ICN Request for an Evaluation Consultant   Posted: September 25, 2024

Submissions of interest due no later than: October 15, 2024

1. About the ICN

The Inter-Council Network (ICN) is a dynamic network of the eight provincial and regional member-based Councils for International Cooperation committed to social justice and social change. Rooted in communities across Canada, and representing more than 350 diverse organizations, we are leaders in public engagement at local and regional levels.

For more information about who we are and what we do, visit www.icn-rcc.ca

2. Project Purpose and Description

The Inspiring Action for Global Citizenship program is funded by Global Affairs and implemented by the eight provincial and regional councils for international cooperation from 2019 to 2026. The initiative aims to increase awareness and engage the Canadian public as global citizens in support of the Feminist International Assistance Policy (FIAP), Canada's Policy for Civil Society Partnerships, and Canada's commitment to the Sustainable Development Goals (SDGs). Additionally, it aims to strengthen the effectiveness of Canadian civil society organizations and their local partners to deliver sustainable results in support of Canada's international development priorities. The IAGC program integrates lessons learned from the experiences of the Inter-Council Network (ICN) as well as the eight councils.

The consultant will work closely with the ICN National Program Manager and the ICN MEL committee members to prepare a written report, based on collected stories of change from the past 6 years of the IAGC program.

The successful candidate will begin work in mid-November 2024 and will collect, analyze, review and code each council's capacity development stories from Year 1 through Year 6 of the IAGC program.

3.The Opportunity

The ICN is currently seeking a consultant with relevant experience and interest to support the ICN Monitoring & Evaluation (MEL) Committee in analyzing *Stories of Change* for our *Inspiring Action for Global Citizenship* Program Outcomes Reporting for Global Affairs Canada (GAC).

The process will include a review of existing material (Stories of Change) collected from all Councils in English and French, over a 6-year period; analysis of key themes across the material; selection of stories, in collaboration with the ICN MEL Committee, to showcase the identified key themes; and a final written report in English.

4**. Thematic Analysis Process**

The consultant will produce the following as part of the agreement:

- Select 15 stories to help understand the content, range and diversity within and amongst the stories. Determine key emerging themes from these stories which will serve to structure the content analysis.

- Determine the 3-4 most significant or recurring topics, ideas or themes. This could include cross-cutting themes as well as unique or unexpected themes that collectively speak to learning related to project outcomes and impact.

- Read, label and code all the stories of change (approximately 100 Capacity Development Stories in Y6) using the identified themes. Qualitative analysis software such as Nvivo or AI tools that assist with identifying themes could be used to facilitate the process. In order to focus on learnings across the Councils, a human-centered approach will also be important.

- Showcase key stories under each of the themes (approximately 3-4 stories for each theme) to ensure that Stories of Change are representative of a broad range of activities and work, ranging across all Councils and years of the IAGC program.

- Review stories to develop the thematic analysis sections. This will support the clarity and consistent application of themes throughout the analysis. Key insights and examples from the stories will be included in the analysis section, summarizing how each theme relates to the Stories of Change.

- Prepare a report, including the introduction, methodology, three to four thematic sections which each include a thematic analysis, a lesson learned section, a conclusion and annex of all coded stories of change.

5 Consultant Profile

The ideal Consultant will:

- Must be **bilingual; fluent in English and French (required);**

- Clearly demonstrate experience with monitoring, evaluation and learning, in particular conducting qualitative analysis, narrative and/or thematic analysis, ideally for non-profit organizations;
- Be familiar with the international cooperation and global education sectors in Canada;
- Demonstrate relevant experience working with non-government organizations (NGOs), including small and medium-sized organizations (SMOs), government funders and/or other actors in the international cooperation sector;
- Have excellent communication, organizational, writing, and analytical skills;
- Have proficiency with Windows and Microsoft Office Suite, Google docs, and Zoom;
- Work creatively and within budget to achieve desired results within the anticipated time frame;
- Be available for ongoing check-in meetings/discussions at key moments between October 2024 and March 2025.

