

## **Terms of Reference: Evaluator for Project CAATS**

**Project Overview:** Gang Alternative, Inc.'s Project CAATS (Collective Action for Addressing Trauma) 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. CAATS uses the SAMHSA ReCAST model. It 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**

- Collaborate with project stakeholders to develop a comprehensive evaluation plan aligned with project goals and objectives.
- Define evaluation questions, indicators, and data collection methods to assess project outcomes and impacts.
- By September 30, 2024, create a comprehensive evaluation plan outlining evaluation questions, indicators, data collection methods, and timeline.
- Collect quantitative and qualitative data on project activities, outputs, and outcomes using a variety of methods, including surveys, interviews, focus groups, and document reviews.
- Analyze data to assess project effectiveness, identify trends, and measure progress towards project goals.
- Prepare monthly progress reports and interim evaluation findings for project stakeholders, including project staff, funders, and community partners.
- Present evaluation findings to project stakeholders through meetings, presentations, and written reports.
- Lead the CAATS coalition's evaluation committee, ensuring alignment of evaluation activities with project goals and objectives.
- Provide recommendations for programmatic adjustments and improvements based on evaluation findings and best practices.
- Support project staff in implementing recommendations and adapting project strategies to enhance effectiveness.

### **Deliverables:**

- Comprehensive evaluation plan outlining evaluation questions, indicators, data collection methods, and timeline by September 30, 2024. @myga.org



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- Data collection tools and protocols, including surveys, interview guides, and data analysis templates.
- Monthly evaluation reports submitted to the CAATS coalition, highlighting key insights and recommendations and summarizing progress towards project goals, key findings, and emerging trends.
- Annual evaluation report presenting comprehensive findings, analysis, conclusions, and recommendations for Project CAATS.
- Presentation of evaluation findings to project stakeholders and community partners.

**Qualifications:**

- Minimum of 5 years of experience in program evaluation, particularly in the fields of community health, violence prevention, or substance use prevention.
- Strong quantitative and qualitative research skills, including experience with data collection, analysis, and interpretation.
- Excellent written and verbal communication skills, with the ability to present complex information in a clear and accessible manner.
- Knowledge of trauma-informed evaluation approaches and familiarity with evidence-based practices in community interventions.

**Contract amount:** \$50,000

**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](mailto:info@myga.org) with the Subject Line: CAATS Evaluator 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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