

POSITION AVAILABLE
EVALUATION & APPLIED RESEARCH CONSULTANT: COM-Unity PROJECT

The Quebec English-Speaking Communities Research Network ([QUESCREN](#)) of Concordia University invites applications from consultants for the position of “Evaluation & applied research consultant: COM-Unity Project.”

The chosen candidate will report to Drs. Brian Lewis and Chedly Belkhodja, QUESCREN co-directors, and will work in collaboration with QUESCREN staff.

THE COM-Unity PROJECT

Duration of project: August 31, 2020 to March 31, 2021

Description

Funded by the Secrétariat aux relations avec les Québécois d’expression anglaise (Government of Quebec), the “Renforcer le sentiment d'appartenance des Québécois d'expression anglaise à travers les secteurs de la culture, des arts, du patrimoine et de l'éducation” (“Belonging”) project will create and support a Community of Practice formed of groups serving Quebec’s English-speaking communities. The Community of Practice is mandated:

- To reflect on issues related to increasing the sense of belonging amongst English speakers of Québec and celebrating their identity and heritage.
- To conduct projects that promote the sense of belonging, identity amongst English speakers of Québec.
- To advise the Secrétariat aux relations avec les Québécois d’expression anglaise on issues related to the sense of belonging through Arts, Culture and Heritage and education and on their impact on vitality.

THE EVALUATION AND APPLIED RESEARCH CONSULTANT POSITION

Description

The consultant will be responsible for developing and implementing a process (accompaniment) evaluation and an applied research program for the COM-Unity Project, playing an active and ongoing role throughout the duration of the project cycle.

*Note: The focus of the evaluation and applied research will be the Community of Practice operating as a group, not the specific project activities carried out by individual Community of Practice members as they implement their parts of the project action plan.

Tasks

- **Attending meetings:**
 - Attend all project Community of Practice meetings. Note that a minimum of four [4]) main meetings are currently planned. Occasional short meetings as required will supplement them.
- **Planning and designing:**
 - Formulate an evaluation strategy including a measurement framework, metrics, methods (e.g., logic models), and measurement tools for evaluating the Community of Practice.
 - Design an applied research program to capture important aspects of the Community of Practice and overall project, to support strategic project development in Year 1 and possible subsequent years. The aspects could include best practices and case studies.
 - The plan/design should involve collecting data through engagement with key stakeholders (e.g., funder, partners, Community of Practice members, other English-speaking community groups) within Quebec's English-speaking communities and the majority Francophone community.
- **Implementing:**
 - Collect data to support evaluation and applied research from the outset of the project. Ensure data are meaningful, complete, standardized, and consistent.
 - Provide project management with comprehensive and timely reports, including recommendations, to assist with monitoring and decision-making processes for improving project and strategic development.

Requirements

- Master's Degree in a related field
- A minimum of three years directly related experience in evaluation, measurement and applied research.
- Applied knowledge of evaluation and research processes, methods and statistical techniques including design, analyses, conceptual rigour, and knowledge dissemination.
- Knowledge and experience of Quebec's English-speaking communities.
- Experience working with Arts/Culture-related community projects.
- Advanced capacity to read, write and speak English.
- Advanced capacity to read and speak French.

Deliverables

Four (4) documents, as follows:

- One (1) plan/design document outlining the evaluation strategy and applied research program to be used. It will indicate the evaluation measurement framework, metrics, methods, and measurement tools and data collection plan.
 - By or before September 18, 2020
 - Upon review by the project governance committee, modifications may be required
- Two (2) evaluation and applied research reports during the course of the project:
 - November 15, 2020: table of contents for first report submitted for review and comments by QUESCREN directors and staff
 - November 30, 2020: first report delivered
 - January 15, 2021: table of contents for second report submitted for review and comments
 - January 29, 2020: second report delivered
- One (1) evaluation and applied research report on the entire project at the end of the project:
 - February 17, 2021: table of contents for final report
 - March 17, 2021: final report.

Conditions of contract

This contract is for the period August 31, 2020 to March 31, 2021. It will be on a part-time, temporary, contractual basis. The employer is Concordia University. Value of contract: \$13,742 inclusive of taxes and any operating expenses required by contractor. No additional fees (eg., travel) will be provided by the employer for this contract.

INTERESTED CANDIDATES SHOULD SEND YOUR CURRICULUM VITAE (MAX. 10 PAGES), AND WRITTEN RELEVANT WORK SAMPLE BY AUGUST 2, 2020 TO: quescren@concordia.ca. In subject line, please indicate: "EVALUATION AND APPLIED RESEARCH CONSULTANT: COM-Unity PROJECT."