

Terms of Reference
Healthy Relationship/Sexual Risk Avoidance Education Program
Evaluation Consultant

Background:

Gang Alternative, Inc. (GA)'s Sexual Risk Avoidance Education programs (SRAE) educates youth on how to abstain from nonmarital sexual activity by enhancing protective factors to reduce sexual risk behaviors among minority teenagers living in Broward County and Palm Beach County, utilizing a descriptive study to evaluate program efficacy.

Responsibilities:

- Analyze entry and exit survey data for program cohorts
- Assist with development of focus group discussion questionnaire
- Analyze participant focus group responses
- Analyze participant attendance data
- Facilitate focus groups (virtual or in-person)

Deliverables:

- Data analysis report to include the following:
 - Entry and exit survey findings
 - Analysis of qualitative data collected in focus group discussions
 - Analysis of attendance data

Qualifications:

- A Master's degree or higher in a relevant field such as Social Sciences, Public Administration, Education, Evaluation, or Data Analytics.
- Proven experience in program evaluation, including the design and implementation of surveys and focus groups.
- Demonstrated ability to analyze both quantitative and qualitative data.
- Experience working with diverse populations and understanding the unique challenges faced by underrepresented communities.
- Strong analytical skills with proficiency in statistical software (e.g., SPSS, R, or equivalent).
- Excellent qualitative analysis skills, including thematic analysis and coding.
- Proficient in data visualization and reporting tools.
- Excellent communication skills, both written and verbal, with the ability to present findings clearly and concisely.
- Ability to facilitate focus groups effectively, both virtually and in-person.
- Familiarity with survey development tools (e.g., SurveyMonkey, Qualtrics).
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and data analysis software.
- Strong organizational skills and attention to detail.



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- Ability to work independently and collaboratively with project teams.

Contract amount: \$30,000

Contract duration: July to September 2024

Mode of consultancy: In-person, virtual or hybrid.

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: SRAE Evaluation 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 and must be based on SAMHSA's Evidence-based Practices Knowledge Informing Transformation for Supported Employment.
 - 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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