

Issued on June 20, 2022

Deadline July 22, 2022, 5pm EST

Organization Information

YWCA Canada is a leading voice for women, girls, Two-Spirit and gender diverse people. For over 150 years, we've been at the forefront of a movement: to fight gender-based violence, build affordable housing and advocate for workplace equity. We work to advance gender equity by responding to urgent needs in communities, through national advocacy and grassroots initiatives. Local YWCAs invest over \$258 million annually to support over 330,000 individuals across the nation. Today, we engage young leaders, diverse communities, and corporate partners to achieve our vision of a safe and equitable Canada for all.

Mission

YWCA Canada's Vision

Women and girls empowered in a safe and equitable society.

YWCA Canada's Mission

Advance gender equity through research, advocacy and sustainable Member Associations.

YWCA Canada is a national, charitable organization committed to equity and equality for all self-identified women and girls. Applicants should be comfortable working within an organization that works from a feminist perspective.

YWCA Canada promotes the principles of anti-oppression and adheres to the tenets of the *Ontario Human Rights Code*. We encourage applications from self-identified women of all races, colour, ethnic origins, religion, abilities, gender identities and sexual orientations.

Project Specifications

Tied to a larger vision of assisting low-income families across the country, YWCA Canada is committed to envisioning and implementing strategies and tools to make financial opportunities accessible and to heighten the financial literacy skills of people nation-wide.

YWCA is launching two financial literacy programs funded by ESDC to increase the uptake of the Canadian Learning Bond (CLB) among low-income, single-parent, and newcomer families across Canada with the ultimate goals of improving access to higher education and improving financial acumen among the families. YWCA is working to develop a robust train-the-trainer curriculum that educates Member Association staff who then can effectively integrate financial literacy into their existing programming.

The project objective is to increase awareness and take-up of the Canada Learning Bond, particularly among underrepresented, hard to reach and vulnerable segments of the population who may face challenges in accessing it.

YWCA Canada is accepting proposals for an evaluator to support us in this work.

Scope of the Work

The scope of work requires an evaluator/team of evaluators with proven research and evaluation experience to develop and carry out a comprehensive evaluation of the project.

Guided by the evaluation framework, the evaluator will develop and implement data collection to document best practices and obtain accurate project performance data for main project activities.

The evaluator will collect and evaluate data on the proposed project outcomes. This includes:

- Developing the evaluation execution plan and data collection tools, analyzing data and providing reports for YWCA Canada
- Attend Community of Practice meetings as required
- Engage YWCA staff and service users
- Identify barriers and conduct key informant interviews from project coordinators and service users

Timeframe

Call for Proposals disseminated	June 20, 2022
Response to questions	July 15, 2022
Deadline for Proposals	July 22, 2022 5pm EST
Phone interviews with short listed proponents	July 27, 2022
Successful proponent confirmed and notified	July 29, 2022
All applicants notified	July 29, 2022
Work plan presentation	August 8, 2022
Completion of Work	December 31, 2023

Proposals must adhere to the following format:

Firm Profile

Provide a brief summary of your firm and accomplishments.

Firm Experience and Expertise

Provide a summary of related experience working with a national organization starting with the most recent. Outline specific experience working with federations on financial literacy and

economic prosperity projects, feminist, or women’s organizations. Ability to work in both French and English is an asset.

Project Team

Clearly identify key members who will work on this project, provide a short summary of their expertise and roles. If you will use sub-contractors, please provide details of their roles and expertise here.

Proposed Approach and Methodology

Describe your approach to performing the contracted work. This should include, but not limited to, the following:

- Any conceptual ideas and creativity
- Project plan
- Type of services provided
- Discuss your project plan outlining major tasks and responsibilities

Pricing

There is a \$20,000 budget inclusive of taxes.

References

The Proponent shall include two references with their proposal. Include the complete company name, contact person complete with title, and phone number and email.

Criteria Points

Evaluation Criteria	Points
Project approach and methodology	25
Cost of services and products to be provided	25
Firm/Consultant’s experience / expertise and professional staff	20
Demonstrated understanding of YWCA Canada/federation principles and ability to take on project	10
Experience working with women’s non-profit organizations	10
Ability to work in French & English	5
Innovation and creativity	5
Total	100

This is an open and competitive process.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

Contract Terms

YWCA Canada will negotiate contract terms upon selection.

Proponent Submissions

All proposals must be submitted electronically, preferably in PDF format.

Please direct all responses to this RFP and/or any questions to:

Natasha Stephens, Project Coordinator, National Office

416-962-8881

nstephens@ywcacanada.ca

For more information about YWCA Canada visit www.ywcacanada.ca or find us on Twitter @YWCA_Canada or Facebook at www.facebook.com/ywcacanada.