



OFIFC

Ontario Federation of
Indigenous Friendship Centres

**Impact Evaluation:
OFIFC's Indigenous Cultural Competency Training**

Request for Proposals

**Deadline for Submission:
[June 29, 2023, no later than 5:00pm EST]**

1. Overview

The Ontario Federation of Indigenous Friendship Centres (OFIFC) is issuing this Request for Proposals (RFP) for the services of a consultant specializing in evaluation to design and implement an impact evaluation, with program review components, for our Indigenous Cultural Competency Training (ICCT).

The OFIFC envisions the impact evaluation providing comprehensive insights into the ICCT learning experience, curriculum design, and learning outcomes over time. This includes looking at ways to enhance the training and complimentary resources to better address anti-Indigenous racism experienced by Indigenous people in urban settings.

2. Organization Information

Founded in 1971, the Ontario Federation of Indigenous Friendship Centres (OFIFC) works to support, advocate for, and build the capacity of member Friendship Centres across Ontario.

Emerging from a nation-wide, grassroots movement dating back to the 1950's, Friendship Centres are community hubs where Indigenous people living in towns, cities, and urban centers can access culturally based and culturally appropriate programs and services every day. Today, Friendship Centres are dynamic hubs of economic and social convergence that create space for Indigenous communities to thrive.

Friendship Centres are idea incubators for young Indigenous people attaining their education and employment goals, they are sites of cultural resurgence for Indigenous families who want to raise their children to be proud of who they are, and they are safe havens for Indigenous community members requiring supports.

In Ontario, approximately 88 per cent of Indigenous people live in urban communities. The OFIFC is the largest urban Indigenous service network in the province supporting this vibrant, diverse, and quickly growing population through programs and initiatives that span justice, health, family support, long-term care, healing and wellness, employment and training, education, research, and more.

Friendship Centres receive their mandate from their communities, and they are inclusive of all Indigenous people – First Nation, Status/Non-Status, Métis, Inuit, and those who self-identify as Indigenous.

Learn more about the work the OFIFC does to support Friendship Centres at www.ofifc.org.

2.1 Background

The OFIFC responds to social issues and change impacting urban Indigenous people and Friendship Centres. This is critical to our vision for serving the needs of Indigenous people living in urban environments and supporting Indigenous communities to thrive.

The OFIFC has developed and refined Indigenous training and learning approaches over several decades that are responsive to the growing and changing needs of Indigenous people. The OFIFC focuses on designing learning with systems-level understandings that are highly implementable by an individual in their everyday life and work.

The OFIFC's Indigenous Cultural Competency Training (ICCT) has trailblazed this approach over the last ten years of its existence. ICCT is designed to address sector-specific learning needs for Indigenous cultural competency. The OFIFC currently offers sector-specialized versions of ICCT for education, justice, health care, and municipalities, as well as a general offering. Concurrently, the OFIFC is looking at the growing discourse around anti-Indigenous racism, which brings important and unique dimensions to learning needs and solutions across all sectors.

3. Project

3.1 Purpose of the Project

The purpose of the project is to conduct an impact evaluation, with program review elements, that helps inform OFIFC's approach to ICCT curriculum improvements and supportive resources. The OFIFC aims to deepen anti-Indigenous racism learning that addresses issues experienced by urban Indigenous people and Friendship Centres.

3.2 Project Expectations

The project will create an impact evaluation that uses existing and new data to meaningfully story ICCT and OFIFC's journey continually refining and expanding it over the last ten years. The evaluation is intended to have a program review component that looks at course content, structure, delivery, and resourcing.

The OFIFC has an established Indigenous evaluation framework that is a companion to the OFIFC's *USAI Research Framework*. The evaluation for this project is expected to be conducted, and deliverables completed, guided by the OFIFC's frameworks.

3.3 Scope of Work

Project Launch

The successful Consultant will work with assigned OFIFC staff to develop a detailed project workplan and evaluation design. The evaluation design will include data gathering (ex. surveys), analysis (ex. NVIVO), and dissemination methods. The OFIFC would like the evaluation design to include surveying member Friendship Centres about

local requests for training, cultural competency, and to participate in anti-Indigenous racism work. The OFIFC would also like a mixed methods approach incorporated to engage organizations that OFIFC has delivered ICCT to over the years.

The detailed work plan and evaluation design will be informed by an initial meeting between OPLC¹ Leadership and the Consultant about the project vision, goals, and expectations. The project work plan will be revisited throughout the project as needed.

The successful Consultant will participate in an Indigenous evaluation orientation session provided by the OFIFC. The session will introduce the Consultant to OFIFC's evaluation framework and examples of how it is effectively implemented in evaluation.

Research and Discovery

The successful Consultant will review ICCT-related documents provided by the OFIFC. This will include (but is not limited to): curriculum, post-training evaluations, position papers, and other supportive resources. The Consultant will review these materials from a program review perspective (ie. curriculum flow, content, structure, activities) as well as from an impact perspective (ie. impact on learners, OFIFC, staff, sectors trained).

The successful Consultant will observe ICCTs (up to 3 trainings) coordinated by the OFIFC and based on the availability of the Consultant. The Consultant will produce observation notes on delivery methods (ex. virtual), learner engagement, content, connections to learning outcomes, and other insights supportive of the evaluation.

The successful Consultant will conduct key informant interviews identified by the OFIFC. Interviews will be done with those experienced in design, delivery, and/or participating in ICCT. Interview questions will be prepared and shared with OFIFC in advance of the interviews.

The successful Consultant will produce a status report on key findings during the Research and Discovery Phase of the project. A section of the status report will summarize the Consultant's ICCT observation notes and key takeaways. The status report will be shared with OFIFC for review and feedback.

