



REQUEST FOR PROPOSAL – EVALUATION CONSULTANT

Rhode Island Coalition Against Domestic Violence

May 2025

REQUEST FOR EVALUATION CONSULTANT

Application Deadline: May 23, 2025

Contract Period: June 2025 – September 2026

Available Funds: \$30,000

** Award of full contract is subject to the continuation of funding of Year 2 of the project, which begins in October 2025 and goes through September 2026.*

Objective of RFP: The Rhode Island Coalition Against Domestic Violence (RICADV) is seeking to hire an evaluation consultant to lead the evaluation of our Specialized Services for Abused Parents and their Children (SSAPC) Demonstration Project, funded by the Office of Family Violence Prevention and Services. The SSAPC Project will improve Rhode Island's domestic violence prevention and response systems and equip Rhode Island's domestic violence agencies to more fully and effectively respond to the wide range of needs of victims of domestic violence and their children.

Qualifications: The ideal candidate should have:

- Expertise in evaluating professional training programs, arts-infused counseling programs, and/or systems change,
- An understanding of domestic violence utilizing an aspiring anti-oppression lens; and
- Expertise working with nonprofit organizations, staff, member programs, and national technical assistance providers.

Scope of Work:

- Enhance the design of the preliminary evaluation plan and logic model for this project;
- Implement the evaluation plan in collaboration with funded partners, including developing and implementing data collection tools and approaches;
- Utilize a trauma-informed, culturally responsive lens;
- Develop and monitor outcome measures for all funded partners;
- Report on program outcomes and seek feedback on ongoing program implementation throughout the project in response to funding requirements;
- Attend regularly scheduled, required technical assistance meetings; and

- Attend at least one national in-person gathering of grantees and evaluation staff. (The RICADV will cover travel and lodging costs separate from this contract.)

Reports to: RICADV's Senior Evaluator, Cynthia Roberts

General submission requirements:

1. Proposals must be received no later than 5:00 p.m. (EST) on Friday May 23, 2025.
2. Proposals must be submitted electronically with an attachment marked "Evaluation Consultant and the Consultant's Name", to Cynthia Roberts at cynthia@ricadv.org
3. Each proposal must include the following items:
 - Proposal Interest and Experience: A cover letter indicating your interest in proposing for this project, and a summary of your experience in evaluating domestic violence advocacy, arts-infused counseling, and/or systems change efforts.
 - Project Proposal, as referenced in the Scope of Work section of this RFP.
 - List of References (two minimum) with contact information.
 - Provide any other information that you believe will assist the RICADV in making its selection.
4. Budget: Please submit a budget that includes a breakdown of all costs associated with the successful completion of the evaluation consulting, including consultant fees, materials, and any other related costs. The RICADV will not reimburse costs incurred by proposers in the preparation, submission, and presentation of their proposals.
5. The awarded contract will start as soon as the contract document is executed and is agreeable to both parties.

Review and selection criteria:

Review of proposals and selection of successful proposer(s) will include the following:

1. Responsiveness to the requirements outlined in this RFP; and
2. Demonstrated proficiency in program and systems evaluation with an understanding of domestic violence and trauma.

Award/rejection

A review committee will be responsible for initially reviewing the competing proposals, based on the criteria set forth in this RFP. A selection may be made directly from the proposals submitted, or the RICADV may conduct interviews with the potential finalists for the award of the contract. The committee will select the proposal determined to be in the best interest of the RICADV.

The RICADV will:

- Distribute the RFP for the Evaluation Consultant opportunity and collect completed applications.
- Organize a review committee for selection.
- Ensure the consultant is equipped with an understanding of the unique characteristics of the SSAPC project.
- Provide technical assistance and support during this contract.
- Assist with communication between the RICADV and project partners and participants.

Please direct any questions to Cynthia Roberts at (401) 467-9940 or email cynthia@ricadv.org.