



CANADIAN  
WOMEN'S  
FOUNDATION

FONDATION  
CANADIENNE  
DES FEMMES

# REQUEST FOR PROPOSALS

## EVALUATION CONSULTANTS

### BUILDING THE FIELD OF TEEN HEALTHY RELATIONSHIPS PROJECT

PROPOSAL DUE: SEPTEMBER 9, 2019

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**The Canadian Women's Foundation** invites proposals from qualified consultants to plan, design, and conduct the evaluation of our Building the Field of Teen Healthy Relationships project – five-year national collective impact initiative to strengthen and enhance the field of teen healthy relationships. Evaluation work is to be completed collaboratively with the Canadian Women's Foundation, the project partners, and network members over a five-year period beginning September 2019.

The successful consultant(s) will have proven experience in tracking and analyzing collaboration and knowledge mobilization impacts at multiple levels, project evaluation, project management, an understanding of violence prevention programming with youth and youth engagement, and experience evaluating developmental projects.

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### About the Canadian Women's Foundation

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The [Canadian Women's Foundation](#) a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

Launched in 1991 to address a critical need for philanthropy focused on women, the Canadian Women's Foundation is one of the largest women's foundations in the world. With the support of donors, the Foundation has raised more than \$90 million and funded over 1,900 programs across the country. These programs focus on addressing the root causes of the most critical issues and helping women and girls who face the greatest barriers.



## About Building the Field of Teen Healthy Relationships

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Funded by Public Health Agency of Canada, as part of [Canada's Strategy to Prevent and Address Gender-Based Violence](#) to undertake a five-year initiative (April 2019 to March 2024). The goal of the initiative is to support programs that help **youth learn strategies to develop and maintain healthy interpersonal relationships to prevent gender-based violence and to avoid its immediate and long-term impacts on individuals, communities and Canadian society.**

This is the next phase of the Building the Field of Teen Healthy Relationships national collective action strategy that the Canadian Women's Foundation embarked on in 2015 with three years of funding from the Department of Women and Gender Equality. For more information and to see a list of our priorities [please see our website here.](#)

### **This Initiative**

Gender-based violence—including violence against people based on their gender expression, gender identity, or perceived gender—is a significant cause of harm and a preventable barrier to gender equality.

There is a growing body of evidence that shows that **collaborative approaches** to addressing complex social problems, such as gender-based violence, achieve greater and more lasting success than isolated efforts. Through this project, the Canadian Women's Foundation aims to enhance communication and collaboration amongst young people, youth serving agencies, funders, policy makers, school boards, researchers, and other professionals and communities working to prevent and address teen and youth dating violence.

The focus of this initiative is to **increase and strengthen links and relationships** between these stakeholders and establish greater coordination, alignment, communication and knowledge sharing.

This will be achieved through the convening of:

- First Nations, Métis and Inuit National Network
- Regional Hubs in Quebec and the Atlantic
- Youth Connectors

### **Expected Key Activities**

1. **Deepen Mapping** - Enhance the existing 'picture' of the people, organizations and work/initiatives that currently make up the teen healthy relationships field throughout nationally focused First Nations, Métis and Inuit youth, and regionally in Quebec and the Atlantic provinces.



2. **National/Regional/Provincial Convening** - Hold regular in-person and online meetings to bring partners together to collaborate on strategies and host meaningful exchange opportunities. Hosting 1-2 forums per year over 5 years.
3. **Resource Knowledge Centre** - Research, survey, and compile key shareable resources for the sector, identify gaps in these resources.
4. **Skills-based Training Sessions and Kits** - Create and deliver tools collectively that will help fill identified gaps, up to 12 tools - 1-2 per year over 5 years.
5. **Implement Action** - Develop a national and regional action plans, with co-created goals.

## About the Evaluation

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This project is wide ranging and ambitious. An evaluation framework that captures the intent, the vision and accomplishments of the project is critical to measure its impact.

We are seeking a partnership with evaluation consultants who embrace a collaborative and strategic learning approach—i.e., the evaluation strategy should be flexible to ensure that the Foundation, our partners, and project participants are supported in recognizing emerging issues and adapting accordingly. This will entail strong collaboration and communication throughout the network. Through evaluation that is strongly informed by youth and grassroots experience and knowledge, we hope to track, describe and demonstrate how the project participants contribute to building strength at the organizational, community/regional, and sector/systemic levels.

### Key Questions

Because we believe that the framework and the methodology should be validated by the different hubs and participants, the suggestions provided are open to discussion with stakeholders and may change over time.

Building off the outcomes of the evaluation from phase 1, evaluators will be asked to develop an evaluation strategy that considers the following:

1. **Programmatic and/or Organizational Change:**
  - To what extent is organizations or individual's participation in this project contributing to their practice change?
  - Are the recommendations and action areas identified by the national First Nations, Metis & Inuit network, as well as the Quebec and Atlantic Regional Hubs being implemented in organizations and institutions?
  - Are young people being meaningfully engaged in as stakeholders in organizations and institutions a result of participating in this project?
2. **Community/Regional/Provincial - Territorial Change:**



- Are local or regional policies and priorities (ie: school boards, health and education ministries, etc) being impacted by the national and/or regional network activities?
- What relationships and/or partnerships have been developed that did not previously exist as a result of participating in this project, and how are they impacting the field?
- Has knowledge mobilization in the field impacted community, provincial/territorial, or regional understanding of the importance of teen healthy relationships skill building as violence prevention?

