# Contract Opportunity: Home and Long-Term Care Evaluation

## What does the project include?

Indigenous Services Canada (ISC)’s Evaluation Branch is seeking a Contractor to conduct data collection, analyze qualitative data, and write the final report for the Cluster Evaluation of Home and Long-Term Care (HLTC). The total value of the contract will not exceed $40,000 CAD (excluding taxes).

The Contractor would be expected to work closely with the evaluation team and the Project Authority (PA) throughout the contract. The PA will review all deliverables/draft documents (e.g., technical reports, preliminary findings, final draft report) and provide comments to the Contractor. It is expected that the contract would begin in January 2025 and conclude by October 2025.

There are three key task areas that the Contractor will be expected to lead:

1. Data Collection: this area is anticipatory and can include the development and analysis of a survey; as well as engagements with Indigenous communities and health care representatives. In addition the contractor may be expected to schedule, attend and facilitate a minimum of three, and up to five regional forums of health care providers. The contractor is expected to prepare summaries of each regional forum to share back with participants, and validate the summaries with participants before incorporating data into further deliverables. The forums may be virtual or in-person depending on participants’ preferences.
2. Preliminary Findings: The contractor will lead the analysis of all lines of evidence to identify the aggregate initial key findings and recommendations. Evaluation Branch will provide the literature and document review, and the quantitative data analysis, as well as participate and provide comments in the preliminary findings. The work could include up to **three Technical reports and a Final Synthesis Report, as well as a PowerPoint presentation.**
3. Final Report: The Contractor will prepare the overall assessment of each evaluation issue/key finding, lessons learned/best practices, recommendations and final report for Evaluation Branch’s review. Evaluation Branch will prepare all other related aspects of the final report for the Contractor’s review.

## Who should submit a proposal?

The idea candidate or Evaluation firm would have:

* Enhanced Reliability security clearance
* Significant experience with Indigenous culture and ways of knowing;
* Experience developing technical and final reports for an evaluation;
* Experience providing parameters for undertaking case study work;
* Knowledge of issues related to legal, regulatory and policy framework of Indigenous and reserve communities and health policy and programming;
* Experience conducting interviews and focus groups;
* Experience conducting case studies / site visits; and,
* Knowledge and experience with qualitative data collection, analysis, and report writing.

If you are interested in supporting the evaluation and have a majority of the qualities and qualifications above, **please contact Julie Eldridge (****Julie.eldridge@canada.ca****) by October 11, 2024** for more information on how to submit your proposal.