

Request for Proposals (RFP) for Evaluator

Project Title: Advancing South Asian Women in STEMM

Contract Duration: September 2024 - March 2027

Total Budget: \$57,000

Reports to: Roopali Chaudhary, PhD (CEO/ED)

Submission Deadline: September 6th, 2024

1. Introduction

Lotus STEMM is a grassroots not-for-profit organization dedicated to advancing the representation and success of South Asian women in the fields of Science, Technology, Engineering, Mathematics, and Medicine (STEMM). We seek to dismantle barriers and create opportunities through targeted programs, research, and community engagement. We are committed to fostering an inclusive environment where equity, diversity, and accessibility are integral to all our initiatives. More information about our organization can be found at www.lotusstemm.org.

This RFP invites experienced evaluators to submit proposals for monitoring and evaluating the "Advancing South Asian Women in STEMM" project, a three-year initiative aimed at identifying and addressing barriers that South Asian women face in STEMM fields.

2. Project Overview

The "Advancing South Asian Women in STEMM" initiative seeks to address the underrepresentation and challenges of South Asian women in STEMM fields through research, resource development, and outreach activities. The project involves extensive primary research, the creation of targeted resources, and the implementation of workshops aimed at educators, employers, community leaders, and parents/guardians. The overarching goal is to facilitate systemic change that supports the professional journeys of South Asian women in STEMM.

3. Scope of Work

The selected evaluator will be responsible for assessing the project's effectiveness, tracking its progress, and providing actionable recommendations to optimize outcomes. The evaluator must incorporate principles of equity, diversity, and inclusion (EDI) throughout the evaluation process.

Key Responsibilities:

Develop an Evaluation Framework:

Design a comprehensive evaluation plan that includes methodologies for tracking project progress and measuring success.

Identify and establish key performance indicators (KPIs) to monitor milestones and overall project impact.

Ongoing Project Monitoring:

Conduct regular assessments of project activities to ensure alignment with goals and timelines.

Utilize both qualitative and quantitative data collection methods, including surveys, interviews, and focus groups.

Maintain detailed and organized documentation of all evaluation activities.

Data Analysis and Reporting:

Analyze data to evaluate the effectiveness of the project in achieving its objectives.
Prepare periodic reports (quarterly and annual) to keep stakeholders informed of progress.
Produce a final comprehensive evaluation report at the conclusion of the project, including recommendations for future initiatives.

Equity, Diversity, and Inclusion (EDI) Assessment:

Ensure that the evaluation process reflects EDI principles, particularly in relation to the experiences of South Asian women in STEMM.
Assess the project's impact on promoting inclusivity and equity within the target communities.

Stakeholder Engagement:

Engage with project staff, partners, and participants to gather insights and feedback.
Present findings to Lotus STEMM leadership, funders, and other key stakeholders to ensure transparency and inclusivity throughout the evaluation process.

4. Deliverables

A detailed evaluation plan to be submitted within the first quarter of the project.
Quarterly and annual progress reports.
A final comprehensive evaluation report, including data analysis, insights, and recommendations, to be submitted by March 2027.
Documentation of EDI assessment outcomes and recommendations.

5. Qualifications

Advanced degree in Evaluation, Social Sciences, Public Policy, Education, or a related field.
Minimum of 5 years of experience in program evaluation, particularly in non-profit or community-based projects.
Proven expertise in monitoring and evaluating long-term projects.
Strong background in equity, diversity, and inclusion (EDI) evaluation practices.
Proficiency in data analysis tools and software (e.g., NVIVO, SPSS).
Excellent communication and report-writing skills.
Familiarity with challenges faced by marginalized communities, especially women in STEMM, is highly desirable.

6. Submission Requirements

Please submit the following documents by September 6th, 2024:

A proposal detailing your approach to this project, including a proposed methodology and timeline.

A resume or CV highlighting relevant experience and qualifications.
A cover letter explaining your interest in this project and why you are a good fit for this role.
At least two references from previous clients or projects of similar scope.
Submissions should be sent to recruitment@lotusstemm.org. Only candidates selected to move forward in the hiring process will be contacted.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of the project's goals and context.
- Clarity and feasibility of the proposed evaluation methodology.
- Demonstrated experience and expertise in similar projects.
- Incorporation of EDI principles in the evaluation process.
- Quality of communication and report-writing skills.
- Cost-effectiveness and ability to meet the project budget.
- Lotus STEMM is committed to creating a workplace that reflects the diversity of the communities we serve. We encourage applications from individuals of all backgrounds, particularly those from underrepresented communities in STEMM fields. We are dedicated to providing an accessible and inclusive recruitment process; if you require accommodation at any stage, please let us know.

We look forward to your proposals.