

Request for Proposal Project Evaluator

Issued on January 22, 2024

Deadline February 19, 5 pm EST

Life of the Project: March 31, 2024, to March 31, 2026

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.

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

YWCA Canada has been working to end gender-based violence for over 150 years. YWCA Canada member associations are the nation's leader in providing emergency care to survivors of gender-based violence, including counselling, emergency and transitional housing and other essential services and leading community education, intervention and prevention and programs. YWCA Canada has a well-established history of working with federal government partners, allied organizations, academic institutions, and community stakeholders to provide survivor-centered community research, recommendations and promising practices in survivor support, front-line service training, prevention, education and policy changes, with the goal of ending gender-based violence, once and for all.

The gender-based violence support services sector is facing a crisis. For almost three years, support workers have been on the frontlines of multiple, connected emergencies - COVID-19, a dramatic increase in reported rates of intimate partner violence, increase in opioid poisonings and a rapidly growing affordability crisis, among others. While deep study and data into the state of the workforce is not available, organizations are reporting front-line workers experiencing rising rates of burnout, vicarious trauma and lack of opportunity to advance and deepen their practice. Alarming, workers are leaving the field in droves, leaving service organizations understaffed and unequipped to meet an ever-increasing demand for care. For workers who remain, the quality and effectiveness of service they are able to provide is negatively impacted, with direct connections to longer wait times for service, lagging competence on how to best support community members from marginalized communities and/or those facing intersecting and multiple barriers and lack of network-building to innovate on service delivery or provide wrap-around care.

With funding from Women and Gender Equity, YWCA Canada aims to address this critical need by advancing the reach and rigour of a national, bilingual and accessible capacity building and support network for anti-violence (gender-based violence) service workers and evaluating its impact on increasing the quality of care.

YWCA seeks to assess the impact of providing accessible, community-directed learning, capacity building and peer support to front-line workers and workers who support survivors has on improving the quality, depth and relevance of service provided to survivors of gender-based violence.

This project will create a national, bilingual, free, online hub for front-line workers to access training, resources, tools, community and peer-support and build connections with allied services to improve worker wellness, capacity and connectedness. **We will assess how this increased access to support impacts workers reported:**

- sense of well-being at work
- feelings of being properly equipped to meet the needs of their service users.
- ability to make meaningful connections to peers
- ability to access tools to better serve community members

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 an 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:

- Designing theory of change and execution plan and data collection tools, analyzing data, and providing reports for YWCA Canada in both official languages. These tools could include surveys, feedback forms, focus group design and one-on-one questions
- Engage YWCA staff and service users
- Identify barriers and conduct key informant interviews from project coordinators and service users
- Submitting regular reports to YWCA team for funder reports (June 23rd, 2024, December 31st, 2024, June 30th, 2025, December 31st, 2025, and March 30th, 2026, and upon request with advance notice).
- Collaborating with curriculum developer/resource consultant

Timeframe

Call for Proposals disseminated	January 22, 2024
Response to questions	February 12, 2024
Deadline for Proposals	February 19, 2024, 5pm EST
Phone interviews with short listed proponents	February 22- 26, 2024
Successful proponent confirmed and notified	March 23, 2024
All applicants notified	April 7, 2024
Work plan presentation	April 30, 2024
Completion of Work	March 31, 2026

PROPOSAL REQUIREMENTS

- About your consultancy - A brief introduction to your consultancy, highlighting key accomplishments particularly as they pertain to working with non-profits and/or equity seeking organizations -
- A summary of your consultancy's experience working on similar project evaluations, your experience working on a project with multiple partners and/or stakeholders, and any experience you have working with feminist or women's organizations
- An introduction to the key members of the team who will work on this project, including a short summary of their expertise and role
- 3 About your methods & approach
- Please describe your general approach to developing evaluations for newly developing collective impact projects, including examples of success.

- Please provide a detailed description of how you would work with the project team to establish an evaluation plan and the associated KPIs.
- Please describe how you apply an intersectional, gender-based analysis to your methods and approach, including examples of your past work.
- Please provide a risk mitigation plan in conjunction with your project management plan— what risks do you foresee and how would you handle them?
- Additional documents - Project management plan and timelines, including all activities and reporting
- Work samples from evaluation plans that you have developed in the past
- A detailed budget based on the proposed work plan, not exceeding \$36,000, and including all fees and taxes
- Two references, including full name and title, organization/company name, email address, and phone number

Pricing

There is a \$36,000 budget inclusive of taxes over the life of the project.
 Upon signing contract: \$14, 250, year two \$7,125, year three \$14,500.

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:

Jenny Cloutier, Project Manager jcloutier@ywcacanada.ca

For more information about YWCA Canada visit www.ywcacanada.ca or find us on Facebook, LinkedIn and Instagram.