REQUEST FOR PROPOSALS FOR
PROGRAM EVALUATION ASSISTANCE

Each semester, the Humphrey School of Public Affairs at the University of Minnesota provides pro-bono services to pubic and nonprofit organizations in need of design work for program evaluation.

A team of graduate students enrolled in a program evaluation course works with the client (nonprofit organization or government agency) to develop an evaluation plan that includes:

- A narrative description of the program;
- A logic model (specifying what the program or initiative does, what it hopes to achieve, and how stakeholders believe the program will lead to the desired outcomes);
- A pragmatic evaluation plan outlining proposed/recommended data collection methods, time line, responsibilities, and a management plan; and
- Data collection tools.

If feasible, the students will field test at least one of the data collection tool and based on that test, revise the tool and summarize the collected data. Student will not have sufficient time in the semester to complete a full evaluation beyond this design. However, when completed, this plan and other products allows the organization to implement the design to answer its most pressing evaluation questions.

If you have a need for such a service, please submit a few paragraph description to Professor Jodi Sandfort, sandf002@umn.edu by **December 2th, 2015** (for more about Jodi see www.jodisandfort.org. She is particularly interested in working with Human Service organizations because of her leadership role in the Future Services Institute see www.futureservicesinstitute.org.)   Provide some brief description of 1) your organization; 2) the program evaluation need; 3) the potential contact person in your agency with whom the group might work. If selected, you will be asked to provide some program background information to help brief the student team.

If selected, there are a few parameters you should note.
1. The **preliminary meeting** with your evaluation team will occur on Friday February 17th. This meeting will take place in Humphrey School (301 19th Avenue South, Minneapolis, MN 55455).
2. Prior to this first meeting, students will have read background information about your program and done some preliminary research about

evaluations of comparable programs (to the extent this information is available). When we meet with you the student(s) will likely ask you clarifying questions about several aspects of your program including:

- Who benefits from the program?

- What do hope to ultimately achieve through this work?

- What services are provided or activities initiated?

- What evaluation-type questions do you have about the program?

- How might evaluation information be used?

- What information would be useful to know from the evaluation?

- Who might use the evaluation information?

3. Following this first meeting, student teams will be in contact with you or your staff members coordinating this project to seek input or additional information. They will coordinate this correspondence and will work with all the teams to ensure we don't take too much of your time.

4. Once students complete their work over the course of the semester, they would like an opportunity to present what they've learned. **Please plan to join us for a final presentation** of your evaluation plan on Friday April 21st.

Thank you for your interest. Your participation in this course assignment provides students with a valuable applied learning experience that will help develop their evaluation design and process skills. It is my hope that you also will gain a better understanding of the evaluation process, a narrative description and logic model that you may find useful in your work, and an evaluation plan that can be used for program improvement and communication with external stakeholders.

If you have any questions about the course or this program evaluation project please contact me via email or phone at your convenience.

Jodi Sandfort
Office: 612-625-3536
sandf002@umn.edu