

CACVO

Le conseil des africains
et caraïbeens sur le
VIH/SIDA en Ontario



ACCHO

African and Caribbean
Council on HIV/AIDS
in Ontario

REQUEST FOR PROPOSALS

Consultant to undertake an evaluation of the implementation of the *Strategy to Address Issues Related to HIV Faced by People in Ontario from Countries Where HIV is Endemic* for the period 2005-2010.

APRIL 2010

The African and Caribbean Council on HIV/AIDS in Ontario (ACCHO) provides leadership in the response to HIV and AIDS in African, Caribbean and Black communities in Ontario. It 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. 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 through the implementation of the *Strategy to Address Issues Related to HIV Faced by People in Ontario from Countries Where HIV is Endemic*.

ACCHO is looking for a consultant to undertake an evaluation of the implementation of the *Strategy to Address Issues Related to HIV Faced by People in Ontario from Countries Where HIV is Endemic* (the Strategy) for the period 2005-2010.

THE STRATEGY

The Strategy was developed in 2003 to promote a timely, coordinated and adequate response to issues related to HIV faced by people from African, Caribbean and Black communities in Ontario. The Strategy was intended to be a framework or “roadmap” to coordinate and guide action.

The overarching goal of the Strategy is 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. The general objectives of the Strategy include:

1. To coordinate the work of agencies, institutions and policy makers working with and for African, Caribbean and Black people regarding prevention, education, health promotion, care and support.
2. To facilitate community development in response to HIV/AIDS challenges.
3. To identify research needs, priorities and opportunities to inform the response to HIV/AIDS in African, Caribbean and Black communities in Ontario.

Implementation of the Strategy officially began in 2005.

The Strategy can be obtained from the ACCHO website at:

http://www.accho.ca/pdf/ACCHO_strategy_ENGLISH_Dec2003.pdf

EVALUATION

After nearly five (5) years of implementation, the time has come to look back at what was accomplished to-date by all stakeholders who have based their response to HIV and AIDS in Ontario's African, Caribbean and Black communities on the Strategy.

The purpose of the evaluation is to assess the implementation and impact of the Strategy in Ontario over the past 5 years, and identify lessons learned and recommendations for the future.

To do this, the selected consultant will need to looking at the following aspects:

- 1) Overall understanding and knowledge of the Strategy;
- 2) Involvement of ACCHO members and community partners in the implementation of the Strategy;
- 3) Buy-in of AIDS service organizations and other agencies;
- 4) Impact of Strategy implementation throughout the province; and
- 5) Barriers and challenges faced by ASOs and other agencies implementing the Strategy.

In addition, it is expected that trends, lessons learned and recommendations emerging from this evaluation will inform the revision/renewal of the Strategy that will continue to guide the response to HIV and AIDS in African, Caribbean and Black communities in Ontario.

Several agencies around the province of Ontario are implementing the Strategy. The consultant is expected to use a variety data collection methods to reach these stakeholders across the province, including Internet-based surveys, key informant interviews (in person and telephone), as well as focus groups for service providers, Strategy workers and other stakeholders – including people living with HIV/AIDS – in ten (10) different communities in Ontario.

The Evaluation Committee will provide guidance and support to the consultant. This will include reviewing the consultant's methodology, work plan and data collection tools; identifying stakeholders from around the province to reach; and assisting with data analysis and report writing.

DELIVERABLES

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

1. Develop a methodology for the evaluation. This should include a documentation review, focus groups, 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, (c) managing online surveys; and (d) facilitating the focus groups.
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 around the response to HIV and AIDS in African, Caribbean and Black communities in Ontario.

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 November 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