

Minnesota Coalition Against Sexual Assault



Request for Proposal Evaluation Consultant

Deadline for Submission: February 17, 2023

Interviews and Presentations: Week of February 27, 2023

Purpose:

The purpose of this Request for Proposal (RFP) is to solicit proposals from consultants experienced in providing program and project evaluation to further the Minnesota Coalition Against Sexual Assault's (MNCASA) prevention priorities. The consultant will assist MNCASA to advance our sexual violence prevention efforts by assisting two grantee programs in evaluating their community-based prevention and assisting the MNCASA staff with prevention program initiatives.

This consultant will work closely with the Prevention Program Coordinators, Prevention Program Director, and Executive Director to develop and support MNCASA beginning in March 2023 and extending through the end of the January 2024, with possible renewal.

MNCASA Values and Approach:

The Minnesota Coalition Against Sexual Assault (MNCASA) is a membership organization that supports the work of sexual assault programs statewide. We represent over 70 member agencies throughout Minnesota, most of whom are community-based advocacy organizations providing direct service to victims/survivors. For over 40 years, MNCASA has provided leadership and resources for sexual assault programs and allies to prevent sexual violence while promoting a comprehensive, socially just response for all victims/survivors.

Our Vision:

We envision a world free of sexual violence in which all human beings are treated with dignity and respect and communities are transformed through safety, healing, and partnerships.

Our Work:

MNCASA is a statewide coalition driving transformative culture change to address sexual violence through advocacy, prevention, racial justice, and systems change and policy.

MNCASA programs provide:

- (1) Advocacy - We provide leadership and resources to advocates in providing services to all victims/survivors in their communities, uplifting responses to sexual violence that don't create more harm;
- (2) Prevention - We work to prevent harm and address root causes of sexual violence using an anti-oppression lens;
- (3) Racial Justice - We work toward a Minnesota where BIPOC victims/survivors have access to safety, affirmation, and systems they can trust and use; and
- (4) Systems Change - We invest in community-focused work alongside our efforts to transform

systems, prioritizing underserved communities. Our systems change work is largely housed in the Sexual Violence Justice Institute (SVJI) and is regarded as a national leader in technical assistance, training, and work with multidisciplinary teams.

Scope of Services:

- Provide ongoing evaluation support for community based prevention program grantees.
- Assist in creating grant narrative reports to summarize evaluation efforts and results of grantees on a quarterly basis.
- Participate in quarterly grantee check-in telephone or Zoom calls.
- Assist grantees in establishing organizational sustainability and investment for prevention to reduce impacts of transition. Participate in application review for future community based prevention projects.
- Attend trainings or complete self-study to become familiar with existing curricula and programming utilized by grantees and MNCASA.
- Develop, in partnership with grantees, their evaluation plans and evaluation tools and methods.
- Provide on site evaluation of select grantee activities, including trainings and community programming.
- Other evaluation support as needed or requested by MNCASA allowed within budget.
- Assist MNCASA in meeting evaluation grant deliverables outlined in MNCASA's contract with the Minnesota Department of Health Rape Prevention and Education funding.
- Facilitate evaluation education and trainings for MNCASA's prevention members and broader network.
- Develop and implement tools for internal process evaluation related to prevention within MNCASA.

Qualifications:

- Knowledge of the Sexual Violence Movement and sexual violence primary prevention;
- Knowledge of public health models
- Creative and culturally responsive approaches to evaluation;
- Background in evaluation through work or educational experiences

*Diversity and open expression are fundamental to the work of MNCASA. We are passionate about building and sustaining an inclusive and equitable working environment where everyone can belong. Every member of our team enriches our work by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. We welcome everyone to apply, especially those individuals who are underrepresented in our sector: individuals who identify as BIPOC, LGBTQI+ and gender fluid or gender nonconforming, individuals with disabilities (both seen and unseen), veterans, people of any age or family status. **We encourage you to apply even if you feel like you don't fit 100% of the technical requirements.***

Compensation

MNCASA is seeking a contracted evaluation consultant to provide the above listed services from March 2023 through January 2024. Compensation will be for approximately 300-450 hours at the federal consulting rate of \$81.25/hour.

Evaluation Criteria:

In awarding a contract for evaluation services, MNCASA will consider a number of factors which should all be covered in the proposal and include:

1. The extent to which the applicant's experience and interests align with the needs of MNCASA;
2. An understanding of the Sexual Violence Movement, and/or victim services, and sexual violence prevention;
3. Qualifications and experience of consultant in providing evaluation services and working with nonprofit organizations;
4. Availability for work to be conducted March 2023 – January 2024;
5. Evaluation writing sample;
6. Based on MNCASA's commitment to ending oppression and ensuring inclusion and diversity in our partnerships, we also will evaluate applicants based on consultant's diversity commitments/actions and organizational make up;
7. Cost of services, including staff time, materials, travel, administrative/clerical, overhead and other out-of-pocket expenses.

Application Process & Procedures:

Please provide a complete response to this RFP in 12 pt., 1.5 spaced pages:

Executive Summary (1 page)

- A brief Executive Summary

Technical/Management Capabilities (2-3 pages)

- A description of the applicant's approach to evaluation.
- Credentials and qualifications, including references from past organizations.
- Information about the applicant's organizational commitment to gender and race equity and a statement that the applicant/firm has not been the subject of a formal complaint alleging race or gender discrimination in the past 10 years. If a formal complaint has been alleged, please provide details of the allegation and the outcome of such formal complaint.

Evaluation Plan

Writing sample of an evaluation plan.

If selected to a short list, please be prepared to present your evaluation plan and answer interview questions by the Review Committee the week of February 27th 2023. This meeting will take place via Zoom conference.

Proposal Submittal Procedures: Applicants must submit one (1) electronic copy of the proposal. Please note that MNCASA will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

Send any questions as well as completed applications, by February 17th to Jude Foster at jfoster@mncasa.org.

RFP Timetable

- Proposals due February 17, 2023
- Presentation and interview week of February 27, 2023
- Award Date & Contract finalization: March 2023