



## **Request For Proposal: Program Evaluator**

**Issued by:** ACSA Community Services (ACSA)

**Project:** Gender-Based Violence (GBV) Violence Against Women (VAW) Capacity-Building Project

**Deadline for Submission:** September 28, 2025

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### **1. Introduction & Background**

ACSA Community Services has received a Gender-Based Violence (GBV) Violence Against Women (VAW) Capacity-Building Fund from the Ontario Ministry of Children, Community and Social Services. The Project will strengthen ACSA's internal systems, governance, and service delivery to improve GBV prevention and response.

To ensure accountability and learning, ACSA seeks a Program Evaluator to design and implement a monitoring and evaluation framework for the project.

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### **2. Scope of Work**

The Program Evaluator will:

- Develop an evaluation plan with logic models, indicators, and tools.
  - Conduct baseline, mid-term, and final assessments.
  - Collect and analyze qualitative and quantitative data.
  - Produce interim and final evaluation reports with recommendations.
  - Present findings to ACSA leadership and stakeholders.
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### **3. Deliverables & Timeline**

- Month 1: Inception/evaluation plan.
  - Mid-project: Interim report.
  - End of project: Final evaluation report and presentation.
- Duration: September 2025 – June 2026.
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### **4. Proposal Submission Requirements**

- Cover letter and statement of interest.
  - Detailed methodology and approach.
  - CV and relevant experience.
  - Examples of previous evaluations.
  - At least two client references.
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## 5. Evaluation Criteria

- Experience in program evaluation.
  - Familiarity with GBV, nonprofit, or community programs.
  - Strength of proposed approach.
  - Cost-effectiveness.
  - References and track record.
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## 6. Terms of Reference (ToR)

**Purpose:** Provide evidence-based evaluation of ACSA's GBV project.

**Objectives:** Measure effectiveness, generate learning, support sustainability.

**Deliverables:** Evaluation plan, interim and final reports, presentation.

**Qualifications:** Advanced degree or equivalent, 5+ years evaluation experience, strong data analysis/reporting skills, knowledge of GBA Plus.

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## 7. Contractual Arrangements

- Type: Fixed-term consultancy
- Reporting Line: Senior Manager, ACSA Community Services
- Budget: Up to \$15,000 CAD total, covering the period September 2025 – June 2026
- Payment: 30% on inception plan, 40% on interim report, 30% on final report
- Intellectual Property: All outputs belong to ACSA
- Confidentiality: Strict data protection required
- Termination: 30 days' written notice by either party

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## **8. Submission Details**

Submit proposals by September 24, 2025, to:

Jamillah T. Mananghaya-Poernama

Senior Manager, ACSA

Email: [MJamillah@ACSA.ca](mailto: MJamillah@ACSA.ca)