

**TUNGASUVVINGAT INUIT (TI)
REQUEST FOR PROPOSALS
DRAFT EVALUATION PLAN**

Introduction

TI invites qualified firms or sole proprietors to submit proposals to perform professional program evaluation services. The Evaluator will use their professional expertise to identify the data that will be collected on the project. The Evaluator will design the data collection tool and the reporting format to our funder.

The Evaluator will provide staff training for data collection and use of the collection tool.

The Evaluator will need to provide training to the Program Manager, Outreach Workers and TI Executive on the possible ranges of data, data interpretation and report interpretation.

About the Program to be Evaluated

Exiting prostitution is a complex, convoluted process that is further complicated for Inuit in urban centers due to cultural, socio-economic and linguistic factors that increase their vulnerability. Individuals are vulnerable to sexual exploitation or prostitution as a result of untreated trauma, homelessness, financial need, substance abuse and other ongoing problems in their lives.

Inuit experience many barriers to social services that impede exiting prostitution, including discrimination, alienation, stigmatization, victim-blaming and inaccessibility to social services.

Many of the problems facing Inuit in prostitution or being sexually exploited are consistent with other marginalized populations: finding affordable housing, financial planning, creating safe environments and relationships, escaping and healing from the emotional and physical effects of violence, trauma and engaging in treatment for drug/alcohol addictions and obtaining educational or vocational training. Compounding these problems are the wariness and distrust that result from years of sexual and emotional trauma.

The **Alluriarniq Project** will assist Inuit adults and youth aged 16 years and older who are involved in prostitution or are being sexually exploited to safely exit the sex trade or reduce harms associated from it – either from street level sex work or from survival sex used to obtain drugs, housing, food or other resources.

Services will be provided through outreach activities, intensive case management and intensive treatment for trauma and addictions - all provided within an Inuit-specific cultural and linguistic context.

This project has several evidence-based approaches and interventions that are designed to increase the likelihood that clients will be assisted to exit prostitution:

- The provision of culturally and linguistically relevant service for Inuit is essential for program success. Inuit culture and language are important to engagement, effective counselling, creating strong cultural identities and connecting to community.
- The project includes integrated wrap-around services currently offered by Tungasuvvingat Inuit including homelessness and housing support, family services, employment and education, food security, culture programming, mental health, addictions and youth services.

- Since research demonstrates a need for trauma and addictions treatment for individuals engaged in prostitution, the project will be enhanced by integration with Tungasuvvingat Inuit's existing trauma and addictions treatment program where there will be a collaboration between treatment and project services.
- All services will be delivered using a stages of change model, including motivational interviewing and assessment to determine the individual's readiness for change and the appropriate level of service.

Nature and Purpose of the Organization

Tungasuvvingat Inuit is an Inuit-specific, provincial service provider that provides social support, cultural activities, counselling and crisis intervention as a one-stop resource centre to meet the rapidly growing, complex and evolving needs of Inuit in Ontario.

Tungasuvvingat Inuit is a registered, charitable, not-for-profit organization, offering more than 20 highly integrated, front-line services. The agency is the only Inuit-specific service organization of its kind in urban Canada offering support through the entire life cycle.

Tungasuvvingat Inuit has over 30 years of highly successful experience in crafting the design, development and delivery of a wide range of effective, client-centered services.

Bidders who are considering a proposal pursuant to this request are encouraged to visit TI's website at www.tungasuvvingatinuit.ca for a more detailed overview of TI's characteristics and activities.

TERM AND GENERAL CONDITIONS OF ENGAGEMENT

Term of Engagement

It is the intention of TI to enter into a Services Agreement for a period of one year to be renewed on an ongoing basis as required.

Acceptance of Proposals

TI reserves the right to reject any and all Proposals for any reason or to accept any Proposal on the basis of Proposals received which TI, in its sole unrestricted discretion, deems most advantageous to itself. The lowest or any Proposal may not necessarily be accepted. The Proponent acknowledges TI's rights under this clause and absolutely waives any right of action against TI for TI's failure to accept its Proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any Proposal is subject to funds being legally available to complete this transaction and/or approval by the Board of TI or the Officer of TI having authority to accept the proposal.

Awarding of Contract

Notice in writing to the successful Proponent of the approval of its Proposal and the subsequent execution of a Services Agreement shall constitute the making of the Contract for Services.

Insurance

The Evaluator shall maintain professional liability insurance with respect to professional liability as required and specifically named for the Services, including errors and omissions, with a limit of not less than \$1,000,000 per occurrence with respect to the Services alone.

PROPOSALS

Proposal Requirements

A covering letter shall be provided with the proposal clearly stating the understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the firm, their title(s) and telephone number(s). The person signing the covering letter must be authorized to bind the Proponent.

Proponents must respond to the items listed below in the order they are presented. The proposal should include a table of contents identifying the topics by page number.

Proposals, as a minimum, should include:

1. **Company Profile and Contact:** A brief profile of your firm (1 to 2 pages) indicating the scope of its practice, the range of activities performed by the firm or individual. Identify the Proponent's contact person, phone number and email address.
2. **Evaluation Experience:** List current and past not-for-profit clients. Describe your familiarity and experience performing professional program evaluation services.
3. **Evaluation Staffing:** Name and brief resume of the individual to be assigned to this project.
4. **Project Implementation:** Proposals must clearly show the firm's understanding of the work to be performed, project approach and commitment to perform the work within the time period specified. This would include the approach to be used to gain an understanding of TI's program as well as a proposed schedule and any specific techniques or processes to be used for the project.
5. **Fee Proposal:** Your firm's fee for the project.
6. **Billing Dates:** The proposed schedule of billing dates.
7. **References:** Three references at least two of which must be not-for-profit firms within the last three years. Include a contact name, telephone number and email address for each reference.