6. Deliverables

The successful consultant will work collaboratively with the ICN Monitoring, Evaluation and Learning (MEL) Committee to produce a report (written in English) which will include the following sections:

- Introduction (1 page)
- Methods and Approach (1-2 pages)
- Theme 1 analysis / narrative (2-3 pages)
- 3-4 Stories of Change showcasing Theme 1 (length varies)
- Theme 2 analysis / narrative (2-3 pages)
- 3-4 Stories of Change showcasing Theme 2 (length varies)
- Theme 3 analysis / narrative (2-3 pages)
- 3-4 Stories of Change showcasing Theme 3 (length varies)
- Lessons Learned (1-2 pages)
- Conclusion (1 page)
- Annex / Compendium of Stories of Change

The ICN MEL Committee will support the consultant by:

- Providing oversight of the process, ensuring alignment with GAC reporting requirements;
- Providing access to relevant material (Stories of Change) collected by Councils over a 5–6-year period, including additional relevant data or interview material, as needed.
- Supporting analysis of key theme findings, in collaboration with the consultant.
- Reviewing and agreeing on the overall structure, method and approach.
- Sharing ongoing feedback on the process, including draft version(s) of the final report.

7. Relevant Dates (Please note these may be subject to change)

Request for Proposals shared   September 25
Deadline to submit expressions of interest   October 15
Interviews conducted with short-listed applicants   October 22-26
Consultant selected   October 30-Nov 2
Introductory meeting with ICN MEL Committee   Mid-November
Material Review & Thematic Analysis   November - December
Check-in meeting with ICN MEL Committee   November 28
First draft Report   January 16
Check-in meeting with ICN MEL Committee   January 23
Final Draft Report due   January 30

8. Submission of Interest Guidelines

Submissions of interest must include the following:

1) **Cover letter** stating interest in the project, qualifications and experience with qualitative analysis and/or narrative approaches to evaluation
2) **CV outlining previous experience with monitoring and evaluation and learning** and in particular conducting qualitative, narrative or thematic analysis.
3) **Budget** outlining the number of days required for the work and the daily rate.
4) **Online web pages** and/or two to three examples of related pieces of work.
5) Explain your availability between October 2024 and March 2025, including any black-out period
6) Complete contact information for three recent and relevant **professional references**.
7) Indicate whether you are eligible to work in Canada (verification will be required by the selected consultant(s)).

Submissions of interest must be submitted no later than **October 15, 2024, at 11:59 pm ADT @** info@icn-rcc.ca.

9. Remuneration – The contract will be awarded in three stages

1) 10% upon signing of a contract, confidentiality agreement and waiver of intellectual property rights involved in project completion.
2) 50% upon completion of presenting the first draft of the project
3) 40% upon completion of all agreed upon contract deliverables

10. Submission of Interest Evaluation Criteria

Proposals will be evaluated on the following criteria:

o   Capacity of collecting, analyzing, reviewing, coding the data from various sources
o   Proven ability to work within timelines
o   Budget
o   Stories of change analysis, review and code development and reporting qualifications, experience with the subject matter of international cooperation, expertise in public engagement
o   Ability to work in both official languages is a requirement to the application

Each bidder must submit one (1) copy of their submission with a subject heading labelled (ICN **Inspiring Action for Global Citizenship Program Outcomes Reporting**), electronically, to **info@icn-rcc.ca** by no later than October 15, 2024, at 11:59 pm ADT. All submissions will receive a confirmation of receipt; however, only successful applicants will be contacted for an interview.

   Values in Practice:

ICN's work, both internally and as a collective of members, is grounded in a shared vision of global social justice, human dignity, and participation for all, and is guided by ideals about anti-oppression, human rights, international cooperation, and the appropriate meeting of human needs articulated in a multitude of places by multilateral bodies, states, and civil society groups. ICN is committed to anti-racism, anti-oppression, and the prevention of sexual exploitation, abuse, and harassment.

Where and when required, the Consultant shall have a Prevention of Sexual Harassment, Exploitation and Abuse (PSHEA) policy or similar code of conduct. If not, the Consultant shall adhere to our organization's PSHEA policy. The Consultant's PSHEA policy or code of conduct shall, at a minimum, include the following provisions, which are based on Global Affairs Canada's guiding principles set out on the Sexual exploitation and abuse in international assistance webpage (https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/sexual_exploitation-exploitation_sexuels/index.aspx?lang=eng

As an equity-seeking collective of organizations, the ICN encourages applications from qualified individuals that represent the full diversity of communities in Canada, including complexities of intersecting identities such as ability, age, class, gender, race, and sexual orientation. As such, applicants are encouraged to self-identify. While we appreciate the efforts of all applicants, only those selected for an interview will be contacted.