Call for Expression of Interest

Facilitators for Professional Development
Canadian Evaluation Society – National Capital Chapter

1. Introduction:

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

Our membership includes evaluators from the federal government, non-profit, and private sectors, as well as students and academics. Training offered by the CES-NCC responds to a variety of areas of expertise and levels of experience, including both introductory and intermediate skill levels.

2. Purpose for the Call:

The CES-NCC would like to build an expanded list of offerings from a competent and diverse roster of facilitators to provide both in-person and virtual training options for evaluators in the Ottawa-Gatineau area.

The chapter aims to expand its roster of the following facilitators:

A. Facilitators to deliver the **Essential Skills Series**, which is offered two to three times a year either in person or through virtual sessions.

B. Facilitators to deliver **Other Training Relevant to Evaluation Practice** at the introductory and intermediate level.

Currently, the CES-NCC offers some courses that are owned and administered directly by the CES as well as courses based on members' needs that are developed and offered by qualified instructors.

3. Nature of the Work:

A) Essential Skills Series Instructors

ESS instructors must have considerable experience in program evaluation, knowledge of the most current theory and practice, and experience with instructing professional learning courses.

In previous years, the CES-NCC offered the ESS training two to three times a year, combining both in-person and virtual formats to cater to diverse learning needs and preferences. The in-person ESS consists of fifteen foundational modules, taught over four days. In-person ESS is typically offered as a single continuous block of days, or two blocks of two days across two weeks in a rented facility. The curriculum and content of ESS is developed by CES. Since 2020-2021, the CES-NCC has offered virtual facilitated ESS training, tailored for federal government evaluators, using the CES national e-learning platform, coupled with synchronous virtual lectures and discussions held via videoconferencing platforms. These synchronous sessions took place over a period of 8-10 weeks.

B) Facilitators for Other Training Relevant to Evaluation Practice

There is significant demand for professional development opportunities within the evaluation community. The CES-NCC may periodically require facilitators to offer training relevant to evaluation practice. Facilitators may be required for:

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.[1]

Course Delivery

The delivery of a course using course materials owned by CES or materials owned by the trainer/facilitator, either in-person or virtually.

4. Training Topics

The CES-NCC may deliver training related to the **(A) Essential Skills Series (ESS**) or **(B) Other training relevant to evaluation practice.**

Training topics

Areas relevant to evaluation practice, include:
- Evaluation planning
- Data visualization
- Reporting
- Qualitative data collection and analysis
- Case study research
- Quantitative data analysis using R and/or SPSS.
- Project management
- Triangulation
- A Quality-of-Life Framework
- Indigenous research methods and reconciliation
- Mixed methods analysis
- Developmental and participatory evaluations
- Rapid impact evaluation
- Consideration and integration of gender and intersecting identity factors in evaluation
- Sustainability
- Economic evaluation methods
- Theory-based evaluation
- Culturally responsive evaluations

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[1] Similarly, in the case of a webcast or web-based course, master copies of all materials are required

5. Ownership / Intellectual Property:

Courses developed with CES-NCC funds will be the property of the CES-NCC.

Courses which have already been developed and which are accepted as a course to be offered for the benefit of CES members will remain the property of the developer/trainer. For these courses, a contractual agreement will be negotiated for each delivery, defining course costs, logistics and associated financial arrangements.

6. Eligibility:

This call for EOI will be posted on the CES-NCC website as well as CES National website to be made available to all members of the CES.

This call for EOI may be relevant to individual consultants, consulting firms and 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 EOI.

While the call aims to build a roster of local training facilitators in the national capital region (NCR) for in-person sessions, individuals or firms from across Canada are eligible to submit a proposal for facilitation of virtual training options. Facilitators outside the NCR may submit an EOI for in person training options, however CES-NCC will not compensate for travel costs.

7. Applying for the Call: Required Information

Individuals and organizations interested in developing or facilitating training described and who meet the eligibility criteria described are invited to submit an EOI.

Responses to this call for expression of interest must include the following information:

A) Definition of Interest:

Responses to this call should clearly identify if the facilitator is interested in either facilitating (a) ESS, (b) other training relevant to program evaluation, or both. Please refer to Section 3 for more information.
If the applicant is interested in facilitating other training options, the proposal should specify whether they are interested as a course developer, course facilitator, or both.

