



**CANADIAN NETWORK** for  
the **PREVENTION** of **ELDER ABUSE**

**RÉSEAU CANADIEN** pour la **PRÉVENTION**  
du **MAUVAIS TRAITEMENT** des **AÎNÉS**

## CALL FOR PROPOSALS

### BACKGROUND

The Canadian Network for the Prevention of Elder Abuse (CNPEA) is seeking proposals for an evaluator for a three-year project entitled “Increasing Access to Justice for Older Adult Victims of Sexual Assault: A Capacity Building Approach” (*Increasing Access Project*).

When we submitted the proposal for the *Increasing Access Project* we took care to ensure that the project objectives support our Strategic Plan. Now that we are at the stage of drafting a more detailed workplan for the project we intend to craft the workplan so that the activities fulfill project requirements and advance Strategic Plan objectives.

We would like the evaluator to help us develop a workplan and an evaluation framework for the *Increasing Access Project*, and then to evaluate the project.

The evaluator must have experience with project evaluation, work plans, and strategic planning. He/ she must also have strong facilitation skills.

#### Organization:

CNPEA is a national organization that connects people and organizations, fosters the exchange of reliable information and advances program and policy development on issues related to preventing the abuse of older adults. We do this work at the local, regional, provincial and national levels. CNPEA is led by a board made up of leaders in the elder abuse prevention and response field.

CNPEA provides information, support and education to those working in the elder abuse field, and to the public. It is the only Canada-wide organization that hosts educational webinars and a web portal of elder abuse resources from all provinces (the “hub”), which can be found at [cnpea.ca](http://cnpea.ca).

The purpose of the hub is to 1) provide a central point of contact for elder abuse information & resources in Canada and 2) increase capacity in organizations and networks to prevent and respond to cases of elder abuse.

CNPEA is managed by the board of directors, and has one part-time staff member (coordinator – three days per week). CNPEA has a strategic plan, completed in 2015. CNPEA received charitable status in 2017.

Project:

This three-year project follows a recently completed project through funding from the RCMP's Family Violence Initiative Fund. In that project, we gathered new resources for the hub on the topic of elder abuse in the context of family violence and criminal justice responses.

The *Increasing Access Project*, will enable us to provide new resources and training material about the unique needs of older adult sexual assault victims and how to meet these needs and assist them in navigating the criminal justice system.

Resources to be developed in the project include:

1. Informative, targeted pan-Canadian webinars. Addressing the educational needs of justice system personnel, victim support service workers, healthcare and first responders and others who support older adults who have been assaulted.
2. Written materials, presenting the best resources on sexual assault of older adults, across Canada. This includes, for example, promising practices, specialized tools and practical information about the unique needs of sexual assault victims who are older and the criminal justice system.
3. Three reports summarizing resources and issues related to the sexual assault of older adults, accessing justice and the justice system intended for professionals, policy developers and government.

Specific Project Deliverables are:

1. Delivering six webinars:
  - Three webinars (one each year for three years) designed for senior-serving professionals, which will provide valuable information about sexual assault laws and the criminal justice system as well as practical tips on assisting older adult victims.
  - Three webinars (one each year for three years), which will focus on criminal justice system personnel and will provide valuable information about the unique needs of older adult sexual victims, including additional barriers they may face due to disability.

2. Hiring an expert on older adult issues, sexual assault and the law to carry out research, gather and develop resources, and write three reports. These include the following (one report on each topic):
  - Report on literature review and summary of research about sexual assault of older adults.
  - Report on literature review and summary of research about sexual assault of older adults with disabilities including those in long term care, and
  - Report highlighting key resources and key strategies for increasing access to justice for older adult victims of sexual assaults, including a review of resources and tools from the United States, and whether some can be adapted to the Canadian context.

## **EVALUATION REQUIREMENTS**

### **Structure of the Evaluation**

#### Year One:

1. Review the following documents :
  - CNPEA Strategic Plan
  - CNPEA Application for Charitable Status
  - *Increasing Access Project* Grant Application
2. Meet with the CNPEA Board on June 22 via phone and facilitate a discussion of the *Increasing Access Project* and a review of CNPEA's Strategic Plan. This deliverable includes:
  - The three-hour meeting with CNPEA board on June 22 from 10 am to 1 pm PST.
  - Planning meetings prior to June 22 or 23 with members of the Project Management Team (board members) and CNPEA staff member.
3. Develop a Project Workplan and Evaluation Framework for the *Increasing Access Project*. This deliverable includes:
  - Meeting with members of the Project Management Team for Guidance/ Questions as needed.
  - Drafting the Work plan and Evaluation Framework for the approval of the Project Management Team.
4. Write a year-end interim report.

## Years Two and Three

1. Meet with the CNPEA board at least once per year (minimum two hours)
2. Evaluate the project
3. Produce an interim evaluation report at the end of year two
4. Produce a final evaluation report at the end of year three

## **Minimum Requirements for the Evaluation Framework**

### Measurement tools:

- Pre-and post, participant surveys with webinar attendees
- Satisfaction surveys distributed to users of the materials on the hub.

To measure following outcomes:

1. Did the project raise public awareness about sexual assault of older adult victims, including those with disabilities through training webinars for elder abuse responders and professionals and information, resources and materials for the general public.
  - Senior serving professionals and responders will be better informed about sexual assault of older adults and more effective when supporting elder abuse victims.
  - Professionals and practitioners will have an increased understanding of sexual assault through a lens of aging and in relation to elder abuse.
  - Members of the public will be better informed about elder abuse and sexual assault.
  - The Resources will be widely available to the public on the hub.
2. Did the project assist victims of crime to find help and to be aware of relevant laws.
  - Senior serving professionals and elder abuse responders will be more effective when supporting older adults who are victims of sexual assault and will understand how to help victims access the justice system.

The CNPEA project coordinator will collect project data as requested by the evaluator including creating online surveys and compiling the results.

### TIMELINES AND COSTS:

Duration of the Contract: June 15, 2017 – April 15, 2020.

Maximum Amount of Contract: \$22,680 inclusive of GST and expenses (\$7560 per year).

## **PROPOSAL SUBMISSION:**

Proposals can be submitted to:

CNPEA coordinator

Benedicte Schoepflin at [benedictes.cnpea@gmail.com](mailto:benedictes.cnpea@gmail.com)

**on or before June 2 at 5 pm p.s.t.**

**The successful proposal will be confirmed on or before June 8, 2017 at 5 p.m. p.s.t.**

### Format of Proposal

1. Maximum of three pages
2. A proposal which includes
  - a statement confirming availability on June 22 from 10-1 p.s.t and willingness/ ability to facilitate a review of the strategic plan/ discussion of this project.
  - Brief examples of past projects that demonstrate: experience with project evaluation, workplans, strategic planning and strong facilitation skills.
  - a proposed evaluation plan including: i) deliverables ii) timelines, and iii) costs

**Note: We are asking for brief proposals.** It is sufficient to list: tasks to be accomplished each year, the estimated number of contractor hours to accomplish these tasks, hourly/ daily fee for contract, and any other expenses; and a description or explanation of this evaluation plan (such as: purpose, method).

3. The names of two references

Questions may be directed by email to the CNPEA coordinator Benedicte Schoepflin at

[benedictes.cnpea@gmail.com](mailto:benedictes.cnpea@gmail.com)