

Terms of Reference - Consultant Program Science and Evaluation Consultant

A. Background

ICAD is a coalition of over 100 Canadian organizations and individuals that provides leadership in the response of Canadian international development organizations and Canadian HIV organizations to reduce the impact of the HIV epidemic at home and abroad. Founded in 1989, the Coalition is made up of Canadian AIDS service organizations, international development non-governmental organizations, faith-based organizations, trade unions, educational institutions, academics, researchers and consultants from across the country. ICAD helps Canadians contribute to the international HIV response and ensures that the lessons learned from efforts at the global level are utilized by Canadian organizations to improve prevention, treatment, care and support work in Canada.

The Canadian HIV/AIDS Black, African and Caribbean Network (CHABAC) is a national network of organizations, individuals and other stakeholders who are dedicated to responding to issues related to HIV and AIDS in Canada's African, Caribbean and Black communities. As part of a CHABAC Community Alliance, ICAD will lead the development, application, dissemination and evaluation of an African, Caribbean and Black (ACB)-specific program science prevention framework to be applied across CHABAC Hub membership and beyond.

Program science is the systematic application of scientific knowledge to improve the design, implementation and evaluation of programs. Program science is an ongoing process of engagement between researchers, policy makers, program planners, frontline workers and communities through which research is systematically embedded into the design, implementation and continuous improvement of the overall program.

Through funding support provided by the Public Health Agency of Canada (PHAC), ICAD is interested in hiring a consultant to work with CHABAC's National Steering Committee, National Community Alliance and the National Program Coordinator for year 1 of a 5 year project:

1. **Develop an ACB-specific program science model:** The Consultant will develop a program science model that is rooted in the unique cultural orientation, experiences and systemic oppression of ACB communities. The model will identify specific principles, components and objectives based on identified needs and emerging evidence in the response. The resulting model will be pilot tested among the organizations of the National Community Alliance.
2. **Create and deliver an ACB-specific program science training curriculum:** The Consultant will develop a training curriculum that will be used to train a cumulative total of at least 80-100 not-for-profit services providers in Ottawa, Toronto, Edmonton, Halifax and Calgary.
3. **Develop evaluation tools:** The Consultant will develop evaluation tools to measure the outcomes from program implementation.

B. Scope of Work

The CHABAC network requires the services of a highly-skilled consultant to work with ICAD staff.

The consultant’s activities will include:

Facilitating an online National Steering Committee to develop ToRs for the scope and methodology of a national scan and to identify key directions, priorities and criteria for the development of the model	May 2018
Developing a survey for a national scan	May 2018
Participating in an online National Steering Committee meeting to develop the framework for ACB-specific program science model	June 2018
Developing, reviewing and finalizing program science model, curriculum and evaluation tools	July-October 2018
Participating in an in-person meeting to train Community Alliance members on the model in Toronto;	October/November 2018

C. Anticipated Activities

- Conduct data analysis and synthesis
- Resource writing

Other Activities

- Contribute to the design of data collection and evaluation tools;
- Act as a technical advisor to the hubs
- Participate in teleconferences and meetings;
- Maintain close communication with ICAD staff during the design, implementation, analysis and writing of the resources;

D. Deliverables

At a minimum, the following deliverables will be required:

- Detailed work plan with associated milestones;
- Detailed budget;
- Written analyses of the data gathered, including meeting reports and synthesized scan results
- ACB-specific Program Science Model and PowerPoint presentation slides
- Evaluation tools

E. Qualifications and Conditions

The consultant will have the following skills and experience:

- Good knowledge and understanding of the social and structural determinants negatively impacting ACB health outcomes;
- Strong analytical skills;

- Experience producing policy-related publications;
- Excellent written and verbal communication skills;
- Program evaluation;
- Adult learning principles;
- Qualitative and quantitative research design and implementation;
- Data analysis and synthesis;
- Understanding of civil society conditions and constraints;
- Working with diverse stakeholders including community based groups, government, health care providers and organizations, educators/researchers, etc.;
- Excellent oral and written communications skills in English; French is an asset
- Background in health, HIV/AIDS frontline service delivery
- Well-developed organizational skills;
- Masters or PhD-level or commensurate experience;
- Candidates from African, Caribbean and Black (ACB) communities will be prioritized. Non-ACB applicants must have lived experience and/or demonstrate a significant history of ethical engagement with ACB communities.

ICAD reserves the right to reject any or all applications with or without cause and are under no requirement to contract with any applicant. This offer may be withdrawn at any point and/or reposted in the future.

F. Timeframe and Budget

The contract is to begin in April 2018 with an overall timeframe of 1 year for Phase I of the project. The budget for this contract is up to \$10,000 (inclusive of HST). Translation and design costs are the responsibility of ICAD. There is a possibility of renewal for subsequent phases of the 5 year-project.

G. Questions

Prospective respondents are asked to submit any questions regarding these terms of reference in writing to krichardson@icad-cisd.com by **15:00 ET Wednesday, April 4 2018**.

H. Applications

Interested consultants should submit the following documents:

- A one-page cover letter outlining your interest and qualifications for this work;
- A two-page curriculum vitae;
- A 2-3 page outline/description of the process you would undertake to achieve the objectives and outputs, including proposed activities, timeline and budget;
- A 3-5 page writing sample; and
- Contact information for three recent references, two of which are from ACB communities.

Deadline for applications: **Thursday, April 12 2018 at 9:00 ET**. Applications will be reviewed on a rolling basis.

Please submit applications by e-mail (only) to hring@icad-cisd.com.