

September 21, 2009

CALL FOR PROPOSALS

Evaluation of a Three-Year Project:
*Workplace Literacy and Essential Skills Initiatives:
Measuring and Legitimizing Success to Expand Access*

Proposal Timeline

September 23 – October 2	Call for Proposals
Week of October 5	Review of proposals
Week of October 12	Interviews with selected applicants
October 16	Notification of winning submission

Background

Workplace Literacy and Essential Skills Initiatives: Measuring and Legitimizing Success to Expand Access is a three-year project funded by the Office of Literacy and Essential Skills (OLES), Human Resources and Skills Development Canada (HRSDC) and sponsored by The Centre for Literacy of Quebec, Workplace Education Manitoba, Nova Scotia Department of Labour and Workforce Development, Canadian Council on Learning, with support from a New Zealand Department of Labour researcher.

This project was designed to develop a new evaluation model building on existing models, particularly one recently implemented in NZ, to measure the longer-term impacts of workplace literacy and essential skills interventions in Manitoba and Nova Scotia, provinces that have invested in sustained workplace essential skills programs for almost two decades.

Project goals include:

- To adapt and test a model for long-term evaluation of the impacts of workplace literacy and essential skills in two Canadian provinces
- To inform current workplace literacy and essential skills strategies and programs in the two provinces
- To demonstrate the benefits of using common measures to compare outcomes within different programs in the same province and across jurisdictions

Objectives for the evaluators

- To work with the program partners to develop an evaluation plan based on the original proposal
- To implement the formal evaluation process over two years and nine months.

Proposal should include

1. Evaluation plan

The project has proposed an evaluation that balances quantitative and qualitative data, as appropriate. Data collection and analysis will be carried out by the evaluator

in collaboration with the project partners. The evaluation methodology and work plan should reflect this commitment.

2. Logic model

The plan must include creation of a logic model based on the research framework described in the original project (see attached). Consultation with the project manager, Steering Committee and project researcher will be required throughout the development process.

3. Budget

The budget should not exceed a maximum of \$35,000 over the life of the contract.

4. Background on the applicant

- name, address, and contact information of the consulting firm or individual, including direct line telephone and e-mail
- a description of the firm or individual, relevant experience and qualifications
- names of the key personnel who will work on this project
- references to at least two similar projects done by this firm or individual

5. Timeline

Evaluation activities will begin in October 2009. The project ends August 30, 2012.

Selection Criteria

The project manager and Steering Committee will review all submissions using the following criteria:

- The ability of the respondent to use the project information provided to create a coherent and well-designed evaluation plan
- Quality and logic of work plan, including timeline/schedule
- Expertise of key personnel
- Cost

Submission Deadline

All proposals should be emailed to info@centreforliteracy.qc.ca no later than 5:00 p.m. on Friday, October 2, 2009.