REQUEST FOR PROPOSALS
Promoting Life-skills in Aboriginal Youth (PLAY) Program Evaluation

1.0 RIGHT TO PLAY CANADA

Right To Play is an international humanitarian organization that uses sport and play to promote holistic development of children and youth in the most disadvantaged areas of the world. Right To Play is committed to improving the lives of these children and to strengthening their communities by translating the best practices of sport and play into opportunities to promote development, health and peace.

Right To Play Canada’s programs build resiliency by fostering positive children and youth development across cognitive, physical, social; emotional and cultural dimensions which in turn builds healthier and stronger communities. Right To Play’s guiding principles are inclusion, which recognizes the importance of children who may be marginalized for reasons of gender, ability, ethnicity, disability, or social background; child protection and safeguarding and sustainability, which ensures lasting impact.

2.0 PLAY PROGRAM OVERVIEW

Right To Play began the Promoting Life-skills in Aboriginal Youth (PLAY) program in 2010. PLAY is an intensive training and coaching program for local youth workers called Community Mentors (CMs) to help them design, initiate, facilitate, measure and celebrate truly powerful and dynamic outcome based programs that use sport and play as the vehicle.

Working in partnership with First Nation, Metis and Inuit communities and urban Aboriginal organizations PLAY works with Community Mentors to design and deliver a minimum of eight hours of weekly play-based programming for children that encourage physical activity, tackle issues relevant to Aboriginal children—including health, education, employment and positive coping skills—and promote their development into leaders.

Since 2010, Right To Play has partnered with over 80 different communities across four provinces through the PLAY Program. In 2015-2016 more than 4500 children and youth have participated in regular programming. The PLAY program has yielded a number of positive results among child and youth participants, including: increased physical activity, enhanced positive coping skills, increased confidence and leadership and increased knowledge of additional resources within communities that can be accessed to promote holistic healthy living.

The program aims to continue building the capacity of local CMs to plan and deliver play-based programming for children and youth, and to create opportunities for these children and youth to build the knowledge and skills needed to lead full, healthy and active lives. The program, as always has grown and evolved based on insights and feedback from children, youth, implementing partners, community leadership, innovative donors, and our PLAY Advisory circle. The PLAY team aims to continue enhancing our approach to evaluation to more accurately understand the behaviour changes that result from participation in the program.

3.0 EVALUATION OVERVIEW

A multi-site evaluation will be conducted for the PLAY Program with the anticipated timeline of November 2016 to December 2017. Up to 6 sites will be selected to provide deeper evidence of impacts in each two provinces where the PLAY Program is being delivered. The evaluation will measure
not only program outcomes, but also aspects of program quality such as sustainability, community participation and ownership, ongoing relevance, effectiveness, efficiencies, and best practices, as well as unintended outcomes. The evaluation will be carried out with the support of the external consultant, in collaboration with Right To Play. All consultants are expected to abide by norms and standards of development evaluation practice and OCAP.

Right To Play anticipates using a mixed-methods approach (including both quantitative and qualitative methods), with a collection of participatory, child-friendly tools involving various types of project stakeholders in the data collection activities, including children, parents, teachers, Community Mentors, community leaders, and partners. The quantitative tools will be the same as those used in PLAY’s regular monitoring and evaluation activities at the mid-term and end of program. The consultant is expected to develop a robust data collection strategy for the selected communities. Right To Play staff and Community Mentors are expected to be integrally involved in the collection of data and the consultant(s) should be mindful of this during planning.

4.0 OBJECTIVES

The primary objectives of the evaluation are as follows:

1. To determine achievement of positive outcomes (knowledge, attitudes, skills, and behaviors) included in the program log frame;
2. To facilitate discussion and learning regarding program best practices among beneficiaries and staff, both to:
   a. strengthen staff capacity to carry out quality program design, implementation and monitoring in future, and to
   b. maximize stakeholder engagement in the sustainability of program outcomes;
3. To leverage the final evaluation to inform organizational strategic learning and continuous improvement, including but not limited to unintended outcomes of the program, etc.

