

REQUEST FOR PROPOSALS: EMPLOYMENT MENTORING PROGRAM EVALUATOR

Jake's House is requesting proposals for a program evaluator to conduct an outcome-based formative program evaluation, create tools, and measure success for the Employment Mentoring Program (EMP).

BACKGROUND

Founded in 2004, Jake's House is a national registered charity both Provincially and Federally funded. Jake's House mission is to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.

PROJECT DESCRIPTION

Jake's House Employment Mentoring Program (EMP) is an innovative, adaptable program that supports the integration of young adults with autism spectrum disorder (ASD) or a developmental disability (DD), aged 18+, into the workforce. Through a training & skills program followed by placements at companies in diverse fields, the young adults receive opportunities to develop their professional skills and demonstrate them to employers looking to build strong, vibrant teams, all under the guidance of caring mentors.

By supporting the integration of young adults on the spectrum into the workforce through training & skills development followed by professional placements, the Employment Mentoring Program presents real opportunity to all key program participants. Program participants include program participants with autism spectrum disorder (ASD) or a developmental disability (DD), employers, and mentors.

SCOPE OF WORK

Objectives of EMP

- Support and help develop a resilient workforce by enabling access into the labour market, and/or retention and capacity-building for employers.
- Empower workers and job seekers who face higher barriers of entry, and enhance pathways into meaningful and gainful employment, including youth.
- Encourage partnerships across multiple economic sectors while supporting innovative ideas and training solutions.

Research Approach

- a qualitative dimension (narrative) to gather the observations and lived experiences of individuals with ASD/DD, family members/caregivers, employers, and mentors. This includes identifying the realities associated with the program, best practices, successes, challenges, and lessons learned.
- a quantitative dimension (statistics) to quantify and demonstrate outputs and outcomes.

Performance Indicators

- Logic model elements must include short-term, intermediate, and long-term impacts, as well as intended outputs used to track progress and performance throughout the program.
- Data collection methods and tools can include administrative records, checklists, surveys, interviews, assessments, and feedback.

KEY DATES

Phase 1 – Design & Development (March 2023 – April 2023)

- Literature review and database development
- Design of evaluation plan
- Determine performance indicators
- Determine data collection methods and tools
- Determine targets

Phase 2 – Implementation (April 2023 – December 2023)

- Program implementation
- Evaluation Plan initiated
- Design and implement data collection methods and tools
- Data collection
- Ongoing monitoring and assessment

- Internal interim report including program recommendations

Phase 3 – Conclusion (December 2023)

- Final evaluation report submitted to funding partner

SUBMISSION AND REQUIREMENTS

The following submission guidelines and requirements apply to this Request for Proposal:

1. All proposals must be received no later than 5:00 pm on February 28th, 2023 and should be sent via email to charityliaison@jakeshouse.ca. Please include in the e-mail subject line “RFP: EMP Evaluator Proposal”.
2. Applicants may submit their question(s) in writing or schedule a call with our team until February 24th, 2023, to charityliaison@jakeshouse.ca. Please include in the e-mail subject line “Questions: RFP: EMP Evaluator Proposal”.
3. Only qualified individuals or firms with prior, similar project management experience should submit proposals in response to this Request for Proposal.
4. Proposers must list at least three (3) projects that are substantially similar to this project as part of their response, including as many references as possible. Examples of work should be provided as well.
5. Proposals must include a technical proposal that provides an overview of the proposed approach as well as a list of qualifications for all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable; including the hours estimated for completion of each phase of the project.
6. A price proposal must also be provided, which can include hourly rates for service and any other associated costs.
7. Proposals must be signed by a representative that is authorized to commit proposer’s company.
8. Proposals must remain valid for a period of 60 days.

This RFP does not guarantee or commit Jake’s House to proceed with the above-described work. Due to the overwhelming responses, not all candidates will be contacted.

If you have any questions, please contact:

Keith Woodcock, Family Program Manager - 416-247-5253