



REQUEST FOR PROPOSALS **THIRD-PARTY EVALUATION CONSULTANT**

Website:	www.amssa.org
Program website:	https://ukrainsafehaven.ca
Deadline to apply:	March 13, 2024
RFP Status:	Active
Purpose:	The purpose of this Request for Proposals is to select a third-party evaluation consultant to support the Operation Ukrainian Safe Haven program delivered by AMSSA with all major program evaluation related activities beginning April 2024 and ending August 2024.
Budget:	The proposal should not exceed \$10,000 (including applicable taxes).
Selection Criteria:	The selection process will be based on a weighted average of: <ul style="list-style-type: none">• Quality of preliminary proposal (60%)• Background and experience (40%)
Deadline to submit evaluation:	August 2024
How to Apply:	Please send your proposal by February 28, 2024, by email to Thomas Reydellet, Project Director for Operation Ukrainian Safe Haven at oush@amssa.org

AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 80 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- We value **EQUITY** and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
- We value **INCLUSIVENESS** and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.
- We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.
- We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.
- We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.
- We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.
- We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

PROGRAM BACKGROUND

[Operation Ukrainian Safe Haven](#) is a national and coordinated communications initiative funded by Immigration, Refugees and Citizenship Canada to bridge and link communications and resources with key stakeholders involved in supporting Ukrainians coming to Canada.

In March 2022, a national sector secretariat was established to focus on national communication objectives, including referrals for housing offers, donations, volunteers, jobs, and other resources and communications from provinces and territories.

Since March 2022, Operation Ukrainian Safe Haven has conducted a series of activities to support the planning phase of displaced Ukrainians arriving in Canada:

- Weekly/biweekly meetings of the National Steering Committee of the Operation
- Weekly/biweekly meetings of the provincial and territorial coordinating hubs
- Reception and distribution of corporate donations received by the Operation, in coordination with Innovation, Science and Economic Development Canada
- Reception and distribution of individual donations received by the Operation
- Surveys and data analysis to support policy and programming
- Knowledge mobilization and communications, through a bilingual website and social media channels
- and other *ad hoc* activities.

Affiliation of Multicultural Societies and Service Agencies of British Columbia

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CONSULTANT ROLES AND RESPONSIBILITIES

AMSSA is seeking to engage a consultant who will engage in a third-party evaluation of all components of the Operation Ukrainian Safe Haven program, including but not limited to the following:

- Support the process of identifying clear project goals and objectives
- Define impact of the operation and performance measures
- Tie all project goals and objectives to observable performance measures
- Implement tools to track and measure performance
- Identify project scope, assumptions, and constraints
- Develop a program logic model
- Develop a strategy and a schedule for ongoing evaluation activities
- Support the development of evaluation tools
- Meet with Program staff for updates and revisions

EVALUATION ACTIVITIES

The program evaluation should include the following activities:

- Meet with program staff
- Develop an outline for program evaluation framework/charter
- Finalize evaluation framework/charter
- Support the development and implementation of recommendations, including measurement tools to evaluate impact

CONTENTS OF THE PROPOSAL

The proposal should detail the experience of the evaluator with third-party comprehensive evaluations of programs and a preliminary description of the methodology and implementation plan. Preference will be given to an accredited evaluator or a practitioner who can demonstrate knowledge, skills, and experience with quantitative and qualitative research methods and program evaluation.

Selection of the consultant will depend upon these criteria and are outlined below:

1. Experience of the evaluator with third-party comprehensive evaluations. For this section include Curriculum Vitae (maximum four pages) describing previous experience in program evaluations.
2. Preliminary description of the evaluation methodology and implementation plan. Please provide a short description of the proposed techniques to be used to conduct the evaluation, along with a timeline and a description of how this evaluation will inform a plan for future program sustainability.