

**MIRA Coalition
New Americans Integration Program Evaluator
2023-2024 AmeriCorps Year**

MIRA is the largest coalition in New England dedicated to promoting the rights and inclusion of immigrants and refugees. With over 140 member organizations, our coalition spans grassroots community organizations, refugee resettlement agencies, providers of social, legal, and health services, faith-based organizations, and civil and human rights advocates. Headquartered in Massachusetts and New Hampshire, we advance our mission through education, training, leadership development, institutional organizing, strategic communications, policy analysis, and advocacy.

Scope of Work

The New American Integration Program (NAIP) is seeking an experienced External Evaluator to lead the development of an evaluation plan of its AmeriCorps program. The evaluator will play a crucial role in designing an assessment to test the effectiveness of NAIP's services in promoting social, economic, and civic integration for immigrants and refugees through job readiness, ESOL, and citizenship services. The successful candidate will work closely with NAIP staff, AmeriCorps members, and host site supervisors to develop methods to collect, analyze, and interpret data to inform program improvements and outcomes.

Methodology

The External Evaluator will lead the development of an evaluation plan for NAIP's AmeriCorps program, utilizing a mixed-methods approach that integrates quantitative and qualitative data collection methods. The primary focus will be on designing a comprehensive framework to assess the program's impact effectively. This involves crafting surveys, designing structured interviews, and implementing qualitative coding techniques.

Timeline

The evaluation plan will be developed and refined in collaboration with NAIP staff, establishing specific milestones and deadlines aligned with the AmeriCorp service year. Throughout this process, the evaluator will work closely with stakeholders to ensure the plan aligns with the program's goals. The goal is to have the draft of the evaluation plan completed by July 2024, ensuring it is ready for implementation during the AmeriCorps 2024-2025 service year. Finalization and submission of the plan are expected by July 31st, 2024..

Activities include:

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- Development and refinement of the comprehensive evaluation plan document.
- Conducting a pilot report to identify and address any necessary tool adjustments, ensuring the effectiveness of data collection instruments.

- Finalizing the evaluation report, incorporating findings from both quantitative and qualitative analyses, and submitting the comprehensive report by a specified deadline.
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Budget

We invite prospective evaluators to submit a proposed budget based on the proposed scope of services, covering all aspects of the evaluation, including tools development, data collection, analysis, and report writing. MIRA Coalition's budget for this is \$10,000.

Reporting and Accountability:

The External Evaluator will submit regular progress reports, participate in milestone meetings, and ensure the timely delivery of all specified deliverables.

Evaluation Criteria:

The evaluation will be assessed based on its adherence to the refined plan, successful tool refinement based on pilot feedback, effective data collection, rigorous qualitative analysis, and the production of a comprehensive and actionable evaluation plan.

Desired Qualifications

- Educational background in a relevant field with expertise in program evaluation methodologies.
- Experience in planning, conducting, and managing program evaluations, assessing design, implementation, and outcomes.
- Proficient in both quantitative and qualitative data collection, analysis, and interpretation.
- Strong communication skills to convey evaluation findings to diverse audiences effectively.
- Collaborative approach, engaging with program staff, stakeholders, and participants throughout the evaluation process.
- Adherence to ethical principles, cultural competence, and a commitment to continuous learning in the field of program evaluation.

How to apply:

Interested parties should submit a resume, a proposal outlining their approach to evaluating an AmeriCorps Program, and a proposed budget to the NAIP Team at NAIP@miracoalition.org January 20th, 2024.

Please put "NAIP Evaluator" in the subject line.