

## CONTACT

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# REQUEST FOR PROPOSAL: COMMUNITIES BUILDING YOUTH FUTURES -COLLECTIVE IMPACT REPORTING

## OVERVIEW

The *Tamarack Institute* invites you to submit a fixed price proposal for a consulting service to evaluate the experience and outcomes of implementing the Communities Building Youth Futures Collective Impact project across 20 CBYF communities. This project will generate case studies, impact posters and videos, and other learning and communications products which demonstrate how communities are centering outcomes at scale, equity, and youth; how communities are experiencing sustainability, the impact of Tamarack's support, and what system changes are resulting from the initiative.

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## ADDITIONAL CONTEXT FOR THIS PROJECT

In recognition of the local work that communities are doing, the consultant or team of consultants selected for this RFP will have to first reference existing reporting and evaluation data and information. Where new information is needed, the consultant will collaborate with Tamarack staff and communities to secure the needed information.

In addition, the consultant will work closely with the Tamarack staff and with consultants who are working on other evaluation projects. These projects include:

- A Formative Evaluation report which has recently been completed [CBYF Formative Evaluation Report](#).

- Design and implementation of surveys and focus groups.
- Impact of Community Innovation Fund projects.

Additional details will be provided as part of the onboarding to the project.

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## ORGANIZATIONAL OVERVIEW

[Tamarack Institute](#) is a Canadian charity with a bold vision: to build a connected force for change; to end poverty; and, to build a sense of community in Canada and beyond. We are subject matter experts in community engagement and collective impact and are recognized across North America for our effectiveness in bridging theory to practice. We are also highly effective in designing and delivering successful learning events in an array of different formats; have capacity, skill and experience in providing training and coaching in community engagement, collective impact, collaborative leadership, community development, and evaluating community impact; and, are highly effective in creating and sustaining online learning channels to make our knowledge and resources easily available and accessible to learners.

Tamarack and The Government of Canada have an ambitious plan to transform the lives of young people. Through the Government of Canada's Goal Getters program, Tamarack Institute has been implementing [Communities Building Youth Futures](#), five-year pan-Canadian project to help increase high school graduation rates for youth facing barriers. A primary goal in engaging youth facing barriers is to develop Collective Impact Strategies with now 20 communities that enable young people to be engaged in their communities and successfully navigate transitions from youth to adulthood. Nearly half of these collaboratives are in communities where Tamarack also supports work on poverty, just climate transitions, and / or social connection. Tamarack understands that this work requires collaborative, community-championed solutions with youth leadership and youth engagement and a need to shift practices and share power.

Tamarack has a comprehensive library of learning resources; an annual calendar of webinars with leading thinkers; and, online learning platforms that enable our members to share their learning journeys with one another.

Tamarack's experience in community engagement demonstrates that when knowledge meets practice and action, communities are more vibrant, better connected and citizens feel engaged. We have a proven track record and an organizational infrastructure designed to make this happen. Ultimately, we know that true community change occurs when citizens and organizations adopt a new way of thinking and working together.

## PROJECT SCOPE

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The *Tamarack Institute* invites you to submit a fixed price proposal, not to exceed \$200,000 (including tax), for a consulting service to carry out the service outlined below. Under the supervision of the Director of Communities Building Youth Futures and the Director of Impact Evaluation, the consultant will be leading on:

- Taking a project management approach to ensuring the timely, effective management of tasks and activities.
- Reviewing existing data and information including but not limited to:
  - Quarterly reports
  - Community Innovation Fund Reports
  - Community Plans on a Page
  - Funding Submissions
  - Community Research
- Gathering new information with Tamarack staff and CBYF communities as needed.
- Analysing the data from these sources to:
  - Identify outcomes and impact related to education and employment outcomes for youth as well as to CBYF's six priority themes: Employment and Mentorship, Accessible Education, Identity and Social Connections, Service Navigation and Access to Supports, Youth Engagement and Leadership, Holistic Health and Wellbeing.
  - Generating communications product including:
    - (1) Case Studies
    - (2) Impact Posters
    - (3) Impact Videos
    - (4) Updated dashboard summaries of communities' reach, growth, and impact
    - (5) Community Journey Maps for each CBYF Community
    - (6) A Journey Map for Tamarack
    - (7) Perspective on the impact and dynamics of having different collaboratives, focused on different outcomes in the same community.
- Contributing to a Tamarack-led plan for sharing learnings and using them to prompt discussion.

