

## DATA EQUITY PHASE 2 PILOT

### Request for Proposals

#### **INVITATION:**

The following is a Request for Proposals for a Developmental Evaluator to assist with supporting the learning of pilot agencies to collect and use demographic/social identity data.

#### **BACKGROUND:**

The City of Toronto, United Way Greater Toronto (UWGT), and the Ontario Trillium Foundation (OTF) are funding a cross-sector pilot program to test and collect standardized demographic information with service users. A City of Toronto survey tool that is an adaptation of the HCCSS (formally LHIN) tool will be used for this pilot with data elements such as race, gender identity, sexual orientation and income.

#### **PURPOSE OF THE PILOT:**

Support community social services agencies working within the City of Toronto to participate in the second phase of the Data for Equity Pilot project. The goal of this initiative is to understand how to best support agencies in a) collecting socio-demographic data and b) using that data to advance better outcomes for equity-deserving communities.

The project will be implemented from October 2021 to September 2022. A consultant is being hired to support community agencies to build their capacity to collect and use sociodemographic data. The project will be implemented as a phased approach, with three cohorts of community agencies.

The developmental evaluator will be supporting the main project consultant responsible for capacity building, and sharing learnings to inform the capacity building process. A developmental evaluation is well suited for this project given that the capacity building with agencies is open to change as learnings emerge on what works and doesn't work.

#### **Essential Learning Questions of Developmental Evaluation of Pilot:**

- Why are agencies interested in collecting sociodemographic data, how do they intend to use the data they collect, and what are the barriers and enablers to collecting data?
- What are agencies learning about the needs and challenges of collecting sociodemographic data? How are they addressing the challenges and needs?
- What are the needs and challenges for community agencies more broadly, in collecting sociodemographic data? What challenges and needs do different types of organizations face, and what supports are needed for different organizations?
- How are agencies interested in using the data they are collecting, and what are the barriers and enablers to doing this work?
- What supports and resources do agencies need in order to collect and use socio-demographic data?

### **SCOPE OF WORK:**

- Engage data equity stakeholders to develop a learning plan for project
- Engage agencies to learn about their interests in collection and use of sociodemographic data
- Support organizations to reflect on capacity building supports they may need
- Facilitate knowledge transfer of learnings between cohorts, including discussion on challenges to support agencies in learning from one another
- Transfer knowledge from agencies to consultant supporting capacity building to inform further development of capacity building tools
- Create structure for agencies to learn from one another (e.g. Slack) and receive support in an ongoing manner
- Provide ongoing, real-time data that supports the ongoing community engagement activities with agencies on capacity building of sociodemographic data collection and use
- Identify critical steps, gaps and recommendations for learning during implementation of the project
- Inform decisions to consultant leading capacity building to improve training

### **KEY DELIVERABLES:**

- Create a developmental evaluation plan for the Data Equity 2.0 pilot which can be regularly revised as needed
- Facilitate total of three to four meetings of a community of practice with community agencies
- Participate in advisory committee meetings and facilitate discussions on learnings
- Develop key learnings at key points to support sector learning and knowledge mobilization with stakeholders including funders, steering committee, community agencies and other relevant data equity stakeholders

### **How the Learnings from this Project will be used:**

The learnings from the developmental evaluation will assist with developing capacity building activities for agencies, so agencies can be better supported in collecting and using sociodemographic data. Learnings will also be used by non-profit partners to inform programs, services and policies to better support equity-deserving communities. Funders will also learn about existing barriers and challenges to using socio-demographic data, and what's needed in order to support its collection and use in the nonprofit sector.

### **SELECTION CRITERIA:**

The successful applicant will have knowledge of evaluation methods and processes in the community social service sectors and demonstrated experience in a developmental evaluation approach in this sector. They must be able to answer questions on the processes used in a developmental evaluation and how this can support the project.

Preference will be given to consultants with lived experience as a Black, Indigenous, or other racialized person, a person with disabilities, or an 2SLGBTQIA+ person who can acknowledge and speak to the impact of systemic racism and oppression.

**CONSULTANT ROLE & QUALIFICATIONS:**

- Demonstrated knowledge of community evaluation approaches, and in-depth knowledge of developmental evaluation
- Demonstrate knowledge of the community and public benefit sector, and the equity issues related to social identity
- Demonstrate understanding of working within an anti-oppression framework and ability to address barriers to service for diverse and marginalized communities and people
- Ability to engage with various community services providers at community agencies to support them in their learnings
- Ability to provide updates and work collaboratively with Cross Sector Advisory Group, Sector Partners and Networks and pilot agencies
- Ability to manage the evaluation component of this project as necessary to meet deadlines and produce learnings in a timely manner that can support project implementation

**CONSULTANT RELATIONSHIP TO PROJECT PARTNERS:**

The Consultant will meet with the overall project manager and consultant of the capacity building for this project, as well as members of the smaller Cross Sector Advisory Group as required, to provide updates and progress on this project, as needed.

**BUDGET:**

The maximum budget for this project is \$25,000.

**SELECTION TIMELINES:**

- Request for Proposal released – November 8th, 2021
- Last day for questions from applicants – November 22nd, 2021
- Proposal submission – November 23rd, 2021
- Zoom interview of candidates – November 29th – December 10th, 2021
- Selection and awarding of contract – December 15th, 2021

**PROPOSAL REQUIREMENTS:**

The proposal should not exceed 3,000 words in total, including details on how the budget will be used, but excluding appendices (CV, writing samples, references, etc.).

Type size should be 12 pt.

The following specific content is required to be included in the proposal:

- a) Name and contact information
- b) Reference information
  - Description of the applicant's work, including experience in projects involving the community and public benefit sector. Attach a separate CV, if needed.
  - List of similar projects currently or previously undertaken.
  - Names and contact information of at least two references for whom the applicant has completed relevant projects.
  - 2-3 examples of executive summaries or a full report written by the applicant (or other examples of developmental evaluation including the steps taken and lessons learned.)
- c) Proposal
  - Overview of the applicant's understanding of the scope and requirements of the project, and the approach that the applicant will take.
  - A high level work plan that considers the deliverables and implementation timelines including honoraria for community agencies participating in the community of practice
  - A clear breakdown of the tasks, showing the amount of time each member of the consultant team will spend on this project.
  - A brief description of how the applicant would work with agencies
  - A budget for the total cost of the work, including all personnel, materials, and other expenditures.

**DEADLINE:**

Please submit one (1) electronic copy of your proposal before **November 23<sup>rd</sup>, 2021** to: Mythri Vijendran

Email: [mvijendran@findhelp.ca](mailto:mvijendran@findhelp.ca)

Subject/Reference: Developmental Evaluator for Phase 2 Data for Equity Pilot

Questions/inquiries please contact Mythri Vijendran at [mvijendran@findhelp.ca](mailto:mvijendran@findhelp.ca)

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*If you require accommodation at any stage during the hiring process, please inform us. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please send your request to HR at [job@findhelp.ca](mailto:job@findhelp.ca).*