

Request for Proposals: TPP Impact Project

Submission Deadline: July 5, 2024

Overview

The Prosperity Project (TPP) is seeking an evaluation consultant or consultancy firm with demonstrated expertise in assessing programs aimed at promoting diversity, equity, and inclusion. The selected consultant will be tasked with evaluating our three-year Impact Project, which aims to increase the representation of women in leadership roles by convening stakeholders, developing recommendations, and advocating for the adoption of recommendations. The consultant will play an important role in ensuring that program objectives are met or exceeded. The evaluation process will require a deep understanding of gender equity issues, strong analytical skills, and the ability to deliver actionable insights.

The consultant will be expected to complete an Evaluation plan by October of 2024 and complete a final evaluation at the completion of the Impact Project by May 1, 2027.

About The Prosperity Project

The Prosperity Project is a registered charity with a mission to identify the entrenched barriers and biases that impede women's advancement; limiting their—and Canada's—opportunity for increased prosperity.

About the Impact Project

The Impact Project aims to expand on The Prosperity Project's existing research programs. In years one and two, we will be hosting roundtables in multiple Canadian Jurisdictions with community organizations, corporations, government representatives, and other stakeholders. The roundtables are intended to help us create informed and relevant recommendations that can support companies in the creation of policies to advance diversity.

Following these roundtables, we will work to inform public opinion regarding the barriers women face in the quest for professional advancement, provide companies with guidelines on addressing these barriers, and encourage governments to facilitate the adoption of such guidelines.

Evaluation Needs

The evaluation will encompass various aspects of the Impact Project, including but not limited to:

1. Project impact: Evaluate the extent to which the project's objectives have been achieved.
2. Activities assessment: Assess how project activities have contributed to meeting overall objectives.
3. Project publications: Examine recommendations documents to ensure that all recommended policies are inclusive and supported by data.
4. Identify inconsistencies between expected and actual outcomes.

Scope of Work

The selected evaluation consultant will play a critical role in conducting a comprehensive evaluation of TPP's Impact Project. The consultant will work closely with the Impact Project Manager to design and implement an evaluation framework, complete a thorough assessment, and prepare a detailed final evaluation report. The consultant's responsibilities will include but are not limited to the following:

1. **Evaluation Design:** Collaborate with the Impact Project Manager to develop an evaluation framework that aligns with the program's objectives, outcomes, and stakeholder needs. Design data collection instruments, evaluation methodologies, and sampling strategies to ensure robust and rigorous evaluation processes.
2. **Data Collection:** Provide the Impact Project manager with guidelines for collecting and storing data as will be required for the completion of a final report.
3. **Data Analysis:** Conduct in-depth analysis of collected data to identify trends, patterns, and key findings related to project outcomes.
4. **Report Writing:** Prepare a comprehensive evaluation report documenting the findings, conclusions, and recommendations arising from the evaluation process.

Requirements

- 5 to 7 years of experience in program evaluation, monitoring and evaluation (M&E), or related fields.
- Demonstrated expertise in qualitative and quantitative research methodologies, data analysis, and report writing.
- **Sector Experience:** Experience in conducting evaluations or assessments within the non-profit or social sector, preferably with a focus on leadership development, capacity-building, or governance initiatives.
- **Methodological Skills:** Proficiency in designing and implementing evaluation frameworks, including developing data collection instruments, sampling strategies, and data analysis plans.
- Familiarity with a range of evaluation methodologies, such as mixed-method approaches, participatory evaluation, and utilization-focused evaluation.
- **Stakeholder Engagement:** Experience collaborating with diverse stakeholders, including program staff, participants, funders, and partner organizations, to ensure stakeholder engagement and buy-in throughout the evaluation process.
- **Location:** Located in Canada or able to work effectively with Canadian-based organizations and stakeholders.

Proposal Outline

Please ensure proposals include the following:

- **Description of the Consultant/Firm and Qualifications:**
- Information about prior and current activities or projects that demonstrate the consultant's capacity to fulfill the requirements of this evaluation project.
- **Proposed Approach, Methodology, Timing, and Outputs**
- **Budget Breakdown and Workplan Overview**
 - Present a detailed breakdown of the proposed budget, delineated by the services and major deliverables of the evaluation project.
 - Provide a workplan overview outlining the sequence of activities, timelines, and milestones for the duration of the project.
- Include payment terms, including invoicing schedules and any applicable terms and conditions.
 - References or link to references
 - Link to Samples of Evaluation Reports or Similar Work

- Location: Indicate the city and country in which the consultant(s) is/are based, along with any information relevant to their ability to effectively collaborate with Canadian-based organizations and stakeholders.
- Page Limit: Ensure that the proposal does not exceed six pages in length, excluding any attachments or supplementary materials.

Quote for Remuneration

Consultants are to propose a detailed project budget, which should not exceed \$40,000 (including tax).

Submissions

Please submit completed proposals to The Prosperity Project by July 5, 2024, to julie.savardshaw@canadianprosperityproject.ca