The main audiences for the deliverables will be CBYF communities, the funder, and the network of Tamarack learners. The project timelines, project management, and costs shall include editing, designing, and translation.

The consultant or team of consultants selected for the assignment will be expected to participate in regular meetings with Tamarack staff throughout the project to support participatory developmental evaluation. Proposals should include the method that will be used to ensure meaningful input from Tamarack staff and key community partners.

### **Project Timing**

This project is anticipated to begin in April 2023 and be completed by December 15, 2023.

**Summary of activities:**

<b>Activity</b>
Onboarding to the project including reviewing materials related to the CBYF initiative, theory of change, focus group design, and survey design. Consultant will have the opportunity to provide input on the design of the project.
Review existing data and identify any additional information needed to create a fulsome evaluation of the CBYF Collective Impact Initiative.
If needed, work closely with Tamarack staff, CBYF communities, and other consultants to secure the new data and information.
Conduct an analysis of the CBYF Collective Impact initiative across the CBYF communities and Tamarack, with a particular focus on:  (1) Education and employment outcomes for youth  (2) CBYF’s six priority themes:  (a) Employment and Mentorship, (b) Accessible Education, (c) Identity and Social Connections, (d) Service Navigation and Access to Supports, (e) Youth Engagement and Leadership, (f) Holistic Health and Wellbeing
Provide and validate a draft analysis of findings to the Tamarack team and CBYF Communities.
Draft communications products for sharing the findings of the project, including:  (1) Case Studies (2) Impact Posters (3) Impact Videos (4) Community Journey Maps for each CBYF Community (5) A Journey Map for Tamarack
Finalize the shareable communication products with feedback from Tamarack staff.

**Project Management/Communications**

The Consultant will be accountable to Nathalie Blanchet, Director of Communities Building Youth Futures. A work plan with milestones and project activities will form part and parcel of the agreement with the Tamarack Institute that flows from the proposal submitted by the successful respondent.

### **Required Qualifications**

Demonstrated experience in:

- Quantitative and qualitative data analysis.
- Researching, drafting, editing, and designing attractive and effective communications products for a variety of audiences.
- Curating and analyzing program impact and outcomes.
- Managing complex projects involving multiple partners and deliverables.
- Relationship building and working with remote teams.
- Communicating results in ways that draw out people's assets and the ways that systemic factors create disparities between groups. Communicating in ways that invite readers into taking action on systemic issues Engaging with projects that seek to understand the impact of whole-of-community approaches, rather than the impact of individual programs or services.
- Experience with collective impact models, systems change, social innovation and collaborative leadership is an asset.

### **Application Requirements**

Your proposal must include the following items:

- A brief description of how your experiences map to the required qualifications
- An outline of the approach and proposed schedule to complete the activities above (including how you propose to work with our 2 francophone communities if/when needed)
- An indication of any additional activities you believe would be necessary to complete the deliverable
- How you would work with the Tamarack Institute team
- Risks to successful completion of the project, and how you would mitigate them
- A timeline and work plan with the expected allocation of person/days by activity, including where and how you would require Tamarack staff resources (not included in the contract amount, but requested to assist Tamarack in supporting you)
- Invoicing/payment schedule reflecting the total cost of the assignment broken down into separate expense elements and according to key deliverables/outputs. This should be inclusive of travel, communications costs, material costs, consulting fees, and HST.
  - Please note: as a relatively small organization, Tamarack processes payments only once a month (near the end of the month).

### **Maximum Proposal Value**

The fixed price contract amount for this engagement is \$200,000 inclusive of all travel, expenses, materials and HST for the entirety of activities.

### **Submission Date**

If you are interested, please send your proposal to the Tamarack Institute by Noon on April 14, 2023.

**Submission Format**

Proposals for this RFP are to be submitted via email in PDF format to the attention of:

Nathalie Blanchet  
nathalie@tamarackcommunity.ca

**TERMS****Confidentiality:**

Confidential information refers to any data or information relating to the business of the Tamarack Institute which would reasonably be considered to be proprietary to the Tamarack Institute including but not limited to, accounting records, business processes, and Tamarack Institute records and that is not generally known in the industry of the Tamarack Institute and where the release of the Confidential Information could reasonably be expected to cause harm to the Tamarack Institute.

The Consultant agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential information which the Consultant has obtained, except as authorized by the Tamarack Institute or as required by law. The obligation of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.

All written and oral information and materials disclosed or provided by the Tamarack Institute to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Consultant.