B) Proposed Training Topics:

If the applicant is interested in facilitating or developing other training opportunities relevant to program evaluation, please specify which topic(s) the applicant is interested in teaching. Please include the grid below in your proposal. Check off those trainings for which you are able to provide course development and/or facilitation. Below the checkmark, please indicate in parentheses the language (English and/or French) and the level (introductory, intermediate and/or advanced) of the course.

Training Topics	Course development	Course Facilitation
ESS	N/A as course has been developed by CES	
Evaluation planning		
Data visualization		
Reporting		
Qualitative data collection and analysis		
Case study research		
Quantitative data analysis using R and/or SPSS.		
Project management		
Triangulation		
A Quality-of-Life Framework		
Indigenous research methods and reconciliation		
Mixed methods analysis		
Developmental and participatory evaluations		
Rapid impact evaluation		
Consideration and integration of gender and intersecting identity factors in evaluation		
Sustainability		
Economic evaluation methods		
Theory-based evaluation		
Culturally responsive evaluations		
Other training (please specify):		

C) Applicant Information:

Identify the name(s) and role(s) of the individual or individuals submitting a proposal in response to the call for EOI. The application should also specify the name of the firm, academic institution, or organization with which the individual(s) are affiliated, if applicable.

D) Personal Statement:

Proposal should include a concise personal statement (<u>maximum 10 pages</u>) which describes the following:

- Experience with program evaluation
- Experience with the subject matter being taught;
- Instructional experience and instructional approach to facilitating a professional learning environment, including the provision of design or delivery for beginner, intermediate or advanced level courses;
- Description of experience relevant to the knowledge of the skill, method, or theory being taught, and,
- Knowledge of CES.

E) Curriculum Vitae

A Curriculum Vitae (CV) must be provided for each individual named in the response to the call for expression of interest.

The personal statement will be validated with reference to the CV(s) included in the response. As such, please ensure that each CV includes the following:

- 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;
- Experience in the past 5 years that serves to demonstrate your knowledge of the skill, method, or theory being taught;
- Training and facilitation related activities in the past 5 years that serve to demonstrate your competencies as a professional learning instructor.

F) Budgetary Considerations:

Responses to this call for EOI should specify the per diem associated with the various services to be provided, excluding taxes, but inclusive of all other costs.

G) Format of Training:

Applicants should specify whether they are able to offer training in person, virtually, or both.
Applicants offering in-person facilitation should identify whether the facilitator can access training facilities located in the Ottawa-Gatineau region.

Applicants offering virtual facilitation should identify the manner in which online facilitation would take place, including the platform used and any secretarial or administrative support required.

H) Language of Training:

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

8. Assessment Criteria:

Responses submitted in response to this call for expression of interest will be assessed on the following criteria:

Criteria Weighting

Evidence of experience with program evaluation	25%
Demonstration of robust instructional experience	25%
Demonstration of quality instructional approach	20%
Knowledge of the skill, method, or theory being taught	20%
Communication skills as demonstrated through clarity, organization and completeness of the written response	5%
Evidence of knowledge of CES	5%

Responses must achieve a score of at least 80% to be placed on the roster of facilitators.

This roster will serve as a starting point for the CES-NCC to identify those who may be in a position to respond to evolving training needs.

Please note that inclusion on the roster does not imply, in any way, that the applicant will be contacted for professional development services over the following three years (that is, until September 2027).

9. Diversity, Equity and Inclusion Statement

The CES National Capital Chapter is committed to diversity, equity, and inclusion. We aim to achieve representation of a diverse range of facilitators through this call for expression of interest. All applicants who feel comfortable to do so are encouraged to self-identify as part of a marginalized or under-represented group on the basis of gender, orientation, race, and/or disability.

10. Submitting your Expression of Interest

Responses to this call for expressions of interest should be submitted electronically by **5:00PM, July 12, 2024** to the email address nccsecretariat@evaluationcanada.ca, with the subject line: **CES NCC – EXPRESSIONS OF INTEREST FOR PROFESSIONAL DEVELOPMENT.**

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

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