5.0 LOCATION

The evaluation will be conducted in up to 6 sites selected from among PLAY’s 2016-17 program partners across Ontario and British Columbia in order to learn about the outcomes that have been achieved in programs that are at different stages of program implementation.

6.0 AREAS OF FOCUS

The PLAY program evaluation will be designed to:

- Assess the extent of life skill acquisition (interpersonal communications skills, cooperation and teamwork, problem solving/decision-making, coping and self-management skills)
- Determine how the acquisition of life skills has influenced positive behaviours for a holistic healthy lifestyle;
- Achieve a better understanding about how the length of a partnership influences progress toward outcomes
- Achieve a better understanding of how the program is working, including the barriers and facilitators to program success
- Assess the value of engaging children and youth in play-based experiential learning activities.
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*Areas of focus are subject to change during preliminary meetings between Right To Play and the consultant.

7.0 METHODOLOGY

For an overview of outcomes, indicators, and existing data collection methods, the PLAY Program Logic Model and Performance Measurement Framework will be shared with the selected individual/firm.

Sampling

In line with Right To Play’s standards for measurement, the quantitative evaluation will involve rigorous sample sizes (offering a 95% confidence level and confidence interval of 5) such that the sample results represent those from the broader population wherever possible. It will allow for the identification of changes in outcomes over time (from midterm to end of program).

Up to 6 sites will be selected to provide deeper evidence of impacts of the PLAY Program. The sites selected will represent the varying contexts in which the program is delivered (i.e. province, region) and different stages of program implementation.

Data Collection Tools

- Child & Youth Survey tool
- Data collection tools and processes for selected study communities to be determined by consultant and Right To Play

While the Child & Youth Survey tool is standardized across all communities, consultants will be given the opportunity to review the overall methodology and tools. Consultants will be encouraged to propose revisions for greater efficiency, effectiveness, and innovation.

Data Analysis

Data will be analyzed in both quantitative and qualitative aspects. Analysis will cover all areas described in Section VI: Areas of Focus.

Quantitative data analysis

The consultant may use appropriate software as agreed to with RTP Canada to produce descriptive statistics, run significance tests to see if there are any notable differences between midterm and final data, and also between boys and girls and age categories.

Excel is the software used by RTP Canada for all M&E data analysis.

Qualitative data analysis

The consultant will ensure word-for-word transcriptions for all qualitative data, and will carry out the coding and thematic analysis, sentence-by-sentence to identify the following:
The main themes that emerge for each indicator;
• Descriptions of the context or situation that are relevant to understanding the indicator, or program planning and implementation related to the indicator;
• Examples of knowledge and behavior that are relevant to understanding each indicator.

8.0 GENERAL CONDITIONS OF THE CONSULTANCY

• The consultant will have an orientation to Right To Play’s program delivery model;
• The consultant will submit a detailed work plan and time frame for the completion of the evaluation;
• The data analysis and draft reports will be shared with RTP with sufficient time to allow for RTP to review and provide feedback, which will be incorporated into subsequent work;
• After the completion of the evaluation report, a presentation will be given to RTP staff and appropriate stakeholders to share both results and recommendations;
• The consultant will be expected to maintain regular communications with RTP regarding progress;
• Travel and accommodations for visits to PLAY partner communities will be coordinated, booked and paid for by RTP as outlined in the agreed upon work plan;
• The consultant must follow OCAP principles.
• All materials, processes, methodologies, reports, plans and other works provided to the consultant or developed by the consultant on behalf of Right To Play remain the property of Right To Play.
• All data must be stored in a safe and secure location, allowing full access to Right To Play and community partners during the evaluation process;
• Upon completion of the evaluation all raw data must be submitted to Right To Play.

9.0 ROLES & RESPONSIBILITIES

The consultant will report directly to Grace Samuel, Country M&E Officer at Right To Play Canada, and all deliverables should be submitted to her according to the work plan agreed upon by the consultant and Right To Play.

