



PROJECT EVALUATION SPECIALIST

Anishinaabemowin Pilot Project

REQUEST FOR PROPOSALS

The Ogemawahj Tribal Council is currently accepting proposals for a qualified project evaluation specialist to work with us on an exciting pilot project this school year. Your role is to evaluate an Indigenous language project involving First Nation Anishinaabemowin teachers, a partner school board, and education publisher, Nelson testing and evaluating Anishinaabemowin lesson plans, student engagement and digital platform fit.

Mary McCue-King

Executive Director

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1.0 General Overview

The Ogemawahj Tribal Council (OTC) is issuing this Request for Proposals (RFP) for a qualified educator to work with our organization on a pilot project we have launched with two First Nation Schools and one partner District School Board. In this pilot, schools and community teams will curate a digital grade six Anishinaabemowin collection for Nelson's EDWIN learning platform. Nelson is a leading education resource producer in Canada and currently, EDWIN is a leading edge learning platform without peer.

In this pilot, the OTC wishes to test the effectiveness of moving legacy and digitally engaging lessons developed within OTC communities to Nelson's digital platform EDWIN.

This project will result in a collection of school-ready Anishinaabemowin lesson plans aimed at engaging grade 6 learners in both First Nation schools and partner school boards. It will also test the practices and approach used by the Ogemawahj Tribal Council in engaging First Nations and District School boards in First Nation led curriculum development.

The OTC expects to select the highest scoring proposal based on a structured scoring evaluation. The scoring evaluation (Appendicle 1) shall consider the following, in relation to the scoring matrix:

- ability to perform the required service;
- experience in teaching junior/intermediate classes
- program and curriculum evaluation experience
- experience with OTC First Nations;
- approach to the project;
- costs of the project;
- reference checks; and
- clarity of the submission.

2.0 The Ogemawahj Tribal Council Information

The mission of the OTC is - "To provide superior professional services through the pooling of member's resources, designed to promote self-sufficiency and First Nation control of services, at a pace and form specifically determined by its member First Nations.

The OTC was created in 1990 to provide superior professional and technical services to its member First Nations.

The highly skilled advisors at the OTC apply their expertise to the development, financing and management of specific projects. They assist First Nation staff in the planning and delivery of community-based initiatives.

OTC Board of Directors

The OTC is governed by a Board of Directors comprised by the Chief of each member First Nation.

Alderville First Nation: Chief David Mowat

Beausoleil First Nation: Chief Guy Monague

Chippewas of Georgina Island: Chief Donna Big Canoe

Moose Deer Point First Nation: Chief Barron King

Chippewas of Rama: Chief Ted Williams

Mississaugas of Scugog Island First Nation: Chief Kelly LaRocca

Elders Council

Alderville First Nation: Brian Beaver

Beausoleil First Nation: Bill Jamieson

Chippewas of Georgina Island: Lorraine Big Canoe

Moose Deer Point First Nation: Susan Williams

Chippewas of Rama: Myrna Watson

Mississaugas of Scugog Island First Nation: Leona Charles

3.0 The Project

The OTC Board of Directors is committed to assisting our First Nations develop successful effective regional approaches to Anishinaabemowin revitalization and reclamation. This request for proposals is intended to address recommendations from elders and community champions to digitize resources and meet learners in the digital world as stated in a regional gathering of OTC language champions October of 2019.

In particular, we are looking for a program evaluation specialist to:

1. Ensure evaluation of this project and findings are unbiased and answer the following questions
 - a. Is the Edwin platform a good fit for Anishinaabemowin classroom lesson development/uploading and student learning?
 - b. What collaboration practices employed by the OTC get results in First Nation/DSB projects?
 - c. Did students engage in the learning and did this engagement result in any lift in learning outcomes?
2. Build First Nation capacity to lead in education settings; you are to identify any capacity building opportunities or tools for implementation if possible or for final recommendation.
3. Work with Nelson and OTC to draft final research and evaluation findings

The Evaluation Specialist will ensure that the project is evaluated from an un-biased perspective and reflect for the team a fair picture of the pilot's success and failures.

3.1 Report on project ability to align with community language learning priorities

The Evaluation Specialist will uncover evidence that tells us if the project approach honoured the nation's needs to include parents, students, and community members, including education leaders and language champions, in matters related to First Nation children's learning outcomes, expectations and aspiration development.

3.4 Role of Consultant

The Consultant will provide independent expertise and advice and shall:

- Help to guide, manage and monitor the progress of final evaluation findings in the project
- Help to guide, manage and monitor project testing evaluation in classrooms
- prepare and execute a project communications plan to keep the OTC Education Advisor, Executive Director and First Nation project teams

- apprised of research and evaluation progress;
- prepare, provide, and present an interim report to summarize the key issues requiring consideration that will be included in the final report;
- recommend options for research and evaluation as needed
- Assist in the preparation of a final report with the Education Advisor by providing summaries of project research and evaluation results.

