

TERMS OF REFERENCE

Consultancy:	Provincial Employment Roundtable
Position Location:	Montréal (remote)
Reports to:	Director, Policy & Research
Contract term:	15 working days over 18 weeks
Application deadline:	May 21, 2021 at 5 PM EST
Start date:	June 7, 2021

1. Context of the assignment

The Provincial Employment Roundtable (PERT) is non-profit multi-stakeholder initiative focused on addressing the employment and employability challenges facing Quebec's English-speaking community.

PERT is partnering with an employment service delivery organization to evaluate its F2L Employment program, which consists of French-as-a-second-language training workshops for English-speaking participants in Quebec. These workshops aim to better integrate English-speaking participants into the Quebec labour market by providing them with practical language training and support that can improve their employment prospects.

2. Purpose of Assignment

The purpose of this assignment is to assess the relevance, effectiveness, sustainability, efficiency and scalability of the F2L Employment program, which aims at improving employment prospects in the Quebec labour market for English-speaking participants through French-as-a-second-language training workshops. The main deliverable from this assignment will be a comprehensive report that provides key findings, results, and recommendations that could be used to improve the program. Moreover, these insights from the evaluation report will be shared with stakeholders in the employment services industry in Quebec including government, service deliverers and businesses. These insights will serve to further strengthen the design and implementation of future French-as-a-second-language programs for English-speakers in the Quebec labour market.

The primary evaluation questions, pending consultation and input from the consultant, are:

- What is the impact of the French-as-a-second-language workshops for participants who both undergo and have undergone the language training program?
- What are the key mechanisms set in place in order to achieve the objectives of the program and to what extent do they influence its effectiveness? i.e. mechanisms such as workshop design, online instruction, cohort size, program costs, etc.
- Is this type of intervention sustainable and scalable in other communities? In what context and environment is the program most and least successful?

3. Responsibilities

The consultant will report to the Director, Policy & Research at PERT. The consultant's responsibilities and deliverables will be:

- **Inception meeting** with key staff members of the program and PERT;
- Review and **provide insights** on how to refine the evaluation questions;
- Develop an **evaluation plan**, which includes a detailed description of the methodology to address the evaluation questions as well as the proposed source of information and data collection procedures. The plan should include a work plan with deadlines, a list of activities that will be carried out and the deliverables. The plan will be subject to the approval of PERT;
- One 3-page **interim report** halfway through the contract which outlines progress on the activity schedule so far, alongside with preliminary findings;
- Develop a **draft evaluation report** (20 pages + Annexes), to be discussed among the relevant stakeholders (PERT, program deliverer) in order to provide comments;
- Develop a **final evaluation report** (20 pages + Annexes), which will include
 - Executive summary
 - Program description
 - Evaluation purpose
 - Evaluation methodology
 - Findings
 - Conclusions (answers to the Evaluation questions)
 - Recommendations
 - Annexes (people interviewed, key documents consulted, data collection instruments).

4. Expertise Required and Qualification for the consultancy

- Minimum of 2 years of relevant work experience in program monitoring and evaluation.
- Demonstrated knowledge of employment and/or language training programs in the Canadian context.
- Proficiency in spoken and written English, French an asset .

The following skills will be essential:

- Ability to work in a team setting and independently
- Organizational and time management skills

5. Duration

The assignment is expected to be undertaken in 15 working days over 18 weeks from June 7, 2021 - January 30, 2022. The assignment will be remote and will not require any travel or accommodation.

6. Reporting

The consultant will report directly to the Director of Policy and Research at PERT.

Tenders

Interested consultants or consulting firms should submit their profile, a two-page write up on their approach to the execution of the assignment (including work plan) and their daily consultancy fees by close of business on May 21, 2021. **All proposals should be sent to sta@pertquebec.ca**. Only shortlisted proposals will be contacted.

About Provincial Employment Roundtable

The Provincial Employment Roundtable (PERT) is a non-profit multi-stakeholder initiative focused on addressing the employment and employability challenges facing Québec's English-speaking community. Learn more at www.pertquebec.ca