



REQUEST FOR QUOTATION (RFQ)

Consultant Contract Description: Program Evaluator

Program Name: "He for She: Fostering Positive Masculinity Across Cultures"

Program Dates: October 2024 – March 2027

The **Inter-Cultural Association of Greater Victoria** (ICA) is an award-winning settlement agency that has contributed to Greater Victoria's vibrant community for over fifty years. ICA's services range from guiding immigrant entrepreneurs as they create small businesses to supporting vulnerable newcomers to become confident, contributing members of our community. In partnership with more than 500 community partners and generous donors and volunteers, ICA serves as a helping hand, a listening ear, and a tireless advocate for immigrants and refugees.

Job Overview: We are seeking to contract a skilled and meticulous Program Evaluator to evaluate a systems change project entitled "He for She" funded by WAGE (Women and Gender Equality Canada). WAGE promotes equality for women and their full participation in the economic, social and democratic life of Canada. The project is a 3 year pilot training program that will address systemic barriers in the provision of services in the Settlement sector. As the contracted Project Evaluator, you will play a crucial role in assessing the effectiveness and outcomes of the training program, ensuring its alignment with the desired objectives.

Key Responsibilities:

1. Evaluation Planning and Design:

- Collaborate with project team to develop evaluation frameworks and methodologies tailored to the project's objectives and scope.
- Design data collection tools, surveys, and evaluation metrics to gather quantitative and qualitative data that examines gender bias in the settlement process.

2. Data Collection and Analysis:

- Collect data from multiple sources, including focus groups, surveys, interviews.
- Conduct analysis of data to assess the "He for She" training program, its performance, outcomes, and systemic change impact.
- Utilize statistical methods to interpret data and identify trends, patterns, and correlations.



3. Evaluation and Reporting:

- Prepare a comprehensive evaluation report that summarize findings, conclusions, and recommendations for improvement.
- Present evaluation results to the project team.
- Provide actionable insights and strategic recommendations based on evaluation findings.

4. Quality Assurance and Compliance:

- Ensure that evaluation processes adhere to established standards, protocols, and ethical guidelines.
- Monitor project activities to ensure data integrity and reliability throughout the evaluation process.
- Support organizational learning and knowledge sharing by documenting best practices and lessons learned from evaluations.
- Recommend adjustments to project strategies, policies, and procedures based on evaluation results to enhance project effectiveness and efficiency.

Qualifications:

- Bachelor's degree in a relevant field such as Social Sciences, Economics, Statistics, Public Administration, or a related discipline.
- Professional experience in program evaluation is required. Canadian Evaluation Society Credentialed Evaluator (CE) designation is preferred.
- Strong experience in qualitative and quantitative research/evaluation methods is required.
- Proven experience in project evaluation, research, or data analysis, preferably in a similar role within a nonprofit, government agency, or consulting firm.
- Strong analytical skills with proficiency in statistical analysis software (e.g., SPSS, NVivo, SAS, R) and Microsoft Excel.
- Excellent written and verbal communication skills, with the ability to distill complex information into clear and concise reports and presentations.
- Ability to work independently and as part of a team, with strong organizational and time management skills.
- Knowledge of evaluation methodologies, research design, and qualitative and quantitative data collection techniques.
- Familiarity with program evaluation standards (e.g., OECD-DAC criteria is an asset) and ethical guidelines for evaluation research.

Additional Requirements:

- Demonstrated commitment to integrity, professionalism, and confidentiality in handling sensitive information.
- Flexibility to travel occasionally for on-site evaluations and meetings, as required.
- Proficiency in French or a re/settlement language preferred.



Total value of the Contract: \$22,000 over 3 year period

- Year 1 - \$5000
- Year 2 - \$5,000
- Year 3 - \$12,000

Application Process: Please submit your RFQ as Contracted Program Evaluator along with a cover letter and resume outlining your qualifications and interest, and samples of previous evaluation reports or projects you have worked on, to pgrainger@icavictoria.org by no later than September 30, 2024, at 4:30 pm

Contact person: Paulina Grainger, Manager of Arts, Equity & Community Engagement pgrainger@icavictoria.org

We look forward to reviewing your application and discussing how your skills and experience can contribute to our team's success.

ICA strives to create a team that is as diverse as the clients we serve and strongly encourages people who identify as Black, Indigenous and/or People of Colour, from the LGBTQ2+ community, and those with diverse abilities to apply.

We acknowledge the Coast Salish Peoples on whose territories we do our work to support immigrants and refugees. We are grateful to work and live here, and we honour the Nations who have always cared for these lands, waters and air and continue to do so today.

RFQ posed on Monday, August 19, 2024