

Atlantic Aboriginal Economic Development Integrated Research Program (AAEDIRP)



REQUEST FOR PROPOSALS

**Program Evaluation: Atlantic Aboriginal Economic Development Integrated Research Program
(AAEDIRP)**

ISSUE DATE: Monday, August 21, 21017
CLOSING DATE: **Friday, September 29, 2017**
CONTRACT START DATE: Monday, October 23, 2017
CONTRACT END DATE: Monday, June 25, 2018
CONTACT PERSON: Margaret Donahue, Director, AAEDIRP
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The Atlantic Aboriginal Economic Development Integrated Research Program (AAEDIRP) is a unique partnership between the member communities of the Atlantic Policy Congress of First Nations Chiefs Secretariat (APCFNC), the Inuit of Labrador, fifteen Atlantic Canadian universities, and federal and provincial government funding partners. The main purpose of the AAEDIRP is to work with Aboriginal communities to improve the knowledge base concerning Atlantic Aboriginal economic development in order to improve the lives of Aboriginal peoples in the region. To achieve this mandate, the AAEDIRP conducts research that is relevant to Atlantic Aboriginal communities and organizations by linking community needs with Atlantic post-secondary resources and by using community-based participatory research methods. The research projects approach community economic development from a broad, holistic perspective based on Aboriginal culture, languages and direction from Elders.

Purpose:

The AAEDIRP is providing funds of \$100,000.00 for a qualified consulting firm to undertake a comprehensive evaluation of the AAEDIRP Program.

Scope of Evaluation:

- Assess the extent to which the program is being implemented as planned;
- Assess if intended outcomes are being achieved;
- Identify unanticipated outcomes;
- Ascertain the impact of the program;
- Provide recommendations for program development decisions regarding future program format and goals;
- Provide a cost analysis for the project.

Deliverables:

- Progress meetings with Advisory Committee (at least once a month); including an initial meeting to discuss and confirm scope and methodological approach;
- Comprehensive program evaluation report accompanied by a formal presentation of findings;
- Separate executive summary of the evaluation for dissemination to internal stakeholders and for external communications;
- Electronic copies of all reports, protocols, instruments, interview schedules, on-line questionnaires, coding guides, data dictionaries, databases or electronic information systems developed for this evaluation, as well as any analysis outputs.

Application Process:

Find below an application guideline for submission of proposals. Please ensure that all three sections of the proposal guideline are completed and submitted. The proposal submission details are found in Appendix II.

Deadline for Submissions: Friday, September 29, 2017

PROPOSAL GUIDELINE

I. Background Information

Please include the Lead Organization, Evaluation Team and CVs and label it “Section I – Background Information”.

A. Lead Organization

Indicate the nature and scope of the lead organization and the organization’s training and experience engaging in evaluation projects.

B. Evaluation Team

For each key team member provide a description of their: (a) Role in the evaluation and expected contributions to its successes, and (b) A CV - summary of relevant qualifications, expertise, experience and three references. Each CV should be no longer than 5 pages.

- **Principal Evaluator(s):** The Principal Evaluator is responsible for providing leadership and overall direction for the evaluation. Given the mandate to promote capacity building, the AAEDIRP has chosen to allow for Co-Principal Evaluators. It is hoped that this relationship may provide knowledge sharing and capacity building for both non-Aboriginal Evaluators and Aboriginal community members.
- **Co-evaluator(s):** Co-evaluators can be Aboriginal accredited evaluators, students and/or community members. Again, in keeping with the mandate to promote capacity building among Aboriginal peoples, every effort should be made to engage Aboriginal individuals as Co-evaluators.

II. Evaluation Proposal Outline

Please include a twelve page (maximum) proposal and label it as “Section II- Evaluation Proposal”. The proposal should include the following information listed below.

A. Project Title

- Provide the full title of the evaluation proposal being submitted.

B. Project Summary

- Please provide a one (1) page summary of the proposed evaluation.

C. Objective

- What is the objective of this evaluation?

D. Proposed Evaluation Methodology

- Describe exactly what you plan to do and what evaluation methodology and methods you will be using.
- Please note that the evaluation methodology should be in keeping with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Human, 2014* edition.

E. Data Security and Disposition

- How will you collect, analyze, store, and dispose of the data? What measures will be taken to ensure security of the collected data?

F. Ethics

This evaluation will engage with Aboriginal communities and organizations and, as such, shall be bound by the same ethical processes and guidelines as all AAEDIRP research projects and initiatives.