**Ownership of Intellectual Property:**

All intellectual property or related material, including moral rights, goodwill, copyright, trademark, trade dress, publications or materials that is developed or produced under this Agreement will be the sole property of the Tamarack Institute. The use of Intellectual Property by the Tamarack Institute will not be restricted in any manner.

**Limited Liability**

This provision allocates the risks under the Agreement between the Tamarack Institute and Consultant. Consultant total liability to the Tamarack Institute under this Agreement for damages, costs and expenses shall not exceed compensation received by Consultant under the Agreement. However, Consultant shall remain liable for bodily injury or personal property damage resulting from grossly negligent or willful actions of Consultant to the extent such actions or omissions are not caused the Tamarack Institute or the Client.

Neither party to the Agreement shall be liable for the others lost profits, or special, incidental or consequential damages, whether in an action in contract or tort, even if the party has been advised by the other party of the possibility of such damages.

**Terminating the Agreement**

The Agreement will become effective when signed by both parties and will terminate on the earlier of December 15, 2023 or the date a party terminated the Agreement as provided below.

With reasonable cause, either party may terminate this Agreement effective immediately by giving written notice of termination for cause. Reasonable cause includes:

- A material violation of this Agreement, or
- The Tamarack Institute's failure to pay Consultant pursuant to this Agreement.

Consultant shall be entitled to full payment for services performed prior to the date of termination.

The Agreement can also be terminated without cause with 30 days written notice. Consultant will be entitled to full payment for services performed up to and including the 30 days notice period.

### **Independent Consultant Status**

Consultant shall remain an independent Consultant. Tamarack agrees to the following rights consistent with an independent Consultant relationship.

- Consultant retains the right to control and determine the means and method of performing the contractual services.
- Consultant retains the right to perform services for others during the term of this Agreement.
- Consultant retains the right to hire assistants or use employees to provide services required by this Agreement unless otherwise specified.
- The Tamarack Institute shall not require the Consultant or Consultant's employees to devote full time to performing the services required by this Agreement
- Neither the Consultant nor the Consultant's employees or Consultants are eligible to participate in any employee health, BYOD allowance, pension, vacation pay, sick pay or other benefit plan of the Tamarack Institute.

### **Insurance**

The Tamarack Institute, the Consultant, and all of the Consultant's Consultants will maintain commercial general liability and errors and omissions insurances during the term of this Agreement. Proof of insurance will be provided by either party upon request.

### **Taxes and Government Remittances**

Consultant will pay for itself all applicable taxes and premiums related to the performance of services under this Agreement including, but not limited to, federal/provincial/territorial/state sales taxes, income taxes, Mandatory Employment Related Costs in each country in which this Agreement is performed.

### **Disputes**

If a dispute arises, the parties will try in good faith to settle it through mediation conducted by a mutually selected mediator.

Costs of the mediator will be shared equally. Each party will attempt to reach a mutually satisfactory compromise by cooperating fully and fairly during the mediation process. If the dispute cannot be resolved within 30 days after referral to the mediator, it will be arbitrated by a mutually selected arbitrator.

Judgement on the arbitration award may be entered in any court that has jurisdiction over the matter. Costs of arbitration, including any legal fees, will be allocated by the arbitrator.

### **No Partnership**

This Agreement does not create a partnership; neither party has authority to enter into contracts on behalf of the other.

### **Entire Agreement**

This is the entire Agreement between parties. It replaces and supersedes all oral Agreements and prior written Agreements between parties.

### **Successor and Assignees**

This Agreement binds and benefits the heirs, successors and assignees of the parties.

### **Notices**

All notices must be in writing via email.

### **Governing Law**

This Agreement is governed by and construed in accordance with the laws of the province of Ontario, Canada.

### **Counterparts**

This Agreement may be signed by the parties in different counterparts. Signature pages combined will create a document binding on all parties. Scanned copies of documents containing original signatures will be accepted as original documents by all parties.

### **Modification**

This Agreement may be modified only by a written amendment signed by the parties.

### **Waiver**

If one party waives any term or provision of this Agreement at any time, that waiver will be effective only for the specific purpose for which the waiver was given. If either party fails to exercise or delays any of its rights or remedies under this Agreement, that party retains the right to enforce that term or provision later.

### **Severability**

If any court determines that any provision of this Agreement is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this Agreement invalid



or unenforceable. Such provision will be modified, amended or limited only to the extent necessary to render it valid and enforceable.