



About Jesuit Volunteer Corps Northwest

Jesuit Volunteer Corps Northwest responds to local community needs in the Northwest by recruiting, placing, and supporting volunteers who provide value-centered service grounded in the Jesuit Catholic tradition. Staff and volunteers across programs share the values of community, simple living, social and ecological justice, and spirituality/reflection. Honoring the Divine at work in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly and equitably, and actively contribute to their own empowerment and positive change in their communities.

JVC Northwest partners with organizations and communities that respond to local needs in the Northwest. Our partnership provides value-added service, capacity-building, and accompaniment to agencies, particularly those invested in deepening their diversity, equity, and inclusion lens and practices. Through their service, volunteers contribute to the mission of each of our partners. JVC Northwest and partner organizations share collective power in order to co-create structural and cultural change needed for true equity.

Jesuit Volunteer AmeriCorps Program

Jesuit Volunteers (JVs) engage in one or more years of full-time volunteer service that focus on the core values of community, simple living, social and ecological justice, and spirituality/reflection. JVC Northwest provides opportunities for motivated individuals to serve with persons living on the margins of society and fragile ecosystems throughout the Northwest. Jesuit Volunteers live and serve with partner agencies in 19 locales across Alaska, Idaho, Montana, Oregon, and Washington.

Social and ecological justice is unattainable without equity. As a part of its journey to become a more just organization, JVC Northwest solicited two equity evaluations of its Jesuit Volunteer AmeriCorps program in recent years, focused on the JV experience and the experience of communities where JVs serve. The organization is currently developing a five-year strategic plan based on the input of stakeholders and the outcomes and recommendations in those reports.

Evaluation Purpose and Scope

JVC Northwest seeks proposals from experienced researchers and evaluators for a three-year project to collaborate on evaluation design, instrument development, and program assessments related to key outcomes of our Jesuit Volunteer AmeriCorps Program (JV Program): **(1)** The contractor will work with JVC Northwest to refine and assess existing capacity building efforts with our Partner Agencies, building upon previous JV Program evaluation studies. The evaluator is expected to use either a rigorous quasi-experimental or a randomized control trial design with a treatment and control/comparison group. **(2)** The contractor will assess the influence JV Program diversity, equity, and inclusion practices have within JV Program locale communities, building upon previous JVC Northwest equity studies.

Objectives

JVC Northwest seeks to understand the impact of its JV AmeriCorps programming on individual partner agencies, as well as on host communities over time. The key research questions are listed below, with the expectation that the applicant will refine the questions based on collaboration with a group of JV Program staff and stakeholders.

1. Does JVC Northwest provided (a) preparation and (b) on-going supports prepare JVs to maximize their potential for furthering equity and community benefit?
2. Does JVC Northwest agency partnership process find service placements with organizations doing equity and healing work in communities?
3. Can JVs' capacity building projects serve to benefit the community beyond the partner agency?

Work Plan

Contract deliverables include:

- Engage with JV AmeriCorps Evaluation project team, made up of staff and stakeholders, throughout the evaluation timeline.
- Hone evaluation research questions collaboratively with JV AmeriCorps Evaluation project team to align with forthcoming strategic plan.
- Design an evaluation plan for the project outlining evaluation approach, data collection methods, sampling technique, and instruments.
- Coordinate with JV AmeriCorps Evaluation project team to engage with participating sites, as well as provide necessary training for implementing the evaluation.
- Collect and analyze data measuring capacity building and racial equity.
- Provide annual and final written reports on evaluation findings.
- Provide final presentation to JVC Northwest staff and key partners.
- Provide regular updates to JV AmeriCorps Evaluation project lead and team, as agreed upon by both parties.
- Submit invoices for work performed quarterly.

Project Timeline

- April - June 2021: Contractor recruitment and selection
- June 2021 - December 2021: Planning and design
 - December 2021: Evaluation Plan
- January 2022 - May 2022: Evaluation plan clarification process with AmeriCorps
- August 2022 - August 2023: Year One data collection and analysis

- Fall 2023: Year One Report deadline
- August 2023 - August 2024: Year Two data collection and analysis
 - Fall 2024: Year Two Report
 - Fall 2024: Final Report
 - Fall 2024: Presentation of results
- August 2024 - August 2025: Year Three data collection and analysis
 - Fall 2025: Year Three Report
 - Fall 2025: Amended Final Report

Contract Application Process

To be considered for this contract, applicants must submit a succinct proposal that addresses the below topics, totaling no more than ten pages (excluding appendices). Upon review, applicants may receive a request for additional information and/or for an interview.