Bidder Experience and Qualifications

A Proponent must meet the following minimum requirements to be considered for evaluation pursuant to this RFP:

Minimum qualifications and experience:

- A Masters degree (PhD is an asset) in social sciences, statistics or equivalent;
- Minimum 7 years professional experience managing, planning, designing, developing, implementing and reporting on program process and impact evaluations conducted in the last 10 years;

- Sound experience in measuring changes in attitudes, knowledge, skills, behaviours, and program impact pre-post using either randomized control trials or matched comparison group, or mixed methods;
- Experience in collection and analysis of quantitative and qualitative data;
- Sound knowledge and practice in ethics related to evaluation of programs (Tri-Council Policy);
- Capacity to work in collaboration with internal staff and external funders, marginalized individuals in the community, and partner agencies and committees;
- Strong communication skills, including writing skills;
- On-going and recent training in evaluation is an asset;

**Membership in the Canadian Evaluation Society or of the American Evaluation Association is an asset.

Proposal Evaluation Criteria

Proponents must meet the following mandatory requirements to be considered for further evaluation:

1. Proposal completed and signed by a person authorized to bind the Proponent to statements made in the submission.
2. Two duly signed copies of the Proposal submitted.
3. Proposal received at the closing location by the specified closing date and time.

Proposals that comply with the mandatory requirements will be evaluated on the basis of the following criteria using the scoring matrix outlined in Appendix I:

1. Understanding of Engagement
2. Not-For-Profit Audit Experience
3. Firm/Sole Proprietor Personnel Qualifications and Experience
4. Project Methodology / Implementation
5. References
6. Project Fee

Shortlisted firms may be required to attend a brief interview at TI's Head Office.

Submission of Proposals and Terms for Acceptance

Two copies of the proposal must be submitted in a sealed envelope, clearly marked 'RFP for External Audit Services, by mail or in person, to:

Jennisha Wilson, Alluriarniq Program Manager
Tungasuvvingat Inuit
1071 Richmond Rd.
Ottawa, ON K2B 6R2

Facsimile and electronic submissions will not be accepted.

Submissions will be received until **4:00 p.m. on August 14, 2017.**

Proposals received after the deadline will not be considered and will be returned to the sender unopened.

All proposals submitted will be irrevocable for ninety (90) days following the closing, subject only to the following:

Unless otherwise authorized in writing by the herein designated TI contact a Proponent must not contact or communicate with any elected or appointed officer or employee of TI other than the designated contact in relation to the proposal prior to the award of such proposal. Any such communication will result in disqualification of the proposal from further consideration.

Addenda

Addenda may be issued during the Proposal period in response to queries received. Addenda will be sent in electronic format to all Proponents who have expressed written interest in bidding. All addenda must be considered and acknowledged when responding to this RFP.

TI CONTACT AND DISCLAIMER

Contact

Any inquiries regarding this request for proposal should be directed to the designated TI contact, Jennisha Wilson, Alluriarniq Program Manager email: ep-mgr@tungasuvvingatinut.ca.

Disclaimer

The information contained in this RFP is supplied solely as a guideline for Proponents and is not guaranteed or warranted by TI to be accurate, nor is it necessarily comprehensive or exhaustive. Each Proponent is responsible to review and understand the terms and conditions of this RFP, and the Scope of Services being requested. TI will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of this RFP on the part of the Proponent. Further, TI is not liable for any costs incurred in the preparation of the proposals.

TI will consider all proposals submitted in response to the RFP as confidential except in cases where disclosure is required by law or statute.

**APPENDIX I
PROPOSALS FOR
PROFESSIONAL EVALUATION SERVICES
EVALUATION MATRIX**

PROPONENT _____

| CRITERIA | MAXIMUM SCORE | FIRM'S SCORE | COMMENTS |
|--|---------------|--------------|----------|
| <p>Mandatory Criteria Cover letter completed and signed by person authorized to bind the Proponent to statements made in the submission. Sealed package containing three copies of the proposal. Proposal must be received at the closing location by the specified closing date and time.</p> | | | |
| Point-Rated Criteria | | | |
| <ul style="list-style-type: none"> • Understanding of Engagement/Proposal <ul style="list-style-type: none"> • Understanding of Urban Inuit population • Understanding of Inuit Qaujimagatuqangit Principles • Understanding of street involved population and evaluation methods that would work best for capturing data | 10 | | |
| <ul style="list-style-type: none"> • Experience with Not-for-Profit Evaluation Projects <ul style="list-style-type: none"> • Ability to work within a dynamic and interdisciplinary social programming space • Ability to take constructive feedback and integrate community commentary within work outputs. • Ability to create reports that are in plain language • Ability to meet tight deadlines and communicate effectively with project team | 8 | | |
| <ul style="list-style-type: none"> • Personnel <ul style="list-style-type: none"> • Ability to be culturally safe and aware • Ability to work from a harm reduction perspective when writing and communicating • Personally able and accessible | 10 | | |
| <ul style="list-style-type: none"> • Project Implementation <ul style="list-style-type: none"> • Ability to create and implement evaluation plans in coordination with project workplans • Ability to work independently to achieve key milestones for the evaluation plan | 22 | | |
| <ul style="list-style-type: none"> • References <ul style="list-style-type: none"> • Individuals that can speak to your ability to evaluate a project from beginning to end • Individuals that can speak to your ability to navigate difficult or unplanned situations regarding evaluation • Individuals that can speak to your ethics and evaluation process. | 10 | | |

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| <ul style="list-style-type: none"> • Project Fee • Ability to account for all costs in detail so that all fees are transparent • Competitiveness of pricing taking into account value for services proposed | 40 | | |