

## **1) Introduction**

The National Capital Chapter (NCC) of the Canadian Evaluation Society (CES) is a non-profit professional association, which offers professional development opportunities to its members and others who wish to augment their evaluation skills.

Currently, some courses are owned and offered directly by the CES (Essential Skills Series, Survey Methods, Logic Models) as well as courses based on members' needs that are developed and offered by qualified instructors.

## **2) Purpose of the call for Expressions of Interest**

There is significant demand for professional development opportunities within the evaluation community. In the past, the Chapter has responded to professional development opportunities submitted by firms, maintained ongoing partnerships with deliverers and drawn from known sources in the community when offering courses and workshops.

This call will serve a dual purpose, as it will enable the Chapter to expand its roster of instructors to deliver the Essential Skills Series (ESS), which is offered two to three times a year. As well, it is intended to broaden the Chapter's knowledge of training that is currently available and knowledge of firms or individuals who may be interested in developing and/or delivering training.

Ultimately, the CES-NCC would like to have available an expanded list of offerings and to obtain the most relevant, competent and cost-efficient services.

## **3) Nature of the work**

### **A) Essential Skills Series Instructors**

The Chapter is seeking facilitators for the Essential Skills Series course, to expand the roster of instructors who have considerable experience in program evaluation, knowledge of the most current theory and practice, and experience with instructing professional learning courses.

The Essential Skills Series consists of fifteen foundational modules, taught over four days. The curriculum and content of ESS is developed by CES National Council. ESS is typically offered as a single continuous block of days, or two blocks of two days across two weeks.

Currently, sessions are held approximately two to three times a year in a rented facility. The CES-NCC is exploring other offerings, such on-site sessions at the request of organizations of both the private and public sectors. These sessions could occur in addition to those that are regularly scheduled.

## **B) Expanded List of Professional Development Opportunities**

We plan to establish a list of firms or individuals that can provide one or both of the following services:

### **a. Course development**

The development of curriculum or course material for a teaching program – This will typically include: a program outline (containing course objectives, an overview of the subject, the approach, and methods and timing); a detailed lesson plan or instructor's manual used by the facilitator for delivery; preparation of all teaching material including relevant literature, case studies, audio-visual materials and instructional tools; a student's manual or handouts; and a post-course evaluation questionnaire. Master copies of all materials are required to enable multiple copies to be produced as needed.<sup>1</sup>

### **b. Revisions**

The updating or revising of existing curriculum or course material – The consultant could be called upon to update an existing program owned by CES. The specific requirements could include any or all of those activities described above.

### **c. Course Delivery**

The delivery of a course using course materials owned by CES or materials owned by the trainer/facilitator

## **4) Submissions**

Individuals and firms are invited to indicate their interest in the development, delivery or facilitation of existing or new programs including, but not limited to, the following areas<sup>2</sup>:

1. Essential Skills Series (ESS)
2. Evaluation frameworks and design
3. Logic models\*
4. Evaluation research methods
5. Outcome and impact evaluations
6. Survey research design\*
7. Case study research
8. Assessing data reliability, validity and trustworthiness
9. Quantitative and qualitative data analysis and interpretation

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<sup>1</sup> Similarly, in the case of a webcast or web-based course, master copies of all materials are required.

<sup>2</sup> This list is largely based on the results of a needs assessment study of our membership.

*\*Courses currently offered by CES National*

**CANADIAN EVALUATION SOCIETY – NATIONAL CAPITAL CHAPTER**  
**CALL FOR EXPRESSIONS OF INTEREST – PROFESSIONAL DEVELOPMENT**

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10. Efficiency Analysis
11. Communicating evaluation results
12. Performance measurement
13. Project Management
14. Understanding and Use of Theory of Change
15. Management for results
16. Data visualization
17. Cultural sensitivity training
18. Non-traditional qualitative methods

This call for expressions of interest will be posted on the CES-NCC web site to be made available to all members of the CES and through other channels. It is expected that it will be of interest to consultants, consulting firms or academics. A member of CES may choose to form a consortium with other CES members and/or with non-members for the purpose of responding to this call for expressions of interest.

## **5) Selection Criteria**

Proposals must achieve at least 80% to be placed on the roster.

1. Experience with program evaluation (30%)
2. Instructional Experience (20%)
3. Instructional Approach (20%)
4. Communication skills (15%)
5. Knowledge of research methods and PE theory (10%)
6. Knowledge of CES (5%)

## **6) Selection of Providers**

A list will be established of evaluation trainers who have expressed an interest in developing, revising and/or delivering courses. This list will be considered valid for a period of three years, and will be used to identify potential providers of future CES professional development in the National Capital Chapter.

The development of this list does not imply, in any way, that anyone who expressed interest will be contacted for professional development services over the following three years. The need for evaluation training may evolve, and the types of courses desired may fluctuate over the coming years. This list will, however, provide a starting point for CES-NCC to identify those who may be in a position to respond to evolving evaluation training needs.

**CANADIAN EVALUATION SOCIETY – NATIONAL CAPITAL CHAPTER**  
**CALL FOR EXPRESSIONS OF INTEREST – PROFESSIONAL DEVELOPMENT**

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Responses to this call for expressions of interest should be sent **electronically** by **3:00PM, December 20, 2017** to:

CES NCC – EXPRESSIONS OF INTEREST FOR PROFESSIONAL DEVELOPMENT  
c/o CES-NCC Secretariat

Email: [nccsecretariat@evaluationcanada.ca](mailto:nccsecretariat@evaluationcanada.ca)

Any enquiries should be directed to CES-NCC Secretariat as well, preferably via email, or by phone at 613-722-2270.

In your submission, which should be a **maximum of ten (10) pages**, we request that you provide us with the following information:

- A personal statement telling us about yourself and your approach to facilitating a professional learning environment, including the provision of design or delivery for beginner, intermediate or advanced level courses.
- Definition of your type of interest: as a course developer, facilitator or both.
- Identification of the subject matter(s) in which the submitter has an interest - as identified above or other subject matters which may be relevant to the evaluation community.
- Describe the training facility if one can be provided, including the location, rental cost and number of seats.
- Specify the per diem associated with the various services to be provided, excluding taxes, but inclusive of all other costs.
- *[Excluded from 10-page limit]* Attach a curriculum vitae for each person named in the expression of interest (including qualifications in the field of program evaluation), including:
  - Highlights of projects completed in the past 5 years that serve to demonstrate your understanding and application of a variety of program evaluation concepts, approaches and methodologies;
  - Highlights of training and facilitation related activities in the past 5 years that serve to demonstrate your competencies as a professional learning instructor.

The CES is a bilingual organization, committed to offering its services in both official languages. Responses should indicate the ability of the submitter to provide professional development services in French and/or English.

Thank you for considering the requirements of this call and to all who choose to submit an expression of interest.