1) Executive Summary

The executive summary will consist of the proposal cover letter highlighting the contents of the proposal. Please include a description of your interest in performing this evaluation, including interest in specific elements.

2) Organizational Overview

This section will include background information on the applicant's organization and should give details of experience with similar projects. Provide an overview of the business or academic philosophy, values, practices, and areas of expertise. Include information about the signature approach and strengths of your organization, and other information that describes your organization's unique capacity to perform this project. Include the method your clients' needs are understood and integrated into project designs.

3) Project Staffing and Experience

This section will detail your organization's professional expertise and experience as it relates to the staff working on this specific evaluation. This section must include the proposed staffing, deployment, and organization of personnel to be assigned to this project. Staffing changes may be made through the mutual consent of the selected contractor and JVC Northwest after the contract award. Provide information as to the qualifications and experience of the project staff as well as the responsibilities to be assigned to each person.

- a. **Lead Evaluator:** Identify one individual who will lead and manage the contract work. Provide details of this person's experience, education, affiliations, memberships, awards, and recognitions received for similar services. The lead evaluator or researcher's resume should be included in the appendix.
- b. **Project Team:** Identify by name, title, and role each proposed project team member. Include relevant experience as well as responsibilities to be assigned for this project.
- c. **Other staff:** Identify other staff who will work on this evaluation project and in what capacity.

4) **Technical Proposal**

This section shall include the strategic plan proposed to accomplish the scope of work and address the evaluation questions. This section must provide a comprehensive narrative that sets out the proposed evaluation plan and methodology intended as well as how the methodology meets the needs of the project. The applicant must present a thorough understanding of the goals of the program and scope of the project, and demonstrate an adherence to the required timeline.

5) **Budgetary Proposal**

This section shall outline costs associated with the proposed project. Note that the contractor will be expected to provide their own space and equipment to conduct work on the project, and may be expected to cover ordinary business expenses.

- a. Personnel Costs
- b. Material Production Costs
- c. Travel Expenses
- d. Institutional Indirect Cost Rates, if applicable
- e. Miscellaneous Expenses: Identify miscellaneous expenses that will be incurred in performance of this contract, not previously covered in the items listed above. Any costs associated with project outside the scope of this budgetary proposal should also be listed. Detail how the expenses will be verified.

6) **Appendix**

Please provide copies (up to 3) of recent, related research projects or evaluation reports the Lead Evaluator has led, including: (1) relevant evaluations with racial equity focus, (2) relevant evaluations of capacity building services, and/or (3) AmeriCorps program evaluations. Full reports preferred; executive summaries are acceptable. Please also include the resume or CV for the Lead Evaluator.

Proposal Submissions and Questions

Submit proposals to info@jvcnorthwest.org by June 4. Subject line should indicate "JV AmeriCorps Evaluation Proposal - [Contractor Name]." Interviews or additional materials may be requested with applicants prior to final selection. Candidates will be notified on or before July 2.

Questions can be directed to Ben Carver, JVC Northwest AmeriCorps Program Manager, at bcarver@jvcnorthwest.org.

Selection Criteria

A contractor will be selected based on key criteria including the below.

- Completeness of required proposal elements

- Demonstrated expertise in evaluation design and delivery, instrument development, data collection, and analysis
- Demonstrated experience in evaluating capacity building programming
- Demonstrated experience in evaluation through the lens of racial equity
- Demonstrated experience in evaluating AmeriCorps programs
- Strong experience conducting multi-site evaluations from a distance
- Capacity to manage data collection, including ability to travel where necessary, to train relevant staff and JV AmeriCorps members
- Ability to complete the evaluation project within the required timeline

Contract Compensation

Funds available for the June 2021 to April 2022 scheduled work are up to \$5,000.00. Funds for the remaining portion of the schedule are contingent on continued AmeriCorps funding. The successful candidate's estimated cost for remaining scope of work will be included in the grant application. The prior grant evaluation was funded at \$75,000.

This figure is all inclusive, payable quarterly over a period of May 2022 to December 2025 (negotiable). Contractors from research organizations who are interested in applying existing funding to the project are welcome to include information about such opportunities in their application.

Position Classification

The positions described are independent contractor positions. Employees of the contractor shall not be employees of JVC Northwest.