### **3. Sector or Systemic Change:**

- Are youth, organizations, and institutions increasing their capacity to lead community or network activities towards systemic change?
- To what extent are individuals from different sectors collaborating, ie: are researchers collaborating more with community groups?
- Has there been an increase in funding, policy, and/or knowledge throughout the field as a result of participation in this project?

In addition to providing important insights into the progress of the network goals, information collected through the evaluation will help inform the ongoing work of the project. As this is a participant guided strategy, the evaluation is expected to be responsive to the developmental nature of activities. The evaluation team will need to remain sensitive to the potential challenge of reaching the goals of this with respect to the scope of the evaluation work and what the project partners and participants can realistically manage.

## **Our Ideal Team**

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Working with the partners and network members, the Canadian Women's Foundation and the evaluators will design and implement a multi-year evaluation strategy built on strong collaboration in the following areas:

- Developing evaluation questions, outcome indicators, and methods of and for data collection;
- Identifying and implementing a process for collecting and submitting information through surveys, interviews, and other innovative data collection methods; and
- Creating a system for providing regular feedback that will deepen impact by identifying key opportunities as they arise and/or assisting to trouble-shoot and provide amendments to the research and evaluative process where necessary.

The evaluation team will be able to provide important information that will allow the individual networks and the Foundation to innovate and use research productively to enhance program functions.



The evaluation consultants will integrate training and support for the networks and will transfer knowledge and skills about data collection and its value to build the capacity of the field as part of this strategy.

We are looking for evaluators who:

- Have experience in working on multi-level outcomes, collaboration, capacity building, and policy change.
- Have knowledge of and experience in formative, process, and impact evaluations, project logic models, theory of change, and network development
- Have experience tracking, measuring, and analyzing outcomes and change at multiple levels, including working with underserved, marginalized, and otherwise vulnerable communities
- Offer innovative ideas and methods of data collection and analysis
- Have experience working with networks of diverse stakeholders across distance; experience in Indigenous, multicultural and multilingual settings is required
- Have well-developed consultation and facilitation skills and are comfortable working with a wide range of practices and perspectives
- Have demonstrated success in project management, effective leadership skills, and an understanding of policy and advocacy
- Are proficient and highly effective communicating via teleconference and web-based conferences
- Work both independently and in a collective team environment
- Work in both French and English at a professional level

## About the Proposal

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### Project Outline and Reporting

The key components of the evaluation consultants' work plan are:

1. Review Phase 1 (2015-2018) Activities, Reports and Evaluation:  
It is important that the evaluation consultants are familiar with the work from phase 1 of the project as we expect that this work will create the framework for all activities moving forward and ground the evaluation work.
2. Developing an Evaluation Framework (and associated tools):  
The consultants will propose an evaluation and learning strategy for the 5-year Building the Field of Teen Healthy Relationships project, to be finalized in collaboration with Foundation staff, partners, and participants. The evaluators should highlight a timeline for communications and data gathering, ongoing course correction, monitoring of activities, and feedback from the field.
3. Implementing the Evaluation & Reporting:



We anticipate that the evaluation consultants will take a lead role in determining the methods and timing of data collection. We are interested in exploring creative ways to collect and use both qualitative and quantitative data that respect the sensitivities of working with stakeholders living and working in many contexts, especially young people and those from traditionally underserved, marginalized or otherwise vulnerable communities.

The consultants will not be expected to collect all the information but will train and support participants to do this work, ensuring knowledge transfer throughout the network.

The evaluation consultants will be responsible for analyzing the data collected and preparing reports to the Foundation and the grantees in accordance with the established objectives.

We anticipate an interim report at the end of each year and a final report summarizing the evaluation at the end of the fifth year. A stakeholder report will also be completed at the end of the five years.

### **Contract and Budget**

The successful candidate(s) shall enter into a contract with Canadian Women's Foundation beginning October 2019. The maximum payment for work on this project is:

Year 1 - \$20,000

Year 2 - \$20,000

Year 3 - \$20,000

Year 4 - \$20,000

Year 5 - \$20,000

Please submit a detailed budget including per diems and number of days, based on the proposed work plan, deliverables, and contract duration. Expenses such as travel, conference calls, data entry or meeting materials should be listed separately, to be considered by the Foundation as additional expenses.

### **Proposal Requirements**

The evaluation proposal should include the following sections:

1. Your team's approach
  - to working with the Canadian Women's Foundation, partners and participants, in the design, planning, and implementation of the evaluation framework and strategy



- to working with the target population
  - to anticipated challenges and how to address those challenges
2. Your team's methods
- of data collection proposed, including the selection or development of tools such as questionnaires or other forms of information collection and frequency of data collection
  - of identifying indicators, defining "success" and what measures will be used to track progress towards increased collaboration and knowledge transfer, as well as practice and policy change
  - of analyzing information and capture learnings gathered from participant interviews and other forms of data collection
  - of training and supporting national and regional hubs in the data collection and evaluation process
3. Additional Documents:
- Work plan and timelines, including all activities and reporting
  - Budget, including per diems and anticipated number of days for each of the consultants involved
  - Three references for the individual or team that reflect relevant experience
4. If Applicable:
- A sample or description of a relevant previous project would be helpful. If you work as an evaluation team, clearly indicate areas of specialization and how responsibilities will be divided.
  - Information about any previous work or project that might be considered to be in conflict with the values of Foundation

## Proposal Submission

Please submit proposal and/or direct questions to:

Keetha Mercer  
Program Manager, Community Initiatives  
416-365-1444x238 | [kmercercanadianwomen.org](mailto:kmercercanadianwomen.org)

Proposals must be received no later than **5:00pm EST on September 9, 2019**. Interviews will be conducted with shortlisted candidates in September 2019.