Request for Proposals (RFP): Project Evaluation for the Diversity & Inclusion Charter of Peel ‘Community Leadership Program’

A. PURPOSE OF THE RFP

The Regional Diversity Roundtable (RDR) is seeking proposals from consultants for the provision of Evaluation Services for the Diversity and Inclusion (D&I) Charter “Community Leadership Program 2019”.

The D&I Charter’s Community Leadership Program (CLP) is a 24-month project funded by the Ontario Trillium Foundation. The successful candidate/consultants will conduct a process and outcome evaluation of the project, working closely with the RDR and D&I Charter team, as well as the RDR Board of Directors and other community stakeholders to produce the final evaluation report.

B. BACKGROUND: REGIONAL DIVERSITY ROUNDTABLE

The Regional Diversity Roundtable (RDR) is a charitable not-for-profit membership organization committed to building inclusion and diversity competence that results in institutionalizing equity in the core values, structures, workforces, policies and services of Peel Region’s public and human services sectors.

Our Vision: To promote respect and equity within organizations and institutions for an inclusive and harmonious community.

Our Mission: To be a leader in supporting organizations and institutions to be diverse and equitable in order to provide services that are fair, inclusive and culturally appropriate.

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

C. BACKGROUND: DIVERSITY & INCLUSION CHARTER OF PEEL REGION

In response to growing opportunities and challenges in Peel, one of the fastest growing regions in Canada, the D&I Charter of Peel is a regional initiative to foster inclusivity and equity in the community. The Charter and its supporting Backgrounder and Guidelines were developed through extensive community consultations.

Launched in April 2013 with over 100 endorsing individuals and organizations, the Charter’s goal is to ensure the full inclusion of all who live, work and play in Peel. Its vision is an inclusive Peel Region that values, respects and embraces diversity and equity so that everyone can achieve their full potential.

The Charter seeks to enable Peel’s residents, communities, organizations (including public, private and non-profit) and governments in Peel to cooperatively create change and strive for the Charter’s vision through implementation of its commitments.

The Regional Diversity Roundtable
www.rdrpeel.org
28 Village Centre Place, Ste. 107
Mississauga ON, L4Z 1V9
905-232-7371
Phases 1 and 2 of the D&I Charter took place from 2011 to 2016. More information about the first two phases, as well as the Phase 2 Project Evaluation Executive Summary, can be found at the [D&I Charter website](http://www.rdrpeel.org).

Phase 3 included a pilot launch of the first ‘Community Engagement and Leadership Initiative’ developed and delivered in 2017-2018, with a full external evaluation (the Executive Summary of which can be shared with interested consultants on request).

The D&I Charter of Peel “Community Leadership Program” marks Phase 4 of the initiative. It consists of the following objectives and deliverables:

**Objective:** To build on the proven success of the D&I Charter Initiative and its existing Theory of Change (see [link](http://www.rdrpeel.org) for a graphical representation) by engaging diverse multilingual and ethnic communities across Peel Region and bringing the values of the Charter to life at the local level.

**Program Deliverables:**

1. Meaningful engagement of diverse communities around understanding, acceptance and endorsement of D&I Charter Vision and Commitments
2. Development of CLP 2.0 Advisory Committee, Mentorship Program engaging the pilot cohort’s Alumni Ambassadors, CLP communications, branding and identity to grow RDR’s programming, relationships, networks, outreach and impact
3. A refined iteration of the initial Community Leadership Program pilot rolled out as a strengthened Community Leadership Program 2.0
4. A new cohort of 25+ Community Ambassadors who become Alumni Ambassadors, building up the network as a resource for future CLP participants and for one another, to champion diversity, equity and inclusion (DEI) in Peel Region

The above deliverables will contribute to the following outcomes:

- Increased awareness and understanding of the D&I Charter in Peel’s diverse communities
- Increased reach of the Charter, and a larger regional network
- Increased endorsement of the Charter
- Increased commitment to advancing diversity, equity and inclusion (DEI) in Peel Region

*Throughout this phase of the project, the Regional Diversity Roundtable is committed to ongoing evaluation of project processes and outcomes.*

**D. STAKEHOLDER PARTICIPATION**

The essential purpose of the evaluation component of the D&I Charter Community Leadership Program is to systematically assess how the project is meeting its objectives and to identify any important next steps for the Peel community. The primary stakeholders include:

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Project Partners

- **RDR**: Responsible for the coordination and execution of the project, including project oversight, overall monitoring and evaluation, and reporting to the Ontario Trillium Foundation. Key actors within the RDR responsible for project oversight include RDR Staff and the RDR Board of Directors.

- **ALUMNI AMBASSADORS**: Approximately 15-20 diverse community leaders from across Peel Region whose role is to inform the CLP 2.0 programming and serve as mentors to the new cohort of Community Ambassadors. This process aims to build a supportive network of community leaders empowered to promote DEI.

- **RDR Members**: Comprised of approximately 40 representatives from organizations within the public and not-for-profit sectors in Peel that have a designated Diversity Program or Initiative portfolio. Members play a vital role in supporting the D&I Charter Initiative – by endorsing the Charter, providing outreach support, sharing resources and providing regular feedback to RDR Staff as the project is implemented.

Primary Stakeholders

- These include residents and organizations/associations from diverse communities throughout Peel Region. Up to 25 residents will participate as Community Ambassadors in the D&I Charter Community Leadership Program 2.0

Other Interested Actors

- These include other organizations and individuals in Peel who are allies and/or endorsers and who may be identified over the course of the project evaluation.

**E. EVALUATION CRITERIA**

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

- Ownership
- Alignment
- Coordination
- Design
- Relevance
- Effectiveness
- Efficiency
- Sustainability
- Governance
F. EVALUATION CONSULTANCY OUTPUTS

In direct consultation with the RDR, the consultant will:

- Develop an evaluation framework and workplan, and tools for the Community Leadership Program 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 directly with key stakeholders, and drawing on OTF Grow evaluations and other monitoring and evaluation data available to the RDR Team
- 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.

G. PROJECTED TIMELINES & MILESTONES


Start Date: 01 Mar. 2019
Interim Report: Feb./Mar. 2020
Final Report: 01 Dec. 2020
Project End Date: 31 Dec. 2020

H. REMUNERATION

The maximum available funding for this external evaluation is $20,000 CAD (including taxes and costs). The funds will be disbursed in three installments, the first to be paid upon the signing of the contract.

I. APPLICATION REQUIREMENTS

Please provide the following information in your application no later than 20 Feb. 2019 at 5:00 PM:

- Detailed proposal, including an evaluation workplan 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 RDR Chair Varsha Naik chair@regionaldiversityroundtable.org in PDF or Word format, with the subject line “Proposal: RDR D&I Charter Community Leadership Program Evaluation”.

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J. SELECTION CRITERIA

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

We are especially looking for proposals that demonstrate understanding of diversity, equity and inclusion issues in addition to experience with community development, community engagement, 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:

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<thead>
<tr>
<th>Criteria</th>
<th>Weighting %</th>
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<tbody>
<tr>
<td>Proposed methodology (relevance, logic, rigour, practicality, creativity)</td>
<td>40</td>
</tr>
<tr>
<td>CV/Team profile (as per evaluation requirements)</td>
<td>35</td>
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<tr>
<td>Evaluation workplan (clarity, fit with timetable, resource allocation)</td>
<td>15</td>
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<tr>
<td>Sample report (clarity, relevance)</td>
<td>10</td>
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For any additional information, please contact:

Saira Zuberi, Project Lead, Regional Diversity Roundtable (905) 232-7371 ext. 7061
saira@regionaldiversityroundtable.org