
Request for proposal for a formal evaluation project

Transition NB: A transition planning program for youth with a mobility disability

This request for proposal invites consultants to submit a proposal to conduct a formal impact evaluation of Ability New Brunswick's pilot program, Transition NB.

Background

Ability New Brunswick has launched a new program entitled Transition NB. Our Transition NB Program aims to build on our work to empower New Brunswick youth with a mobility disability to build successful transition plans, to be more active and confident in pursuit of further education or employment, and to be a contributive member of the labour market. New Brunswick has the second highest rate of disability in Canada at 16.4% of the New Brunswick population and the most common disability type is mobility at 12% of the population (Statistics Canada, 2012). Persons with a disability are a vulnerable population who experience education and labour force participation rates at a much lower rate than the general population.

Ability NB is increasingly receiving referrals from 1.) youth with a mobility disability who want specialized transition planning services while in high school, and from 2.) youth with a mobility disability who graduated high school and received no planning services and remain unattached to education programs and the labour market. Research demonstrates that when people have access to decent education and training, access to employment supports and access to transportation –the result is meaningful and sustained employment. Research and our own experience has demonstrated that having a designated transition planner is key to the success of transition planning with youth with a disability. The purpose of transition planning is to provide an opportunity to review and identify personal successes, abilities and strengths, community assets and supports, and to create an individualized plan for the future –a plan that includes options and choices. It is critical that transition planning begin as early as possible to help you better prepare for life after high school, including pursuing training, post-secondary education and/or employment. Transition planning for youth with a disability also involves a focus on exploring and navigating essential disability supports may include, but are not limited to: income supports (e.g., student loans, scholarships); accessible housing (including student residences); accessible transportation and infrastructure (e.g., pathways to classrooms); equipment, technology and assistive devices; social support networks (e.g., support groups, hobby groups); sport, recreation and active living (e.g., accessible gyms, pools); and attendant or home supports.

Formal evaluation of our programs is one of the best tools that Ability NB has to inform the development and continuous improvement of our programs and services. Formal evaluation allows Ability NB to improve its effectiveness and design appropriate and informed interventions.

Description of the evaluation project

Goal

Our program goal is:

- To enhance the employability of youth with a disability in New Brunswick.

The objectives of the program formal evaluation are to determine the following:

- The supports, services and best practices that contribute to the ability of youth with a mobility disability to successfully transition to training, education and/or employment.
- The degree to which youth with a mobility disability utilize the strategies, resources, tools, and connections developed in the transition plan to set and achieve positive training, education and employment goals.
- The level of youth satisfaction with the transition planning services.
- The effectiveness and impact of transition planning services for youth with a mobility disability.

Consultant responsibilities

The responsibilities of the consultant would consist of the following:

- Maintain open communication with Team Lead.
- Review existing program information and data.
- Develop interview or survey tools for service participants (youth with a mobility disability who are active service participants will be the key informants).
- Deliver an interview or survey to 40 service participants throughout New Brunswick, including those living in rural and urban communities at two pre-determined intervals in the service delivery (e.g., at one month and six months).
- Submit interim progress report (e.g., 2 to 3 pages on trends being noticed with the first group of participants) - October 2017.
- Develop a format for case study analysis, prepare two to three case studies and analysis.
- Develop interview questionnaires.
- Complete data analysis.
- Submit final report for review –April 2018.
- Deliver an in-person presentation on the project results to the Ability NB Board of Directors – April 2018.
- Ensure confidentiality of participants.

A criminal record check (including Vulnerable Sector) is required.

Timeline

The project will begin in February 2017 and end in April 2018.

Project advisement and management

The consultant will work under the supervision of the Team Lead, Transition Planner with whom the consultant will maintain regular communication.

Elements of the formal evaluation report

The evaluation report must include the following elements:

- An Executive Summary with key evaluation highlights.
- Overview of the project and methodology.
- An analysis of the interview/surveys with service participants.
- Two to three case studies highlighting the impact of the program on service participants (youth with a mobility disability).
- Key recommendations related to service delivery and potential enhancements or improvements.
- An analysis of the survey with youth.
- An analysis of the interview questionnaire completed by the youth.

Proposal format

To ensure that all proposals are uniformly evaluated, they shall be submitted in the following format:

Section A – Profile of the consultant

This section must include:

- Business name and address.
- Name of contact person to whom all inquiries can be directed.
- Name of the project leads who will conduct the project and names of all relevant team members.
- Description of the suitability and professional experience of the consultant and team members and how it relates to the project.
- Detailed description of experience in designing and leading evaluations of projects.
- Detailed description of experience working with the youth sector.
- Demonstration of bilingual capacity (i.e., capacity to conduct interviews in English or French).
- Number of years in business.
- Examples of similar projects completed by the consultant.

Section B- Project requirements

This section must include:

- A proposed methodology for each component.
- A proposed project calendar with milestones.

Section C – References

This section must include:

- Provision of three references of comparable corporate client.

Section D – Financial

This section must include:

- Provide a daily rate for the work with an estimated number of hours/days for each activity related to the project.
- Provide a projected budget for proposed activity expenses including travel, and relate these expenses to the specific proposed activities in the work plan.
- The proposal should not exceed \$30,000 including applicable taxes.

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The proposal should address each element of Ability NB’s requirements as outlined. Changes or enhancements should be clearly explained. The consultant may suggest alternative means beyond on the scope of the stated requirements.

Receipt of proposals & request for information

Proposals and inquiries concerning any aspect of this proposal can be directed to:

Heather Avery, Transition Planner, Team Lead
Ability New Brunswick/Capacité Nouveau-Brunswick Inc.
440 Wilsey Road, Suite 102
Fredericton, NB E3B 7G5
heather.avery@abilitynb.ca

Proposals must be received no later than 4:00 pm on December 30, 2016.

Contract

Upon award of this request for proposals, Ability New Brunswick Inc. will execute a contract with the successful contractor for the work to be performed. The contract will include confidentiality and non-disclosure agreements.