

Terms of Reference: Consultant for Needs Assessment for Project CAATS

Project Overview: Gang Alternative, Inc.'s Project CAATS aims to effectively address community violence and collective trauma using a comprehensive, integrated, and multi-sectoral approach to substance use prevention, violence prevention, and trauma-focused community engagement. The initiative is community and data-driven and will be guided by a diverse community coalition comprising social service providers, youth, and adults with lived experiences. CAATS targets high-crime, high-violence, and high-poverty communities predominantly populated by Black immigrants in the tri-county area of Miami-Dade, Broward, and Palm Beach counties. Residents in these communities experience trauma on a daily basis, stemming from financial instability, limited access to quality healthcare, criminal and violence victimization, and systemic prejudice and racism.

Project CAATS uses community violence interventions to provide services and programming that promote resilience and advance equity in high-risk communities.

Responsibilities:

- Assess the needs and assets of the target communities to understand the specific challenges related to community violence, trauma, substance use, and mental health.
- Identify existing resources, gaps, and barriers to accessing services and support within the target communities.
- Facilitate engagement with key stakeholders, including community members, social service providers, local government agencies, and other relevant organizations.
- Conduct interviews, focus groups, and surveys to gather input and perspectives from diverse stakeholders.
- Analyze quantitative and qualitative data collected during the needs assessment process.
- Identify common themes, patterns, and priorities emerging from the data analysis.
- Based on the needs assessment findings, develop actionable recommendations for the design and implementation of Project CAAT.
- Prioritize recommendations based on their potential impact and feasibility within the project's scope and resources.
- Prepare a comprehensive report documenting the findings of the needs assessment, including data analysis, stakeholder input, and recommended actions.
- Present the findings and recommendations to Gang Alternative, Inc. and identified stakeholders for review and feedback.

Deliverables:

- Needs assessment plan outlining the methodology, data collection tools, and timeline for the assessment process.
- Stakeholder engagement summary report documenting key findings from interviews, focus groups, and surveys.



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- Data analysis report presenting quantitative and qualitative findings from the needs assessment.
- Recommendations report outlining actionable steps for addressing identified needs and gaps.
- Final needs assessment report compiling all findings and analysis, at the county level, and recommendations for Project CAAT.

Qualifications:

- Experience in conducting community needs assessments, particularly in underserved and high-risk communities, with a minimum of 5 years of experience.
- Knowledge of trauma-informed approaches, substance use prevention, and mental health promotion.
- Strong analytical, communication, and report writing skills, with a minimum of 3 years of experience.
- Ability to engage diverse stakeholders and facilitate meaningful participation in the assessment process.

Contract amount: \$80,000

Contract duration: July 2024 to September 2025

Submission process:

- Applications will be accepted from individuals or firms.
- Deadline for submission is June 14. Application packages should be emailed to info@myga.org with the Subject Line: CAATS Needs Assessment Consultancy Application.
- Interested individuals or firms are to prepare a comprehensive application package, including the following components:
 - i. Letter of Interest outlining qualifications, relevant experience, and approach to fulfilling the consultancy requirements.
 - ii. Details of educational background, certifications, and any relevant professional affiliations.
 - iii. Summary of relevant experience, emphasizing past projects or roles demonstrating expertise in areas pertinent to the consultancy.
 - iv. Outline of the proposed approach to addressing the objectives and deliverables as indicated in consultancy scope of work. This should encompass methodologies, timelines, and any innovative strategies intended for implementation.

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- v. Applicants should provide a list of references from previous clients or employers who can vouch for their skills and capabilities, to be contacted if necessary.
- Shortlisted candidates may be invited to participate in interviews or presentations to further assess their suitability for the consultancy.
- Successful candidates will receive further instructions regarding the next steps in the consultancy process.

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