

# Contract Opportunity: Program Evaluation Advisor

*SHIFT is seeking an advisor to lead and coordinate a working group that will evaluate and make recommendations on our funding and support program*

[The SHIFT Centre for Social Transformation](#) supports existing and emerging social transformation initiatives that unite the efforts of Concordians and their partners with the goal of creating a more just, inclusive, and broadly prosperous Montreal. As part of our pilot year activities, working groups are being convened to evaluate and make recommendations about two key areas of our work: our governance model, and our programming priorities.

[The Program Evaluation Working Group](#) will be composed of 5 - 7 SHIFT community members who will play a key role in evaluating the impacts and effectiveness of the SHIFT funding and support program. With administrative support from SHIFT staff, the working group will take on the following mandate:

- **Monitor and evaluate** the impact of the [SHIFT Funding and Support Program](#), taking into account questions of clarity and effectiveness of the funding model, transparency and fairness in application and selection processes, relevance and impact of accompaniment services, and overall alignment with SHIFT's values and ways of working
- **Evaluate the relative effectiveness** of the funding program in comparison to [other SHIFT activities](#), comparing the investment of resources with the resulting impact on social transformation
- **Provide recommendations** on the SHIFT project support and funding program, and potentially a redistribution of priorities for SHIFT activities, in year 2 and beyond
- **Propose metrics and processes** to facilitate SHIFT's ongoing impact evaluation and self-reflective learning

## Responsibilities and deliverables

The working group will be led by the Program Evaluation Advisor, who will be ultimately accountable for the following deliverables:

- **Develop, present and oversee the execution of a work plan** including the anticipated activities and time frames for delivering the requested recommendations, in consultation with SHIFT staff. Provide regular updates to SHIFT staff, and present periodic updates to the [Steering Committee](#).
- **Recruit and convene working group members** (minimum 4) who bring together a diversity of relevant knowledge, experiences, skills and points of view. Create processes and structures to facilitate the participation, contributions and input of working group members, such as monthly meetings.
- **Gather data** about the impact of the current funding model and other SHIFT activities through various methods such as observation, interviews, focus groups, surveys, research etc.

- **Conduct a review** of social impact project funding models and prepare a high level summary.
- **Provide recommendations** for changes to the current SHIFT programs and activities, including an implementation plan for any change. Act as a resource for Steering Committee members during deliberation and decision-making.

### Skills and Competencies

- Familiarity with systems change frameworks, funding disbursement models, and social impact assessment processes
- Demonstrated experience conducting research and program evaluations, including developing feasible recommendations
- Ability to work independently, manage time effectively and be accountable for time sensitive deliverables
- Strong ability to write and present concise information clearly
- Demonstrated experience facilitating meetings and collaborative processes, including working with diverse stakeholders
- Priority given to Concordia students, in accordance with SHIFT's [ways of working](#)

### Mandate Details

Duration of mandate: December 9th, 2019 - June 1st, 2020

Estimated time commitment: 250 hours over the duration of the mandate (approx. 10 hrs/week)

Compensation: A total of \$7500 to be disbursed as follows:

- \$1500 at the time of agreement
- \$1500 upon delivery of work plan (January 2020)
- \$2000 upon delivery of a mid-point report and presentation (March 2020)
- \$2500 upon delivery and presentation of final report with recommendations (May 2020)

The advisor is expected to work autonomously. They are expected to be self-starting, highly organized and able to manage their time, obligations, and meet prescribed deadlines.

### Application

Please submit a CV and cover letter describing your relevant experience and motivation to

[shift@concordia.ca](mailto:shift@concordia.ca) by Thursday, November 28th. Interviews will be held the following week.

Applicants who are invited to interview may be asked to provide a copy of a report or document they have produced for a past project.

*Concordia University is committed to Employment Equity and encourages applications from women, First Nations, Inuit and Métis peoples, visible minorities, ethnic minorities, and people living with disabilities.*