- **Research with Aboriginal Communities:** The relationship between Aboriginal communities and researchers involved in AAEDIRP research projects is based on the principles of partnership and mutual respect. For researchers, this involves openness to learning about what is required to participate in research with Aboriginal communities and working within the spirit of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, 2014 edition¹, and the *Principles of Ownership, Control, Access and Possession (OCAP)*, 2014 edition².
- **Community Consent:** It is vital that a research project have consent from any collaborating Aboriginal communities and/or organizations. Any research activities occurring within communities (i.e., interviews, focus groups) will be subject to approval from the appropriate authorities within the community, using the community's protocols established for this purpose. Some evidence of community consent must be obtained from the collaborating Aboriginal communities and forwarded to the AAEDIRP as soon as possible and prior to the commencement of community engagement. This might take the form of a letter, fax, email or evidence of verbal consent. The AAEDIRP will, if necessary, assist with this process.

G. Timeline for the Project

Describe the work schedule and timelines for specific activities or milestones related to the evaluation and clearly indicate the project start and end dates.

There are some required deliverables and timelines for the evaluation noted below:

- **Interim Report** (Due midway into the evaluation);
- **Draft final Report** (Due 2 weeks before evaluation's end);
 - Please note that the draft report goes through a review by the AAEDIRP team and is then reviewed by the AAEDIRP Research Subcommittee. The evaluation will also be reviewed by an Advisory Committee overseeing the evaluation. Evaluators are asked to incorporate any possible feedback from the committees into the final report. This process may take approximately 2 weeks.
- **Final report;** and
- **Financial report** (to be submitted within 60 days of completion of the funding period).

¹ 2014 Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, Ottawa, Ontario: Her Majesty the Queen in Right of Canada. Accessed July 19, 2016: http://www.pre.ethics.gc.ca/pdf/eng/tcps2-2014/TCPS_2_FINAL_Web.pdf.

² 2014. Ownership, Control, Access and Possession (OCAP): The Path to First Nations Information Governance, Ottawa, Ontario: The First Nations Information Governance Centre. Accessed July 19, 2016: http://fnigc.ca/sites/default/files/docs/ocap_path_to_fn_information_governance_en_final.pdf.

III. Budget Plan

Please include a budget plan and the name and contact information for the Financial Officer, and label it “Section III – Budget Plan”.

A. Budget Plan

- Please use a table to itemize the cost breakdown of the proposed evaluation. Your budget must be explicit and detailed (e.g., state the duties or activities to be performed for the conduct of the evaluation, expected travel expenses, types of supplies needed, etc.). Justify the cost for all proposed expenditures. Indicate whether in-kind and other sources of funding are anticipated or confirmed.

B. Name of Financial Officer

- Please provide the name and address of the financial officer who will be responsible for the administration of this evaluation and to whom all correspondence about the accounting should be sent. The financial officer will provide a final report within sixty (60) days of completion of the funding period.

IV: Checklist for Submissions

Please review the following checklist and ensure that all completed attachments are submitted.

1. Section I: Background Information
2. Section II: Evaluation Proposal
3. Section III: Budget Plan
4. To be submitted at a later date: All necessary Ethics approvals must be submitted prior to the commencement of engagement with Aboriginal communities and/or organizations.



Appendix I



THE ATLANTIC ABORIGINAL ECONOMIC DEVELOPMENT INTEGRATED RESEARCH PROGRAM (AAEDIRP)

THE ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS

Within Atlantic Canada there is a relative lack of data and research on Aboriginal economic development, which provides a challenge to government, regional leadership and Aboriginal communities. In 2007, the Atlantic Aboriginal Economic Development Integrated Research Program (AAEDIRP) was formed to provide much needed baseline data and evidence-based research on Aboriginal economic development to support decision making in the region.

The AAEDIRP is a unique partnership between the member communities of the Atlantic Policy Congress of First Nations Chiefs Secretariat (APCFNC), the Inuit of Labrador, fifteen Atlantic Canadian universities, and federal and provincial government funding partners. The main purpose of the AAEDIRP is to work with Aboriginal communities to improve the knowledge base concerning Atlantic Aboriginal economic development in order to improve the lives of Aboriginal peoples in the region. To achieve this mandate, the AAEDIRP funds and facilitates research that is relevant to Atlantic Aboriginal communities and organizations by linking community needs with Atlantic university resources and by using community-based participatory research methods. The research projects approach community economic development from a broad, holistic perspective based on Aboriginal culture, languages and direction from Elders.

The AAEDIRP's university partners include:

Acadia University; Cape Breton University; Dalhousie University; Memorial University; Mount Allison University; Mount Saint Vincent University; Saint Mary's University; St. Francis Xavier University; St. Thomas University; Université de Moncton; University of New Brunswick; University of PEI; University of King's College; Atlantic School of Theology; Nova Scotia College of Art & Design.

The AAEDIRP is administered by the APCFNC. The APCFNC is a non-profit organization that was formed in 1992, and incorporated in 1995. The APCFNC speaks with one voice on behalf of First Nations communities in Atlantic Canada. The mandate of the APCFNC is to research, analyze and develop alternatives to federal policies affecting Mi'kmaq, Maliseet, Innu and Passamaquoddy First Nations in the Atlantic region. Through research and analysis, the APCFNC also develops and tables policy alternatives on socio-economic issues affecting First Nations communities in Atlantic Canada, Quebec, and Maine, USA.

