



**REQUEST FOR PROPOSALS (“RFP”)
FUNDAMENTALS OF TRAUMA INFORMED PRACTICE-
EVALUATION OF ON-LINE TRAINING PROGRAM**

RFP Issue Date: September 15, 2016

RFP Closing Date: October 4, 2016

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Overview and Purpose

The Sheldon Kennedy Child Advocacy Centre (“SKCAC”) is a Calgary based not-for-profit organization. The SKCAC works in collaboration with relevant partner agencies to best serve children and families who are involved in the investigation and treatment of child abuse. This innovative model began development in 2011, and became fully operational on site in April of 2013. The Sheldon Kennedy Child Advocacy Centre is a physical site, where more than 100 professionals deal with the criminal investigation, child protection, medical and psychosocial needs of children, youth and families impacted by child abuse and maltreatment. The focus of work at the SKCAC are children and youth SKCAC who have experienced sexual abuse and severe and complex physical abuse and neglect.

The Sheldon Kennedy Child Advocacy Centre is continually evolving and expanding in an effort to best support children, youth and families impacted by child abuse and maltreatment. As part of the SKCAC’s continued progression, the Centre has recently been awarded a two year grant by the Public Health Agency of Canada in order to develop, produce and disseminate a 90 minute online training program that will provide a consistent and foundational understanding of the issues around childhood maltreatment and trauma. During this project, the SKCAC will collaborate with content experts from Human Services, Alberta Health Services, the Canadian Centre on Substance Abuse, the Palix Foundation, Canadian Mental Health, the University of Calgary, Education, and the Zebra Centre for content development.

The modules that comprise the curricula will address topics related to childhood trauma (e.g., grooming, types of trauma, help seeking, recovery, substance abuse, depression, impacts of early childhood trauma on the brain, self-harm, suicide, etc.) and will guide reform by highlighting solutions on both practice and systemic levels.

The curricula will be comprised of five modules including:

- 1) Child abuse and trauma
- 2) Trauma and its impact on brain development
- 3) Long term impacts of trauma
- 4) Applying trauma informed principles to practice
- 5) Recovery and Healing

The intent of the curricula is to educate, inform, and enhance practice as it relates to providing front line service delivery for children, youth and families affected by abuse. Providing knowledge and education are key components in the work towards the realization and understanding of child abuse and maltreatment. The strategy to achieve this will include focusing on two different streams of audiences:

- 1) Front-line service providers from the partner organizations working with the Sheldon Kennedy Child Advocacy Centre, the Zebra Child Protection Centre, as well as the four developing Child Advocacy Centres across Alberta.
 - a) Includes social workers, prosecutors, therapists, police officers, RCMP, physicians, medical professionals and victim support workers.
- 2) Front-line service providers from Calgary and Edmonton community based service organizations who work with children, families and vulnerable adults impacted by child abuse, domestic violence, mental health and substance abuse.
 - b) Includes organizations such as Hull Services, Canadian Mental Health Association Calgary Region, CUPS, high school teachers from eight school Divisions in and around Calgary etc.

Scope of Project

In order to ensure that the on-line training program is applicable, relevant and valuable to all target audiences, evaluation of development through implementation of curricula is integral.

Therefore, this RFP has been sent out with the goal of contracting an evaluator that will design and implement an evaluation plan that includes performance measurement, evaluation and intervention research, measurement tools, collecting, collating and interpreting knowledge produced by the project, and translating and interpreting and disseminating the knowledge generated by the project.

Development and implementation of these processes will ensure that the following core evaluation questions are being addressed:

1. What content and delivery methods are optimal for helping front-line service providers create practice solutions that support:
 - Effective trauma-informed service provision to children, families and vulnerable adults
 - Increased cross-sectoral collaboration
 - Effective information sharing strategies
 - Emerging partnerships and collaborations

2. To what extent are the anticipated outcomes as described in the work plan and program logic model being achieved? (which outcomes, by how many organizations/participants?) How long do these changes last?
 - Increased knowledge and awareness of child abuse, trauma, its impacts on the victim, their family and the community.
 - Increased recognition and impact of the reach of child abuse to multiple sectors and the value of working collaboratively across sectors.
 - Increased confidence in addressing issues of child abuse and trauma (via service provision or referral).
3. Is there applied value to each discipline participating in the curriculum?
4. To what extent does the curricula reflect the diverse lived experiences of children, youth and adults? (e.g. First Nations, immigrant groups, disenfranchised/marginalized)
5. What are the innovative, co-created strategies contributed by participants in response to participating in the training?
 - a) Which of these strategies are implemented at follow-up? In what settings?
 - b) What is the feasibility of scaling these practice changes in Calgary and throughout the province?
6. To what extent and in what ways is the curricula infused into Alberta's Model of Integrated Practice?
7. Implications for scaling the 'Fundamentals of Trauma Informed Practice' training program provincially, nationally and potential for alternate languages and global dissemination or sale?
8. Recommendations for future program development

