

## REQUEST FOR PROPOSALS

### Evaluation Consultant

**Deadline for Receipt of Submissions: Tuesday November 9, 2021**

OCASI invites qualified individuals or organizations to submit a proposal for a contract to evaluate the Allies for Refugee Integration project at OCASI.

### Organization Profile

OCASI was formed in 1978 to act as a collective voice for immigrant serving agencies and to coordinate responses to shared needs and concerns. Its membership comprises more than 220 community-based organizations in the province of Ontario. <https://ocasi.org/>

### Project Overview

Allies for Refugee Integration (Part 1) was a project led by the Ontario Council of Agencies Serving Immigration (in collaboration with Refugee 613) from 2018-2021, funded by Service Delivery Improvement. To learn more, visit: [Allies in Refugee Integration | OCASI](#). Allies for Refugee Integration (Part 2) builds on this previous project and is funded by IRCC to run from October 2021- March 2025. This new iteration of ARI will accomplish its goals through two main activities:

1. **Settlement-Sponsor Knowledge Exchange Opportunities:** ARI will host two roundtables and three webinars each year that focuses on bringing together settlement and sponsor communities together to exchange information and continue to learn how to work better together.
2. **Ambassador Agencies:** ARI will be recruiting two pairs of SPO-SAHs each fiscal year and supporting them for 10 months to implement an element of the promising practices identified and piloted by ARI; [Intentional Connection & Knowledge Exchange](#). Activities will be evaluated and lessons learned shared in the sector.

The main expected outcome of this project is that partners- settlement agencies and sponsorship groups- deliver responsive and coordinated settlement and community services for privately sponsored refugees.

### Scope

In order to evaluate this project, we require an external evaluator to work with us to develop a logic model, and plan for an ongoing evaluation of both main activities of the project. The external evaluator will lead on development of the evaluation plan and the creation of

evaluation tools, while the OCASI coordinator supervises the implementation of the evaluation and carries out evaluation activities, sharing findings with the external evaluator. Check-ins to adjust tools in response to feedback will take place as required. Yearly reports from the evaluator with their analysis will help keep the project on track, with a final report due at the end of the project.

### **Deliverables of the evaluation**

- Project logic model
- Evaluation plan and tools for the two main activities: knowledge exchange events (roundtables & webinars), and Ambassador Agency activities
- Yearly reporting (due in January 2023, January 2024)
- Final report (due February 2025)

### **Timelines**

- Proposals due- Tuesday November 9, 2021
- Contract signed with work plan and budget- Monday Nov 29, 2021
- Logic model and evaluation tools developed in collaboration with OCASI team- Monday January 2, 2022
- Ongoing implementation and yearly reporting- January 2022-January 2025
- Project wrap up and final report- February 2025

### **Budget**

This contract is for up to \$20,000 plus HST over the course of the project.

Payments will be agreed upon in the final budget according to key milestones and deliverables: 25% to revise the logic model and develop the evaluation plan, 50% to develop the evaluation tools and support ongoing data collection, and final 25% upon completion of final analysis and report.

### **How to apply**

Please submit your brief proposal to [mball@ocasi.org](mailto:mball@ocasi.org). The proposal should include:

- CVs of all team members and their roles on the team, including their experience evaluating similar projects
- Proposed high level activities and work plan
- Proposed high level budget

To apply or for enquiries, email Michelle Ball, Coordinator, Allies for Refugee Integration at [mball@ocasi.org](mailto:mball@ocasi.org) by the deadline.