The consultant’s roles and responsibilities include, but are not limited to, the following:
• Background research to familiarize themselves with the PLAY program and Right To Play’s approach (i.e. program documents provided by Right To Play);
• Development of evaluation plan in collaboration with RTP Canada;
• Document review of existing M&E frameworks and tools;
• Data collection, entry & cleaning, and analysis of data from selected communities;
• Data validation and interpretation through internal review of findings;
• Preparation and presentation results;
• Completion of the final report.

10.0 KEY DELIVERABLES AND TIMELINES
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<thead>
<tr>
<th>DELIVERABLES</th>
<th>TIMELINE</th>
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<tr>
<td>1. Provide detailed work plan and timeline for all activities and deliverables</td>
<td>November 18th 2016</td>
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<td>2. Review PLAY measurement frameworks and data collection tools</td>
<td>November 25th 2016</td>
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<td>3. Create and submit qualitative evaluation plans for selected sites (i.e. tools, data collection, data entry, schedule)</td>
<td>December 1st 2016</td>
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<td>4. Facilitate data collection with selected partner communities</td>
<td>January - August 2017</td>
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<td>5. Analyze data collected from partner communities</td>
<td>January - August 2017</td>
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<td>6. Submit data results and analysis to RTP and communities</td>
<td>September 29, 2016</td>
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<td>7. Draft &amp; submit draft final evaluation report for review</td>
<td>November 1, 2017</td>
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<td>8. Receive feedback from RTP on draft report</td>
<td>November 15th, 2017</td>
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<td>9. Present findings to RTP/communities</td>
<td>November 30th, 2017</td>
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<td>10. Finalize &amp; submit final evaluation report</td>
<td>December 15th 2017</td>
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## 11.0 PROJECT SCHEDULE

- Submission of proposal: Anytime on or before October 26th, 2016
- Decision to award proposal: Applications will be considered on a rolling basis and Right To Play reserves the right to award a contract before the closing date of the RFP
- Interviews with selected candidates: October 31st – November 4th, 2016
- Preliminary calls & meetings with RTP: November 7-18th, 2016
- Data Collection: January 2017 – August 2017
- Draft report: November 1st, 2017
- Final report: December 15th, 2017

## 12.0 PROPOSED BUDGET AND PAYMENT SCHEDULE

The consultant(s) are asked to provide a detailed budget proposal along with their proposal for consideration.

- First payment: After signing of contract agreement between Right To Play and Consultant (25%)
- Second payment: Submission of data collection plan and tools (25%)
- Final payment: Submission of the final report approved by Right To Play (50%)  

## 13.0 QUALIFICATIONS

- An organization/individual with extensive experience in the research and/or evaluation field, including experience in quantitative and qualitative data collection, analyzing quantitative and qualitative data, and report writing;
- Strong preference for experience using Indigenous methodologies and following OCAP principles
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- Extensive experience managing and designing evaluation studies in diverse contexts (e.g. with Indigenous populations, with children and youth, in remote settings, etc.);
- Applicant should have a relevant degree in social sciences, international development, statistical sciences, or other relevant field;
- Excellent skills and experience on data analysis using statistical tools;
- Working experience in Indigenous communities is an asset.

14.0 PROPOSAL APPLICATION SUBMISSION

Interested organizations are requested to submit proposals including the following documents:
- Cover letter/expressions of interest
- A complete profile of the firm/organization/group, highlighting previous experience and expertise in areas listed in the “Qualifications” section detailed in the above section;
- CVs of any other key team members who will be part of the Baseline Evaluation team
- Two writing samples, ideally reports the firm/organization/group has lead authorship on

The Proposal must be submitted no later than October 26th, 2016 to Grace Samuel, Monitoring and Evaluation Officer at gsamuel@righttoplay.com. Early submissions are encouraged and appreciated.

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play is a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about how we are and what we do, please visit our website at www.righttoplay.com.