



**Request for Proposals
Monitoring and Evaluation Framework
July 2021**

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REQUEST FOR PROPOSALS: Development of an Evaluation Framework for the Nova Scotia Post-Secondary Accessibility Framework

Deadline for submissions: Monday, July 19, 2021 by 9 a.m. AT

A. PROJECT OVERVIEW

Under the Nova Scotia Accessibility Act, all post-secondary institutions in Nova Scotia were prescribed as public sector bodies (PSB) effective April 1, 2021. AS PSBs, they must establish accessibility advisory committees and develop multi-year accessibility plans by April 1, 2022.

In June 2020, the Council of Nova Scotia University Presidents and the Nova Scotia Community College endorsed the **Nova Scotia Post-Secondary Accessibility Framework** for implementation. This framework was developed collaboratively by all institutions through the work of the Post-Secondary Accessibility Working Group (PSAS WG), and in consultation with students, staff and faculty. The purpose of the Framework is to establish a shared vision and commitments for accessibility in Nova Scotia's post-secondary sector, and to inform the development of institutional accessibility plans.

The Framework outlines a series of commitments for each of the following areas:

- Awareness and capacity building
- Teaching, learning, and research
- Information and communication
- Delivery of goods and services
- Employment · Transportation
- Built environment
- Implementation, monitoring and evaluation

Some commitments will be implemented individually by each institution while others require collaboration across each institution.

B. MONITORING AND EVALUATION FRAMEWORK

A priority for the Implementation, Monitoring and Evaluation commitment is the development of a Monitoring and Evaluation Framework (MEF). This will guide all post-secondary institutions in regularly monitoring, evaluating, and reporting on progress being made toward meeting the commitments outlined in the framework, and outcome achievement related to identifying, removing and preventing accessibility barriers. Developing an MEF for the provincial accessibility framework at the early stages of its implementation will help guide the development and implementation of actions for each institution's accessibility plans that need to be completed by April 2022.

A Monitoring and Evaluation Working Group is leading activities related to the Implementation, Monitoring and Evaluation Commitment.

C. REQUIREMENTS

The Monitoring and Evaluation Framework Working Group is seeking to hire an evaluation consultant to:

1. Develop a Theory of Change, as depicted by a Logic Model, for the Accessibility Framework
2. Develop a Monitoring and Evaluation Framework that is approved by all post-secondary institutions. The Framework will include:
 - the Nova Scotia Post-Secondary Accessibility Framework Logic Model
 - evaluation questions
 - a monitoring and evaluation matrix that outlines output and outcome indicators, and data collection methods and data sources

3. Develop a corresponding feasible and realistic M&E Implementation Plan that identifies how data collection, analysis, interpretation, reporting and knowledge translation/transfer will take place. The plan should also include information on:
 - roles and responsibilities during the evaluation
 - timelines for deliverables
 - established expectations and processes for working with stakeholders
4. Draft key data collection and reporting tools/templates that can be used by institutions.
5. Work with project manager and working group for guidance and feedback

Ensuring a strong utilization focused evaluation is a key component to this project because the final report, recommendations and overall evaluation will be used to inform future program and policy decisions. The consultant must also use a participatory process with stakeholders to develop and guide the work.

Using a participatory approach, it is expected that the consultant will:

- work closely with the project manager and the M&E Working Group to complete these activities.
- engage key stakeholders at all institutions to develop the Logic Model and key evaluation questions
- engage key stakeholders in providing feedback on the draft MEF

The methodological design put forward and executed by the Evaluator must conform to the Joint Committee on Standards for Educational Evaluation and CES's Code of Ethics.

D. DELIVERABLES

1. The contract will begin in July 2021.
2. A complete draft Evaluation Framework must be submitted by December 15, 2021.
3. A final MEF and implementation plan, with corresponding draft data collection tools is expected by March 31, 2022.

E. BUDGET

The total budget for this project is \$50,000.00

F. RESPONSIBILITIES

The Evaluator will be responsible for:

- Creating a detailed work plan and schedule, based on deliverables and timelines

- Meeting and engaging key stakeholders at all Nova Scotia post-secondary institutions in developing the Logic Model and providing input and feedback on the framework.
- Finalize deliverables.
- Ensure an understanding of project and organizational context, to help inform the evaluation and implementation
- Collaborate with a small sub group - Monitoring & Evaluation Working Group of representatives from each post-secondary institution that will guide the development of the framework and provide feedback to consultant.

Project Manager/M&E Working Group Responsibilities:

- Oversee the administration of this contract and be available to the consultant to address questions and concerns. Appoint an alternate to ensure timely access.
- Provide the Evaluator with relevant information and resources required to complete the work outlined above, including:
 - providing program information (e.g. historical context, past work) in the form of a document review package for the Evaluator at the time of the contract's start
 - facilitating access to necessary stakeholders and staff
- Provide input in the development and refinement of the evaluation framework, focus, scope, questions, methods, evaluation data collection tools, findings, and final report and recommendations
- Respond to queries or need for clarification as required

G. CONSULTANT PROPOSAL

The evaluation proposal should contain the following:

- Description of the Evaluator's qualifications related to sector knowledge and/or knowledge on accessibility, disability, equity and/or inclusion.
- Description, if applicable, of any proposed team members with qualifications.
- Summary examples of past work that are relevant to a similar subject and project
- A proposed work plan for completion of the project evaluation and schedule to complete all deliverables according to the timeline
- Detailed budget; including daily rate, estimated level of effort (number of days/hours)
- A current resume/cv with three professional references for which you have performed similar work, including phone and email contacts.

H. SELECTION CRITERIA

The selection of the Consultant will be based on the following criteria:

- Credentialed Evaluator designation

- Quality and feasibility of proposed work plan and schedule
- Proposed content, evaluation structure, and methodologies
- Knowledge and experience related to project subject matter, evaluation, accessibility and inclusion
- Budget
- Quality of references and prior related experience in project evaluation

PROPOSAL SUBMISSIONS

Deadline for submissions: **Monday, July 19, 2021 by 9 a.m. AT** to Gloria Johnston, Mount Saint Vincent University, Project Manager: gloria.johnston1@msvu.ca stating “Monitoring & Evaluation Framework Project Evaluation Proposal” in the subject line.

Related Documents

[Nova Scotia Post-Secondary Accessibility Framework](#)

[Access by Design 2030](#)

[Nova Scotia Accessibility Act](#)