



REQUEST FOR PROPOSALS

Consultant to undertake an evaluation of the African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) for the period 2005-2010.

APRIL 2010

BACKGROUND

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) was officially launched in 2005 to coordinate the *Strategy to Address Issues Related to HIV Faced by People in Ontario from Countries Where HIV is Endemic* (the Strategy). ACCHO is an Ontario-based coalition of organizations and individuals committed to HIV prevention, education, advocacy, research, treatment, care and support for African, Caribbean and Black communities. It provides leadership in the response to HIV and AIDS in African, Caribbean and Black communities in Ontario. ACCHO and its members strive to reduce the incidence of HIV among African, Caribbean and Black people in Ontario, and to improve the quality of life for those infected and affected by HIV/AIDS.

ACCHO's roles include:

1. Coordinating and supporting Strategy implementation, revision/renewal, monitoring and evaluation.
2. Advising and advocating on HIV/AIDS and related issues affecting African, Caribbean and Black communities.
3. Promoting the greater and meaningful involvement of African, Caribbean and Black people living with HIV/AIDS in the response to HIV/AIDS.
4. Enhancing and maintaining the relevance, effectiveness and impact of ACCHO.
5. Engaging African, Caribbean and Black communities in the response to HIV/AIDS.

ACCHO is looking for a consultant to undertake an organizational review for the period 2005-2010.

EVALUATION

After nearly five (5) years of existence, the time has come to look at how ACCHO operates, where improvements can be made and what are the trends, lessons learned and recommendations for the future.

To do this, the selected consultant will need to examine issues such as:

- 1) Effectiveness of ACCHO systems and processes;
- 2) Visibility of ACCHO;
- 3) Results and impact of ACCHO's work; and
- 4) Barriers and challenges in ACCHO's functioning.

The consultant is expected to use a selection of data collection methods to reach identified stakeholders across the province, including Internet-based surveys and key

informant interviews (in person and telephone). The consultant will work with the ACCHO Evaluation Committee who will provide guidance and support.

DELIVERABLES

With the guidance of the ACCHO Evaluation Committee, the selected consultant is expected to:

1. Develop a methodology for the evaluation. This should include a documentation review, key informant interviews and surveys.
2. Develop a detailed work plan for the evaluation.
3. Develop all data collection tools.
4. Coordinate ethical review of the data collection.
5. Administer data collection. This will include: (a) obtaining informed consent from participants; (b) conducting key informant interviews, and (c) managing online surveys.
6. Manage and analyze the data collected.
7. Prepare a report outline, draft report and final report. In the final report, the Consultant will clearly identify trends, lessons learned and make concrete recommendations to inform future planning of the work of ACCHO.

Note: Must have the capability to collect data in both English and French.

TIMELINE

It is expected that the evaluation would begin in April/May 2010 and conclude in July/August 2010.

HOW TO APPLY

Interested individuals should submit:

1. A curriculum vitae which demonstrates their experience with monitoring and evaluation, familiarity with methods utilized in HIV/AIDS social and behavioural research, and a good understanding of the issues that impact the lives of diverse people living with and affected by HIV and AIDS, particularly African, Caribbean and Black communities in Canada.
2. A proposal describing how they plan to undertake the work, including an estimate of the number of days and associated costs to complete the work.
3. A sample of similar work.
4. Three (3) references.

Proposals should be email to ACCHO no later than **Friday, April 16, 2010** to:

ACCHO Evaluation Committee
c/o Valérie Pierre-Pierre
Director

African and Caribbean Council on HIV/AIDS in Ontario (ACCHO)

Email: v.pierrepierre@accho.ca

Please, no telephone calls.