

CALL FOR PROPOSAL (CFP)

Consultant – Evaluation

SDI Project – Bridge Together: Connecting Service Providers and Refugees for Seamless Support

The Bridge Together Service Delivery Improvement (SDI) project to address coordination gaps among Settlement Service Provider Organizations (SPOs), refugee sponsorship groups, and refugees. The project has developed a Settlement Framework to strengthen collaboration, improve service coordination and knowledge sharing, identify service gaps, and support better settlement outcomes for refugees.

During 2025–2026, CCS developed an evaluation framework and submitted a Performance Measurement Framework to IRCC in August 2025. CCS is seeking a qualified consultant from December 2026 to March 2027 (with possibility of extension to March 2028) to refine and implement the existing evaluation framework, assess the project's second-year progress, and provide recommendations for improvement.

Scope of the Work

The consultant will be responsible for:

- Review and Refine the Evaluation Framework: Update the existing framework based on feedback from project staff and the Advisory Committee, ensuring alignment with the Performance Measurement Framework submitted to IRCC in August 2025.
- Update the Evaluation Plan and Tools: Revise the implementation plan, timelines, and monitoring and data collection tools to support ongoing evaluation.
- Implement a mid-term progress evaluation based on the plan: Collect and analyze data and stakeholder feedback to assess the project's mid-term progress against project objectives, performance indicators, and expected outcomes.
- Prepare a Progress Evaluation Report: Summarize evaluation activities, key findings, challenges, and improvements made, with practical recommendations for the project's next phase.

All deliverables must be completed by March 31, 2027.

Proposal Submission Requirements

The consultant should demonstrate:

- Experience designing, implementing, and reporting on community-based program evaluations, including qualitative and quantitative analysis.
- Experience evaluating multi-stakeholder initiatives, collaborative service delivery models, or capacity-building projects.
- Knowledge of the Canadian settlement and refugee-serving sector, including SPOs, refugee sponsorship groups, and refugee needs.
- Experience engaging diverse stakeholders and incorporating their feedback into evaluation processes.
- Strong analytical, communication, and report-writing skills, with the ability to develop practical recommendations.



- Ability to work independently and collaborate effectively with project staff and stakeholders.
- Experience with IRCC-funded projects, reporting requirements, and performance measurement frameworks.
- Canadian Evaluation Society designation or equivalent evaluation credentials.

Proposal Submission

Interested consultants should submit the following:

- **Cover Letter** (maximum 2 pages) outlining:
 - Understanding of the assignment, evaluation methodology, and stakeholder engagement approach
 - Relevant experience and qualifications;
 - Proposed approach to completing the assignment.
- **Consultant Profile**
 - Resume or company profile highlighting relevant experience.
 - Brief descriptions of up to three similar projects completed within the last five years.
- **Preliminary Work Plan**
 - A high-level work plan outlining Key activities, deliverables, and proposed completion dates within December 2026–March 2027. A detailed implementation plan will be finalized with CCS following contract award.
- **Financial Proposal**
 - A proposal not exceeding **\$12,000 (all-inclusive)**, including a breakdown of professional fees, estimated hours or days, and any associated expenses.
- **References**
 - Contact information for two recent clients who can speak to the consultant's experience on similar assignments.

How to Apply

Please submit your proposal to rfp@ccscan.ca with the subject line 'SDI – Evaluation Consultant'.

Deadline: Open until filled