In 2016, fifteen Atlantic universities renewed a Memorandum of Understanding with the APCFNC, reaffirming their commitment to collaborating with the AAEDIRP. APCFNC leadership and communities continue to develop stronger relationships with Atlantic region universities through the work of the AAEDIRP, benefiting both Aboriginal communities and the universities. Learning is taking place on both sides about each other's cultures, processes, ways of knowing and teaching.

Appendix II

PROPOSAL PROCESS AND INFORMATION

Funding Schedule and Deliverables

Normally, funds will be released in three phases. The first funding installment will be provided to evaluators to begin the evaluation process. A contract with the evaluation team will be signed at this point. The second funding installment will be provided after an interim report has been submitted to the AAEDIRP, and the final installment will be provided upon receipt and approval by the AAEDIRP of a final report. The final report will include details of the process, evaluative activities undertaken, and results obtained.

Proposal Evaluation and Selection

Each evaluation proposal will be evaluated by the AAEDIRP and/or the AAEDIRP Research Subcommittee and the evaluation Advisory Committee. The Committees presently consist of university and Aboriginal community members. The proposals may be sent to other experts for additional review (external reviewers) when necessary. The AAEDIRP reserves the right to accept any or all parts of a proposal. The AAEDIRP will be solely responsible for review of evaluation proposals and the decision as to which proposals may result in project funding agreements.

Proposals will be evaluated according to the following five criteria:

1. Competence of the evaluation team. This includes:
 - Academic and evaluation qualifications;
 - Knowledge of evaluation methodologies used to evaluate community-based research programs including extant literature;
 - Demonstration of an effective historical relationship and/or involvement with Aboriginal communities; or an expressed desire to build such relationships;
2. Past performance with work similar in scope and scale;
3. Clear understanding of the AAEDIRP's need, for example a project summary, timeline, schedule of work;
4. The appropriateness of the chosen evaluation methodology and methods;
5. Budget and its justification.

Community Ownership of Evaluation Products

Under this agreement, the APCFNC will have complete and full ownership and use of all reports and materials ("works") produced by the evaluator and shall have copyright therein. In consideration of entering into this agreement, the evaluation team hereby waives all moral rights (as defined by the Canadian Copyright Act) in any works in which copyright subsists.

PROPOSAL SUBMISSION

Signed Proposals

The Proposal Submission must be signed by the applicant who is applying to be the Principal Evaluator of the proposed evaluation. In addition, the Principal Evaluator must ensure that the submitted proposal includes three of the four parts of the application: (I) Background Information, (II) Evaluation Proposal, and (III) Budget Plan.

The submission should be typed using a font size of 12-point, double-spacing and 1” inch margins.

The Evaluation Proposal is **not to exceed a maximum of 12 pages** in total (including tables, figures, and references).

Submit one electronic copy: (Word or PDF format) with the (I) Background Information, (II) Evaluation Proposal, and (III) Budget Plan.

All notices and correspondence will be sent to the **Principal Evaluator unless a request is made for the AAEDIRP to correspond with someone other than the Principal Evaluator.**

Working Language of the APCFNC and AAEDIRP

The working language of the Atlantic Region is English and all responses to this Request for Proposals must be in English.

Evaluator’s Expenses

Evaluators are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the APCFNC or the AAEDIRP. If the APCFNC or the AAEDIRP elects to reject all proposals, the APCFNC or the AAEDIRP will not be liable to any evaluator for any claims. This includes costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

Firm Pricing

Prices will be firm for the entire contract period unless this Request for Proposals specifically states otherwise.

ADDITIONAL TERMS

Definition of Contract

A contract for the goods or services will consist of (1) A notice in writing to an evaluator that they have been identified as the successful applicant and (2) the subsequent full execution of a written contract. No evaluator will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

Liability for Errors

While the APCFNC and the AAEDIRP have used considerable efforts to ensure an accurate representation of information in this Request for Proposals, the information contained herein is supplied solely as a guideline for evaluators. The information is not guaranteed or warranted to be accurate by the APCFNC or the AAEDIRP, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for

Proposals is intended to relieve evaluators from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

Modification of Terms

The APCFNC and the AAEDIRP reserve the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a contract with the successful evaluator.

Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the AAEDIRP, become the property of the APCFNC and the AAEDIRP. They will be received and held in confidence by the APCFNC and the AAEDIRP.

Use of Call for Proposals

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

Confidentiality of Information

Any and all information pertaining to the AAEDIRP obtained by the evaluator(s) as a result of participation in this evaluation is confidential and must not be disclosed without written authorization from the APCFNC or the AAEDIRP.

Please submit one copy of your proposal (in .doc or .pdf) by the deadline date of Friday, September 29, 2017 by email to: Margaret.Donahue@apcfnc.ca

Questions may be addressed to:

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