

## Chrysalis Foundation Request for Proposals: Chrysalis After-School Evaluation Services Request for Proposals (RFP)



### Purpose

The Chrysalis Foundation seeks a provider of evaluation services to design and conduct an annual evaluation of the Chrysalis After-School Program. The purpose of this evaluation is to assess the extent to which Chrysalis After-School programs promote leadership, resilience, connectedness, and economic empowerment resulting in improved outcomes for girls who participate.

Although Chrysalis has contracted for program evaluation since 1998 and evaluation includes duration of participation for girls, annual reports are required to inform program practice and to guide training and curriculum changes.

### Timeline

Application Deadline	10/30/19 – 5:00 pm
Finalist Interviews	11/11/19-11/15/19
Execution of Contract	12/1/19

### Background

In 1998, the Chrysalis Foundation created its signature project, Chrysalis After-School, a program for middle school girls, with the intent to provide mentoring, support, and opportunities for girls in the transitional years of early adolescence, focused on after-school hours at school locations.

### Chrysalis After-School programs are based in the following tenets:

- ♦ **Leadership** (relationships, assertiveness, communication, trust, teambuilding, women’s history, community/service learning, volunteerism)
- ♦ **Economic empowerment** (financial literacy, life skills, career development, academics)
- ♦ **Resiliency** (self-confidence, self-sufficiency, physical and mental health)
- ♦ **Connectedness** (safe, positive, and enriching interactions with peers and caring adults)

Initially funded for middle school girls (grades 6-8), Chrysalis After-School now serves over 700 girls annually in grades 5 through 12, including high school program “graduates” as tutors and mentors for younger girls. Programs meet weekly for 60-90 minutes in a club-like environment that promotes students’ well-rounded involvement in their school and community.

Provided at no charge to participants, Chrysalis After-School targets girls at an age of vulnerability, when the pressures of adolescence begin to take hold. The program expands girls’ knowledge and builds skills to assure healthy development, scholastic improvement, and life success. Program leaders are trained and individually coached to deliver a curriculum that includes academics, career exploration, volunteerism, healthy behaviors, leadership skills, and women’s history.

Chrysalis After-School program evaluation methodologies and measurements have been based upon continuous program improvement, available research regarding effective evaluation of after-school programming, and available data by partner organizations.

As the Chrysalis After-School program serves diverse communities and changing national, state, and local educational priorities and measurement standards, Chrysalis recognizes the need to periodically review the Chrysalis After-School program evaluation methodology, instrumentation, and analysis. Conditions that affect Chrysalis After-School evaluation methodology include, but are not limited to:

- ♦ the field of after-school research is relatively young with no standardized tools in place to measure after-school programming
- ♦ program skills and knowledge changes are complex to assess as field research cannot use experimental design to identify causal relationships
- ♦ state, county, and district-wide data for comparison of social-emotional and behavioral outcomes are inconsistent among school districts
- ♦ tools to collect data in various school districts vary from year to year
- ♦ collecting student-specific information, even in aggregate, requires annual parental approval and documentation for each student
- ♦ some parents or guardians may not speak, read, or understand English and are reluctant to release personal information or complete parent surveys
- ♦ pre- and post-data is difficult to efficiently collect due to student mobility, absences, or transition in and out of programming during specific seasons

### **Scope of Work**

Chrysalis seeks professionals to evaluate the implementation, relevance, and effectiveness of Chrysalis After-School programs on an annual basis. Evaluators will:

1. review current and past program evaluation methods, results, and analyses
2. develop proposed program quality and student outcomes (including academic, social, and behavioral) based on current research
3. identify specific program strategies that correlate to targeted Chrysalis After-School program outcomes
4. devise methods to collect information that mitigate current challenges
5. implement strategies to collect information from targeted groups (may include students, families, community, group facilitators, teachers)
6. analyze information
7. deliver comprehensive report of results documenting findings, analysis, findings, and recommendations for program improvement
8. be available for presentation and discussion of evaluation as requested by Chrysalis

Evaluations must measure changes in:

- ♦ resilience
- ♦ leadership skills
- ♦ connections to school and community
- ♦ development of healthy relationships with peers and adults

- ♦ conflict resolution skills
- ♦ how girls participating in Chrysalis programs compare to non-participants

### **Eligibility**

Successful applicants must have documented:

- ♦ experience evaluating time-limited programs (preference for youth development programs)
- ♦ experience working with gender specific and diverse populations
- ♦ experience working in k-12 school environments and collaborating with school building and district administration
- ♦ samples of past work (provided as part of proposal in response to this RFP)

### **Proposal Requirements (maximum page limitations)**

1. cover page (one page)
2. proposal summary (one page)
3. background and qualifications of evaluator including personal mission statement (one page)
4. research overview: design, tools, measures, analysis plan (3 pages)
5. budget and justification (2 pages)
6. samples of previous work (unlimited)

### **Scoring**

Proposals will be scored in the following areas:

- ♦ Content and quality of RFP response and suggested approach
- ♦ Applicant qualifications and expertise
- ♦ Project management methods
- ♦ Relevance and quality of previous work (based on examples provided)
- ♦ Cost

### **Contract**

Chrysalis will execute one contract not to exceed \$20,000 for the 2019-2020 academic year and may, at its discretion, extend the contract to subsequent years.

### **Contract Payments**

Payments will be divided into six equal payments according to the deliverables schedule:

Payment 1: Execution of Contract

Payment 2: Evaluation Plan Completed

Payment 3: Program Quality and Projected Outcomes Confirmed

Payment 4: Data Collection Protocols and Instruments Confirmed/Approved

Payment 5: Program Quality and Methods Report Finalized

Payment 6: Program Outcomes Report Final Document Delivered

### **For Additional Information/Submission of Proposal:**

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