Requirements

1. Work in partnership with Project Coordinator and the Project Steering Committee to establish scope and expectations of evaluation
2. Review the existing Evaluation Strategy and Program Logic Model described in the project proposal and recommend modifications as required.
3. Work with Project Coordinator, Content Advisory Team and Steering Committee (as required) to ensure the Evaluation Strategy complies with accountability to the funder and meets expectations of the team.

4. Develop information gathering tools and strategies to ensure that primary evaluation questions are addressed. It is anticipated that tools will include online surveys completed in conjunction with the curriculum as well as methods to follow-up with program participants.
5. Prepare a document to explain what type of personal information, if any, will be collected, how it will be collected, and how it will be used. If personal information is collected, how the Consultant will protect this personal information.
6. Ensure that evaluation tools are implemented according to the evaluation strategy identified in the original proposal, and that any modifications to the strategy are completed in consultation with the Project Coordinator.
7. Ensure data and information collected is compiled and organized
8. Interpret and analyze data collected
9. Communicate key findings in written evaluation reports as well as other forms of communication as required (i.e., Evaluation Executive Summary, presentation to key stakeholders, Academic Poster for conferences). Reports will include (but are not limited to):
 - The major milestones achieved throughout the project
 - Significant deviations (if any) from the intended project
 - The developmental process of monitoring data/information gathered to inform ongoing curricula development
 - Intended and unintended outcomes achieved
10. Work with Project Steering Committee, Communications Officer and Project Coordinator to develop, implement and evaluate the impact of the knowledge, products and dissemination

Deliverables and Timelines

Schedule	Deliverables/Tasks
September 2016	Issue RFP
October 2016	Award contract
October 2016	Project initiation meeting
November 2016	Review of leading practices re: online training curriculums, as they relate to the project described
November 2016	Privacy document
November 2016 – March, 2017	<p>Work with the Project Coordinator and Content Advisory Team to:</p> <ul style="list-style-type: none"> ensure that as curriculum is developed, evaluation strategy aligns with content, process and anticipated outcomes Develop data collection instruments (e.g. interview questions) to gather the necessary information
April 10, 2017	Written Progress Report to the Project Coordinator
February – September 2017	<p>Work with software developer and Project Coordinator to:</p> <ul style="list-style-type: none"> Develop infrastructure to track and monitor participants and training activity, as it relates to the evaluation plan Ensure that evaluation tools are integrated into the web-based training platform as required
October 10, 2017	Written Progress Report to the Project Coordinator
October 2017 – March 2018	<p>Implementation of online training program throughout Alberta</p> <ul style="list-style-type: none"> Collection and analysis of data Ongoing communication of key findings
March – May 2018	Submission/Presentation of Knowledge Products
May 15, 2018	Final Evaluation Report due to Project Coordinator

Subject to the award of this RFP to a successful bidder, it is anticipated that the successful bidder will be available for an initial meeting with the Project Coordinator no later than October 19, 2016. Work to be completed no later than May 31, 2018 (the term of the Agreement).

Proposals must include/qualifications and experience:

- Your background/experience(resume/CV) and your understanding of the requirements of the proposal
- Detailed timelines and budget information
- Developed consultation skills and comfort working with not-for-profit organizations
- Demonstrated ability to work independently and in a collaborative team environment
- Experience and no difficulty working with sensitive subject matter
- At least 3 references, including past and present clients
- Being a Credentialed Evaluator through the Canadian Evaluation Society an asset

Proposal Evaluation

The following criteria will be considered in the selection process: (in no particular order of importance)

- Project Understanding, methodology, and soundness of approach
- Proposed quote for services. Not to exceed \$75,000.
- Experience, expertise and evaluation capabilities
- Work plan

Submission, Deadlines, and Questions

Please contact bneis@calgarypolice.ca or bneis@sheldonkennedycac.ca with questions. Please submit all Proposal's by the Closing date to the following address:

Sheldon Kennedy Child Advocacy Centre
400 3820 24 Avenue NW Calgary, Alberta, T3B 2X9

Request for Proposal
Attention: Brenda Neis
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