



## CALL FOR PROPOSALS DEMENTIA PROJECT CONSULTANT

### A. Introduction

COSTI is a long-established charity dedicated to providing educational, social and employment services to help immigrants and refugees residing in the Greater Toronto Area and beyond, attain self-sufficiency in Canadian society, through innovative solutions and collaborative partnerships.

COSTI requests proposals from an evaluation consultant to design and implement a program evaluation for the Ethno-Cultural and Linguistically Based Support Services to People Living with Dementia project (PWLD).

Phase 1: Conduct an evaluation of COSTI's Senior's Day Program for Italian-speaking People living with Dementia

Phase 2: Conduct an evaluation of Education and Support groups for caregivers of PLWD working with ethnocultural communities.

#### ***This RFP is for Phase 1 Only:***

Duration of consultancy: March 2020 – March 2021

Location: Toronto

Remuneration: \$27,500

#### **Background and Context**

COSTI, in collaboration with the Calabrian Benevolent Association of Ontario (CBAO), has developed an innovative and unique model of care for Italian-speaking individuals diagnosed with dementia and their caregivers/family members. The model unites a community agency and a private foundation, with the aim of optimizing the health and well-being of people living with dementia. The model provides a safe, non-institutional environment and programming to reflect the cultural/linguistic heritage of its participants including their cultural history, beliefs and values, caregiving practices, activities and preferences. The guiding principle is that cultural heritage (including mother tongue) is an essential, enduring aspect of self-identity for older adults, including those with Alzheimer's disease and other dementias.

Dr. Giovanni Marotta, Gerontologist, Memory Clinic, Sunnybrook Hospital, and Medical Advisor, CBAO, reports on the impact this type of programming can have: *"This type of active day program can act like a medication in terms of improving intellect and maintaining function so that people taking part twice a week or more see benefits along with better behaviour at home and much less burden of care for their families"*.

A secondary component of the program has been to promote awareness of dementia and its risk factors through fundraising initiatives and web-based informational interviews with experts on social media and ethnic media. An annual fundraiser has been an effective method of engaging the community and an opportunity to begin a communal dialogue to reduce stigma.



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### **B. Aim & Scope of the Evaluation (Phase 1)**

The aim of the consultant contract is to evaluate the impact of participation for Italian-speaking People Living with Dementia and their caregivers in COSTI's Senior Day Program.

The scope of the evaluation project is to:

- Develop an evaluation framework that includes:
  - a description of the methodology
  - evaluation instruments and tracking tools
  - a project 'logic model'
  - a timeline for evaluation activities
- Implement evaluation using the plan and tools developed
- Plan and participate in regular communication and meetings with project staff and stakeholders
- Develop and present findings to the project team and advisory committee
- Submit quarterly reports and a final report at the conclusion Phase 1 of the project

### **C. Duration of Consultancy**

The evaluation consultant will have one year from the signing of the consultancy agreement to complete the deliverables. The consultancy will be managed and administered by COSTI Immigrant Services

### **D. Evaluation of Proposal**

The submission for the evaluation consultancy must include and will be evaluated on the following:

- A framework including suggested process, timelines, reporting framework, etc.
- Example of previous experience (via attached resources such as reports, or website portfolios or testimonials)
- Professional experience and profile of consultant/s:
  - At least five-years consulting experience with involvement in assignments of similar scope.
  - Knowledge and experience in program evaluation methodology.
  - Ability to lead strategic dialogue to formulate an implementation plan
  - Strong problem solving, communication, and writing skills

Incomplete proposals will not be considered.



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**E. Payment Terms**

The consultant will be paid a total of \$27,500 (including all out of pocket expenses) as below.

The payment schedule will be as follows based on deliverables as negotiated:

<b>Date</b>	<b>Total including HST</b>
At signing	\$4,500
July 2020	\$7,675
November 2020	\$7,675
March 2021	\$7,675

**F. Deadline for Submission of Evaluation Proposal**

Electronic submissions are accepted to:

**Josie Di Zio**

COSTI

Email: [Josie.Dizio@costi.org](mailto:Josie.Dizio@costi.org)

**Proposals are due by March 30, 2020, 11:59 pm – Eastern Standard Time**

Incomplete proposals will be rejected.

Proposals that are delivered late will not be considered.