

THE CANADIAN CENTRE FOR  
**GENDER+SEXUAL  
DIVERSITY**



LE CENTRE CANADIEN DE LA  
**DIVERSITÉ DES GENRES  
+ DE LA SEXUALITÉ**

## **Request for Proposals Monitoring and Evaluation Consultant**

### **About the Canadian Centre for Gender and Sexual Diversity (CCGSD)**

The Canadian Centre for Gender and Sexual Diversity (CCGSD) is a national, youth-focused 2SLGBTQ+ organization that promotes diversity in gender identity, gender expression, and romantic and/or sexual orientation. We address discrimination through educational programming, research, and advocacy. Our resources and programming can be used to uplift gender and sexual minorities, as well as give tools to wider populations in building allyship. For more information, please visit our website at [www.ccgdsd-ccdgs.org](http://www.ccgdsd-ccdgs.org).

If you advocate for gender and sexual diversity, anti-violence and anti-discrimination, and share our values of Equity, Access, Rights, and Participation for All – we want to work with you!

CCGSD promotes feminist and anti-oppression principles. We encourage applications from women and gender-diverse people of all races, ethnic origins, religions, abilities and sexual orientations. If you are invited to continue the selection process, please notify us as soon as possible of any particular adaptive measures you might require.

### **Project overview**

Supported by two expert advisory councils, this project will develop and deliver new educational resources and tools related to 2SLGBTQ+-inclusive comprehensive sexual health education.

A needs assessment will be conducted in five target Canadian cities and a toolkit developed based on existing best practices, guidelines, and studies as well as our expertise in gender and sexuality. The curriculum will be piloted in the target cities and taught to teachers as well as health/social service providers who interact with 2SLGBTQ+ youth. The curriculum will be made publicly accessible online, with an awareness campaign alongside continued training for teachers and service providers to increase comfort and capacity.

These resources will increase student and provider knowledge and improve student satisfaction with Sexual Reproductive Health (SRH) education and care. The goal of the project is to increase educator and service provider capacity to support 2SLGBTQ+ and other marginalized Canadians, which will improve access and promote greater equity in SRH care.

## Project activities

1. Recruiting and selecting members of the Partner Advisory Committee and the Youth Advisory Committee. The PAC and YAC will assist in developing toolkit components, delivering training, and knowledge transfer activities.
2. Designing and implementing key informant interviews or other survey practices to produce a needs-assessment based on the experiences of educators and students in each of the five targeted pilot cities.
3. Co-designing at least five (5) toolkit ‘modules’ with Wisdom2Action and Dr. Nadine Thornhill to be used in the training of educators and 2SLGBTQ+-serving organizations that develops confidence and skills in the provision of teaching CSE.
4. Co-facilitate (with Dr. Nadine Thornhill) project training sessions based on toolkit modules in each of the five pilot cities.
5. Co-facilitate (with Dr. Nadine Thornhill) a “Train-the-Trainer” series for community representatives to support further pilot training sessions in each of the five pilot cities.
6. Provide edits and updates to the toolkit and other project documents based on PAC and YAC feedback.

## Project timelines

<b>Project Duration: July 2022 – March 2024</b>
<b>Phase 1 (July - December 2022):</b> Advisory councils recruitment and launch Research, literature review and needs assessment with advisory councils
<b>Phase 2 (January - March 2023):</b> Project material (toolkit) development
<b>Phase 3 (April - December 2023):</b> Pilot program promotions and launch Collect feedback from advisory groups and data analysis Project material review and revision
<b>Phase 4 (October - December 2023):</b> Relaunch of final project materials Community engagement and training sessions Evaluation and feedback analysis
<b>Phase 5 (January - March 2024):</b> Complete final draft of project materials Analyze data, stats and create projects reports

### Consultant responsibilities

In support of the above activities, CCGSD is seeking the engagement of a monitoring and evaluation consultant to:

- Determine appropriate monitoring and evaluation tools and approach for the project that align with funding requirements and outcome indicators
- Assess progress made towards the achievement of results at the outcome and output levels
- Assist with reporting of results and performance to the funders
- Ensure that the results contribute to the project goals
- Identify lessons learned and provide recommendations for monitoring and evaluation for CCGSD programs

### Consultant deliverables

In order to achieve the above, the consultant will:
Work closely with CCGSD programs team and advisory committees to develop a meaningful, engaging and participatory monitoring and evaluation framework for the project
Develop monitoring and evaluation framework for CCGSD's engagement with advisory councils. Will analyze findings and produce reports and recommendations based on the findings
Review documents created by the project to ensure alignment with funding objectives and requirements
Propose, by the end of Q3 2022, an evaluation schema for the project that is trauma-informed, strengths-based, and centers participants voices and experiences
Collect robust data, summarize key findings and provide recommendations for the project at the reporting checkpoints which include <ul style="list-style-type: none"><li>● after the needs assessment collection</li><li>● after the pilot sessions and</li><li>● after the toolkit distribution in the final year</li></ul>
Compile, review and analyze all data by the project end date
Support the project team with the interpretation and understanding of the data collected through reports, summary and sharing key findings
Collaborate with the CCGSD team on knowledge dissemination content such as presentations, infographics, videos
Collaborate with project team with final reports to the funder
Develop evaluation tools and methodology for CCGSD communications strategy, in alignment with this project
Develop evaluation tools and methodology for CCGSD programs and projects

## Required qualifications

- Significant experience in leading and managing monitoring and evaluation, and data collection, projects (priority will be given to those with experience with work in 2SLGBTQ+ communities)
- Demonstrated experience applying intersectional framework to monitoring and evaluation
- A reliable and effective project manager with extensive experience in conducting evaluations and a proven record in delivering professional results in line with budget.
- Demonstrate knowledge of understanding of project requirements and outputs
- Ability to communicate effectively, and promptly, with diverse audiences having differing levels of knowledge
- Excellent written and verbal communication and interpersonal skills
- Exceptional time management skills
- Commitment to and knowledge of anti-oppression, equity in education, and issues related to 2SLGBTQ+ rights in Canada.
- A thorough understanding of 2SLGBTQ+ rights issues in Canada, and issues related to equity in education as well as CCGSD's mission.
- Preference given to 2SLGBTQ+ and BIPOC consultants or consulting firms.
- Experience with evaluating government-funded projects will be considered an asset; however we are open to consultants without this experience

## Projected budget

\$35,000

## Proposal content:

Please submit a proposal that includes the following:

- Demonstration of your understanding of the scope and requirements of the project.
- Outline of your qualifications, including relevant and specific experiences which will help us determine why you are the right consultant for this project (including those of any team members)
- A description of the proposed approach and methodologies to be employed
- A proposed work plan and clear breakdown of the tasks, showing the amount of time you will spend on this project and expected timeline (training dates, intervals, etc.).
- Two examples of project documents (e.g. training outline, project plan, etc.).
- A budget for the total cost of the work, including materials and other expenditures including taxes

## Application process and deadline:

Please submit all applications to [recruitment@ccgsd-ccdgs.org](mailto:recruitment@ccgsd-ccdgs.org) by **Mon, Aug 8th 2022 at 5pm** EST with subject line "M&E consultant"

For any questions contact Mofi Badmos, Manager of Programs, at [mofi@ccgsd-ccdgs.org](mailto:mofi@ccgsd-ccdgs.org)