



Request for Proposals (RFP) for Evaluation Consultant

Introduction

Washington Alliance for Better Schools (WABS) is a nonprofit that leads a partnership of school districts, industry, and community dedicated to ensuring students furthest from opportunity can pursue a future that embraces their strengths, passions, and dreams. We offer a variety of impactful programs for students, families, and educators. We are seeking a qualified evaluation consultant to assist us in standardizing data collection across programs, refining our key performance indicators (KPIs), aligning our data collection to school district indicators where possible, and enhancing our ability to demonstrate program impact to stakeholders.

Background

[Washington Alliance for Better Schools](#) was founded in 1995 and currently serves a footprint of 14 school districts across King, Snohomish, Pierce, and Spokane counties that encompasses over 300,000 students.

Project Scope

We anticipate this project taking place between April-November 2024. This project will involve the following key activities:

- **Review and standardize data collection methods across programs:** Analyze existing data collection tools and processes for all programs. Develop or recommend standardized tools and procedures for consistent data collection across the organization.
- **Evaluate and refine key performance indicators (KPIs):** Assess the current set of KPIs for each program (or develop KPIs for newer programs). Assess KPI alignment with program goals and objectives. Propose adjustments or enhancements to ensure clear and meaningful measurement of program impact.
- **Develop a comprehensive data analysis and reporting plan:** Design a framework for analyzing program data and generating reports that effectively communicate impact to various stakeholders (school districts, board of directors, community, funders).
- **Provide capacity building training:** Offer training to program staff on standardized data collection procedures, KPI interpretation, and effective data analysis practices.
- **Data analysis & reporting:** Analyze data and produce a report regarding outcomes. The scope of the analysis (ex. one program or area of work) will be determined collaboratively.
- **Collaborate with school district data leaders** to align WABS data collection to school district indicators where possible (introductions facilitated by WABS).



Deliverables

- In-person meetings with the WABS team and leadership to learn about program scope, goals, and objectives. Determine what is working well and what needs improvement.
- Revise and refine KPIs for each program. Create a crosswalk of KPIs between programs across our program continuum.
- Outline data collection procedures and tools, including best practices for different types of data collection (ex. physical surveys, virtual surveys, focus groups, interviews, etc).
- Create and deliver train for WABS staff on data collection, KPI interpretation, and data analysis.
- Report on data analysis and outcomes for specified scope.

Consultant Qualifications

We are seeking a consultant with the following qualifications:

- Experience conducting program evaluations for education non-profit organizations.
- Expertise in data collection methods, analysis, and reporting.
- Strong understanding of key performance indicators (KPIs) and their application in education settings.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Demonstrated experience in capacity building and training development.

Proposal Submission

Please submit your proposal by March 29, 2024 to info@wabsalliance.org. Your proposal should include the following:

- A description of your firm's experience and qualifications relevant to this project
- A plan to achieve the project scope, including methodology, timeline, and deliverables
- Fee structure and budget breakdown
- References from similar projects

Selection Process

We will review all proposals carefully and select a consultant based on the following criteria:

- Demonstrated understanding of our project needs and context
- Proposed approach and methodology
- Relevant qualifications and experience of the proposed team
- Fee structure and budget proposal
- References and past performance

Contact Information

For questions regarding this RFP, please email info@wabsalliance.org