



REQUEST FOR PROPOSALS (RFP): PROJECT EVALUATOR

Project: Building Inclusive Practices and Developing ARAO-DEI

Position Type: Contracted Services

Date Posted: November 29, 2021

Application Deadline: December 10, 2021 at midnight

Repost - Application date extended till December 18, 2021 midnight.

Background: Regional Diversity Roundtable

The Regional Diversity Roundtable (RDR) is a charitable not-for-profit and membership based organization that is committed to building inclusion and diversity competence that results in the institutionalization of equity in the core values, structures, workforces, policies and services of the public and human services sectors in Peel Region. For additional information, please visit www.regionaldiversityroundtable.org.

Our Values: Diversity • Equity • Inclusion • Respect • Social Justice

Purpose Of The RFP

The Regional Diversity Roundtable (RDR) is seeking proposals from consultants for the provision of Evaluation Services for the Building Inclusive Practices and Developing ARAO-DEI Project.

This project will further awareness about Diversity, Equity, and Inclusion (DEI) by drawing upon the unique experiences of immigrants and the settlement service sector to research effective ways of combating the inequalities faced by new newcomers within host communities. The Regional Diversity Roundtable (RDR) proposes to explore a model for building capacity of the Settlement Service providers and employers so that they weave the Anti-Racist, Anti-Oppressive, Diversity, Equity and Inclusion (ARAO-DEI) competency in their service delivery and serve diverse newcomers and immigrants to integrate successfully. Through this project, RDR will engage in collaborative research, develop standards, tools, and resources that would support building inclusive practices at the frontlines of settlement and employment sectors.

The successful candidate/consultants will follow the developmental evaluation process for this project. The expectation will be to work closely with the RDR team, partner stakeholders and project participants to document learning and produce evaluation reports as required.

Building Inclusive Practices and Developing ARAO-DEI is a 28 months project based in Region of Peel to implement ARAO-DEI enabled services within a testing context spanning over 2 phases.

Outcomes:

Immediate: Collaboration amongst various stakeholders. Connect newcomers with potential local employers.

Intermediate: Collection of research gaps in socio-cultural Anti-Racist Anti-Oppressive, Diversity, Equity and Inclusion (ARAO-DEI) competence in the newcomers and the host community.



Ultimate: Capacity building through resource creation, self-directed learning and training.

- Strengthen the settlement services sector with new approaches to delivering high-quality newcomer services.
- Facilitate increased social-cultural understanding of the newcomers so that they are better equipped to integrate and achieve the vision of successful settlement and integration into Canadian society.
- Coordinate with research consultants for the program development and modification as necessary to identify and document promising practices, resulting in successful outcomes.
- Enhance the capacity of service providers with practical tools/processes to document and implement the importance and value of integrating ARAO-DEI in service delivery for marginalized clients.
- Build the capacity of employers with practical tools/processes to incorporate values of integrating ARAO-DEI in hiring, retaining and promoting marginalized employees.
- Continually strengthen the capacity of diverse settlement agencies serving vulnerable and newcomer populations by imbuing equity and inclusion for client-centered service delivery.

The Regional Diversity Roundtable is committed to ongoing evaluation of project processes, outcomes and exploring scalability.

Stakeholder Participation

The essential purpose of the evaluation component will be to systematically assess how the project is meeting its objectives and to identify any important next steps. The primary stakeholders include:

- **RDR:** Responsible for the coordination and execution of the project, including project oversight, overall monitoring and evaluation, and reporting to the funder.
- **Advisory Committee:** Approximately 10-15 diverse community leaders, academia, employers, settlement sector representatives and immigrants. This process aims to build a supportive network to empower all involved and promote social justice.

Evaluation Criteria

In order to consider the project's various systems, processes and decisions in addition to its strengths and areas of improvement, the evaluation should be guided by the following project themes:

- Management
- Alignment
- Coordination
- Design
- Relevance
- Effectiveness
- Efficiency
- Sustainability and scalability



Evaluation Consultancy Outputs

In direct consultation with RDR team, the consultant will:

- Develop an evaluation framework and workplan, and tools for the project utilizing mixed methods and taking a developmental and participatory approach
- Design data collection tools and processes from which to periodically assess progress and draw cumulative learnings
- Conduct data gathering with key stakeholders, along with monitoring and analysis of the collected data.
- Produce an evaluation report that makes observations and recommendations on outcomes achieved as well as lessons learned, including trends, challenges, and unanticipated results or achievements.

Projected Timelines & Milestones

28 Months' consultancy project period - December, 2021 to March, 2024

Initial Report: March 2022, Interim Report: Feb 2023, Final Report: Feb 2024

(Mid project narrative reports in year 2 and 3 will be required)

Remuneration

The maximum available funding for this external evaluation is \$37000 CAD (including taxes and costs) over the course of 28 months. The funds will be disbursed in installments.

Application Guidelines

Please provide the following information with your application:

- Detailed proposal, including an evaluation work plan and proposed methodology
- Detailed timeline and budget information
- Detailed CV or Team Profiles, as applicable
- 1 sample of a previous evaluation report and 3 recent references for relevant evaluation projects

All submissions must be sent to Varsha Naik, chair@regionaldiversityroundtable.org in PDF or Word format, with the subject line "BIPD ARAO-DEI, Project Evaluator"

Selection Criteria

RDR invites proposals from suitably qualified individuals and firms with substantial consultancy experience in all aspects of program and project evaluation.

RDR is especially looking for proposals that demonstrate understanding of anti-racism, anti-oppression, diversity, equity and inclusion issues in addition to experience with community development, community engagement, quantitative and qualitative evaluation methodologies.

The selection of the successful proposal will be based on the quality of the proposal, the profile of the proposed team, and cost. Proposals will be assessed using the following criteria and weighting:



Criteria	Weighting %
Proposed methodology (relevance, logic, rigour, practicality, creativity)	35
CV/Team profile (as per evaluation requirements)	30
Evaluation work plan (clarity, fit with timetable, resource allocation)	15
Sample report (clarity, relevance)	10
Demonstrated ARAO-DEI knowledge and experience	10

Please Note

RDR is under no obligation under any circumstances, to accept or respond to any proposal or, to negotiate with any proponent.

RDR is not bound to accept the lowest priced or any proposal based on any method of evaluation, or to negotiate with the proponent who submitted the same.

RDR will not be obligated in any manner to any proponent whatsoever unless and until a written contract has been duly executed with a proponent in relation to a qualifying proposal.

Only candidates selected for an interview will be contacted.

Please submit your application by December 10, 2021 midnight.

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For all other enquiries please email: rdr@regionaldiversityroundtable.org

The Regional Diversity Roundtable (RDR) is committed to equitable practices. RDR will make reasonable accommodation, based on any of the human rights protected grounds, to support applicants.