3.2 Proposal Requirements

The consultant shall develop and execute a process to develop a final evaluation of the project that will help us determine success and appropriateness of Edwin for Anishinaabemowin learning in the classroom. This process must be described in the proposal and at the very least incorporate the following activities:

1. a 2021 project Jan - July calendar and milestone dates;
2. description of touch-points ;
3. a budget and breakdown of costs/expenses;
4. willingness to participate in one half-day meeting with the Board of Directors
5. willingness to participate in a number of meetings with OTC leads to discuss areas requiring added direction, as well as address any concerns and discuss progress; and
6. show evidence that time has been taken to become acquainted with the various community language situations of the OTC First Nations

3.3 Qualifications of the Consultant

The successful consultant shall demonstrate:

- minimum 5 years working in Indigenous education settings;
- expertise and capacity to perform the necessary requirements under this RFP;
- experience working with First Nations and First Nation organizations in Ontario; and
- demonstrated ability to conduct research, facilitate group processes in education settings, write reports, and deliver the plans/reports on time and on budget.

3.4 Deliverables

The following items shall be delivered to the OTC upon completion of the final report:

- one (1) unbound copy of the final report, to include background, summary of project outcomes and recommendations.;
- one (1) electronic copy of the above report in Microsoft Word;
- all materials received and produced by the consultant in the undertaking of this project; and

- in general, all reports and presentation materials shall be in a form and of a quality so as to be acceptable for reproduction and presentation, and shall be acceptable to the OTC Board of Directors. All information and files required to complete this project will become property of the OTC.

3.5 Project Timetable

Activity	Date
Request for Proposal Issued	January 5, 2021
Request for Proposal Closed	January 19, 2021
Selection of Successful Respondent	January 21, 2020
Review Commences	January 25, 2021
Preliminary Findings Report	March 15, 2021
Submission of Draft Report	1 week in advance of Presentation Date of Draft Report
Presentation of Draft Report	July 3, 2021
Final Report	July 17, 2021

Note: although every attempt will be made to meet all dates, the OTC reserves the right to modify any or all dates at its sole discretion.

4.0 Information Required - Qualifications

Each proposal must:

- a) set out the full name and main office address of the consultant;
- b) identify teaching and education consulting experience including OCT certification;
- c) set out the qualifications of the consultant, to perform work on this project;
- d) describe the consultant's specific and relevant experience related to the scope of this project;
- e) describe the consultant's depth and resources that would also be available for the benefit of this project;
- f) describe the consultant's understanding of the project, scope of work and approach to complete the project and how it will achieve the timetable;
- g) set out the various components of the project including demonstrating how the project will be completed;
- h) identify the estimated amount of time required; and
- i) provide references from three (3) recent projects that relate to this project and if not included in the foregoing, a reference from a First Nation regional organization in Ontario or OTC First Nation.

5.0 Information Required - Budget and Timeline

The proposal must include:

- a) a confirmed price for the project and expected payment schedule;
- b) a list of any additional work or services that exceed the services requested herein and the associated costs of the additional work or services;
- c) a detailed project schedule including timelines for each component of the project.

6.0 RFP – Submission Details

Event Detail	Date
Request for Proposal (RFP) Issued	
Submission Deadline	11:59:59 am (noon) January 19, 2021

Each consultant shall submit an electronic copy of the RFP no later than **11:59:59 a.m. (noon) on January, 2021** by email to Mary McCue King at MMcCue-King@ogemawahj.on.ca

Any Proposals received after the above deadline will not be reviewed.

7.0 Scoring of Qualifications and Proposals

The evaluation of the proposal will be carried out by an evaluation team comprised of the OTC education staff and Executive Director.. Proposals will be evaluated based on the points system identified in Appendix 1. Failure to provide relevant information may result in penalties being assessed on the evaluation score.

In addition, and at the sole discretion of the evaluation team, an interview may be required. The purpose of this interview would be to clarify the qualifications of the consultant and details of the proposal.

The OTC reserves the right to request additional data or information after the Proposal date, if such data or information is considered pertinent, in the KEB's sole view, to aid the review and evaluation process.

The OTC reserves the right to reject any portion of any RFP and/or reject all RFPs, to waive any informalities or irregularities in the RFP, or to re-invite, or to advertise.

Appendix 1 – Scoring Matrix

Criteria	Maximum Points	Points Scored
1. Consultant Experience <ul style="list-style-type: none"> • Direct project evaluation experience with relevant First Nation experience • Appropriate reference information gathered from customers that the individual has provided like services • Experience with a Pilot community or Board of Education 	15 15 5	
2. Project Approach <ul style="list-style-type: none"> • Quality of overall approach, work methodology, identification of project constraints • Work plan and schedule (responsiveness to meet or exceed requirements) 	15 15	
3. Consulting Services Cost <ul style="list-style-type: none"> • Cost of consulting services with details as to the method and basis of compensation including a breakdown of overall cost including all fees and other charges 	40	
4. OTC membership	10	
Total Score	110	

