



Canadian  
Children's  
Literacy  
Foundation

Fondation pour  
l'alphabétisation  
des enfants  
canadiens

## Evaluation Consultant – Call for Expressions of Interest Canadian Children's Literacy Foundation

The Canadian Children's Literacy Foundation (CCLF) invites proposals from individuals and/or firms for consulting services related to program evaluation. Please see details below and advise us by May 31, 2021, at [info@childrensliteracy.ca](mailto:info@childrensliteracy.ca) if you wish to participate in this process and include the submission information described below.

### About Early Words/Premiers mots:

Launched in 2020, Early Words connects key professionals in healthcare with resources to help families build the early literacy skills of their children. Early Words is currently working with 14 health clinics in Nunavut and Manitoba and provides training and resources for doctors and nurses to offer early literacy counselling to the children under age 5 during routine healthcare appointments. Early Words also provides practical resources, including high quality children's books so families can build early literacy at home. For more information on the Early Words program, [visit our website](#).

### Who we are:

The Canadian Children's Literacy Foundation (CCLF) is a not-for-profit organization providing a national voice to promote the importance of children's literacy. To help ensure that all children in Canada are equipped to achieve their full potential, we raise awareness of the importance of building early literacy, promote and develop children's literacy initiatives, champion literacy partners, and empower people to build literacy skills in their homes and communities.

### Project Description

The Early Words team is seeking individuals and or/consulting firms to assess our current evaluation strategy and tools against our long-term programmatic goals and funder commitments. The successful consultant will also assess and inform new and existing tools.

### Assets

- Experience developing tools and strategies for use in community programs ideally including those delivered in healthcare settings, early literacy programs, and/or early learning and childcare.
- Understanding of evaluation strategies and best practices for both program and impact evaluation.
- Experience matching long-term outcomes with effective evaluation tools.
- Professional or lived experience with low-literacy and/or vulnerable groups.

### Tentative Timeline

May 31, 2021	Deadline for expressions of interest
Week of June 3, 2021	Selected candidates invited for virtual interview
Week of June 7, 2021	Selected group(s)/individual(s) will interview with CCLF team
Week of June 14, 2021	Selected group(s)/individual(s) will be asked to submit a detailed proposal and budget for a 4-6 month project.



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Week of June 21	Deadline for proposal and budget
Week of June 28, 2021	Successful vendor notified and project commences

We are all working in uncertain times and understand the above timeline may need to be adjusted accordingly.

The total budget available for the first phase is up to \$30,000, depending on workplan and deliverables. There is potential for extension to a second phase beginning in fall 2021.

CCLF reserves the right not to select any vendor or to terminate this request for expressions of interest at its sole discretion.

### **Submission Instructions**

#### **Your expression of interest must include:**

- Overview of your approach to program and outcome evaluation and examples of completed projects showing relevant experience (maximum 500 words)
- Team or individual bio(s)

**Proposals are to be submitted via email to [info@childrensliteracy.ca](mailto:info@childrensliteracy.ca) by noon ET, May 31<sup>st</sup>, 2021. Candidates moving to the interview stage will be notified by June 3, 2021.**

CCLF is committed to ensuring that its contracting practices comply with the *Accessibility for Ontarians with Disabilities Act*. If you require accommodations for any stage of the selection process, please advise us at [info@childrensliteracy.ca](mailto:info@childrensliteracy.ca).