Design and Development

The successful Consultant will work collaboratively with OFIFC staff identified to refine the evaluation design. Experiences observing ICCT and reviewing ICCT materials will provide a more informed outlook on aligning activities with Indigenous evaluation principles from OFIFC's evaluation framework.

An outline for the evaluation final report will be drafted at this stage. The revised evaluation design and evaluation report outline will be shared with OFIFC for review and

¹ OFIFC's work in postsecondary education, continuous learning (ex. training), and research are organized under the Original Peoples Learning Centre (OPLC) as a functional area of the OFIFC.

feedback. The successful Consultant will conduct data gathering and analysis based on the OFIFC approved evaluation design.

The successful Consultant will reach out to OFIFC staff identified for regular input on the implementation of evaluation methods, approaches, messaging, terminology, and alignment with OFIFC’s evaluation principles.

The successful Consultant will prepare and submit a draft evaluation report for OFIFC’s review and feedback.

Revisions and Project Conclusion

Once OFIFC has received the draft report described above, a meeting will be scheduled for the successful Consultant to provide a high-level overview to OPLC leadership for discussion. The Consultant will review and incorporate feedback into the final evaluation report with OFIFC staff identified available for clarification support where needed.

The successful Consultant will submit the revised evaluation report to OFIFC for final review and input. Once all OFIFC revisions are addressed, the final evaluation report will be submitted to the OFIFC.

All raw data, forms, and materials from the project will be given to OFIFC and copies held by the Consultant will be disposed of based on the terms of agreement negotiated with the successful Consultant.

3.4 Deliverables

| Project Phase | Deliverable |
|----------------------------------|--|
| Ongoing | Identified meetings with OPLC Leaders and Staff |
| | Regular meetings with OFIFC’s Project Lead and Staff identified to support the project |
| Project Launch | Detailed workplan |
| | Draft evaluation design |
| | Completed OFIFC evaluation orientation session |
| Research and Discovery | Completed ICCT observations |
| | Interview questions |
| | Status report |
| Design and Development | Revised evaluation design |
| | Evaluation report outline |
| | Draft evaluation report |
| Revisions and Project Conclusion | Final evaluation report |

3.5 Project Timeline

The project is anticipated to begin in July 2023 and end January 2024.

4. Consultant Role

The successful Consultant will report directly to the **Institutional Philosophy and Advancement Director** in managing the project. The Consultant will meet regularly with the Director to provide updates on the project's progress. The Consultant will meet with assigned OFIFC staff on predetermined dates and as required based on activities described under *3.3 Scope of Work*.

4.1 Consultant Qualifications

- Skilled and experienced at designing, developing, and writing impact evaluations;
- Experienced in education/training focused Program Review;
- Knowledgeable about Indigenous organizations with emphasis on Friendship Centres in Ontario as well as the OFIFC;
- Experience with Indigenous evaluation and research methods;
- Personable with demonstrated confidence in facilitating interviews and meetings;
- Humility with a willingness to learn and incorporate Indigenous-led methods; and
- Collaborative mindset with the ability to work with OFIFC staff and leaders.

5. Proposal Submissions

Each applicant submitting a proposal shall submit a stand-alone document that clearly and comprehensively provides:

- Full name and main office address for Consultant;
- Summary introducing the proposal and describing your interest in the project;
- Overview of team member qualifications and identification of any sub-contracting;
- Description of proposed project approach, methodologies, and key activities;
- Examples of relevant project experience (references for past projects is an asset)
- Proposed work plan with timelines, milestones, and outputs;
- Proposed budget with itemized pricing; and
- List of references.

Each applicant will also submit the following supporting documents as separate appendices:

- A completed Declaration in "Schedule A";
- Writing sample (evaluation example is an asset);

5.1 Budget

The total amount allocated for this project is unlisted. The proposed project budget should provide a clear, wholistic picture of the overall project, its objectives, scope, as well as details that demonstrate how these will be achieved based on the proposed team's qualifications.

6. Scoring of Qualifications and Proposals

A review of proposals will be carried out by a team formed by the OFIFC. Proposals will be assessed based on qualifications, experience, and alignment with the project details outlined. An interview may be required. The purpose of the interview would be to clarify the qualifications and methodology detailed in the proposal.

If successful, the applicant will be notified of the decision and next steps.

7. Pre-submission and Other Information

All Consultants must agree to read and support the guiding principles of the OFIFC's Code of Ethics while conducting business with, and/or on behalf of OFIFC.

Any questions about this RFP should be directed to OFIFC's Institutional Philosophy and Advancement Director (jhuguenin@ofifc.org)

8. Submission Details

Please review the document and submit one (1) electronic copy of your completed proposal package to:

Jade Huguenin
jhuguenin@ofifc.org
416-956-7575

No later than **5 pm EST on June 29, 2023**

Schedule A – Declaration

1. I/We Declare that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm, or person making a Proposal for the same RFP and is in all respects fair and without collusion or fraud.
2. I/We Declare that all matters stated in the submitted Proposal are in all respects true.
3. I/We have carefully read the requirements as per the RFP and have satisfied ourselves as to the conditions under which the transaction and subsequent items are to be supplied and do hereby submit a Proposal for **Urban Indigenous Organizational Policies and Procedures Project**.
4. If selected as the successful Consultant, I/we agree to abide by the terms as set out in the RFP.
5. The price submitted shall be firm for a period of not less than sixty (60) calendar days from the closing date of this RFP.

Dated at _____ this _____ day of _____

) _____
) Signature
) _____
) Signing Authority (Print Name)
) _____
) Company Name
) _____
) Street Address/City/Postal Code
) _____
) Telephone/Email