

## CONTACT

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# REQUEST FOR PROPOSAL: COMMUNITIES BUILDING YOUTH FUTURES FOCUS GROUPS & SURVEYS PROJECT

## OVERVIEW

The *Tamarack Institute* invites you to submit a fixed price proposal for a consulting service to implement surveys and focus groups of youth and key community partners of our Communities Building Youth Futures Collective Impact project. The surveys and focus groups will contribute to understanding the following key questions: How did the CBYF community projects help young people in their journey to graduation from high school; and What positive changes have young people in CBYF communities observed in the 6 priority themes?

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## ADDITIONAL CONTEXT FOR THIS PROJECT

The consultant selected for this RFP will be expected to base their work on already existing reporting and evaluation data and 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 of survey and focus group questions and process is underway. This work will form the foundation for the current RFP
- Impact of Community Innovation Fund projects (underway)
- Journey Maps of the community impact of the CBYF initiative (including case studies and impact videos) – not started

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 up to 20 communities that enable young people to be engaged in their communities and successfully navigate transitions from youth to adulthood. 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 \$40,000, for a consulting service to carry out the service outlined below. Under the supervision of the Director of Communities Building Youth Futures, the consultant will be leading on:

- Taking a project management approach to ensuring the timely, effective management of tasks and activities
- Facilitating virtual focus groups across 19 CBYF communities – process and questions are currently being designed.
  - Focus groups aim to reach a Sample of 120 graduating young people in CBYF communities identified by each of the communities

- Facilitating online surveys which are currently being designed
  - The short survey will aim to reach 1900 youth from CBYF communities and will include youth from the backbone, leadership table, action teams, and project participants. They will be disseminated with the help of the communities in their network of young people directly and indirectly affected by their initiatives, including young people involved in the conduct of the project.
- Collection and analysis of the data from the surveys and focus groups
- Drafting a synthesis report of the findings from the surveys and focus groups
- Contributions to a Tamarack-led plan for disseminating findings

Participation in two presentations coordinated by Tamarack to share findings with internal and external audiences The main audiences for the synthesis report will be CBYF communities, the funder, and the network of Tamarack learners.

The consultant 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 31, 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 focus groups and surveys.
Connect with 19 CBYF communities to plan the recruitment of youth for the focus groups and survey participants to reach the desired number of participants.
Conduct online surveys and provide draft analysis of findings to the Tamarack team.
Based on analysis, determine if the focus group questions or design need to be modified.
Conduct the focus groups and provide draft analysis of findings to the Tamarack team.
Draft a synthesis report and meet with 19 communities to share and get input on report.
Finalize the report and produce a variety of shareable communication products.

**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:

- Facilitation and focus group animation
- Qualitative analysis
- Collective impact models, systems change, social innovation and collaborative leadership
- 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 in developmental evaluation would be 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
- 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 \$40,000 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 March 15, 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