

Proposed budget & payment schedule

The budget available for this consultancy is a maximum of \$8000 CAD including GST.

- First payment: After signing of contract agreement between SCCSS and Consultant /Organization (10%)
- Second payment- After fulfillment of agreed upon deliverables below (40%), March 31st 2018:
 - Confirmed and agreed upon proposed work plan
 - Become knowledgeable about project and stakeholders
 - Data collection tools finalized
- Final payment: Fulfillment of all agreed upon deliverables (50%), June 30th, 2018
 - Collect data and capture narrative impact (e.g. interviews, surveys, etc.)
 - Analyze data
 - Provide written report of quantitative and qualitative findings with a narrative focus
 - Provide presentation back to staff and other stake holders

Please send your proposal letter to Denise Woodley at dwoodley@sccss.ca by February, 18th 2018