

External Project Evaluation Guidelines

for Employment Training Consultants (ETCs) and Service Providers (SPs)

OBTP service providers (SP) are required to submit an external evaluation of their project(s) to the ministry upon completion of the Transfer Payment Agreement (TPA). For the 2021-24 OBTP contract cycle, the external evaluation **for each project** will be due **October 21, 2024**.

Purpose of the External Project Evaluation

The main purpose of the External Project Evaluation are:

- To provide SPs and the ministry with an independent external evaluation of their OBTP project (program components and overall project)
- To support each project's objective of effective and efficient service delivery.

Deliverables

The external project evaluation is a mandatory requirement, and these guidelines will assist ministry staff and SPs to understand the scope of the evaluation and SPs' responsibilities. SPs are expected to develop the evaluation in partnership with the consultant they have chosen to lead the evaluation. The deliverable is a report to be submitted for each OBTP project. As each OBTP project is unique, a guideline document is well suited to optimize the characteristics of the projects.

1) Formative Report (Optional)

- Requirements for a formative report are to be negotiated between the service provider and the evaluation consultant
- Possible timeline is midway between the hiring of the evaluation consultant and the end of the contract.

2) Summative Report

- Executive Summary
- Summary of the project
- Description of project components including individual program components, and overall project

- Analysis of project components and overall project (consultant's analysis)
 - Analysis of effectiveness of the delivery structure/mechanisms
 - Quantitative and qualitative outcomes of program
 - Strengths in each of the program components
 - Challenges in each of the program components
 - Mitigation strategies to address challenges in each of the program components
 - Strengths, challenges and mitigation strategies of the overall project
 - Recommendations for the future of the project (sustain, improve or wind down with rationale and suggestions for each scenario)
 - Analysis of deliverables (including but not limited to curriculum, tools, targets and statistics)
 - Information sharing, collaboration with key stakeholders, dissemination of project results and stakeholder feedback
 - Lessons learned and promising practices from project and information sharing
 - Any further components that the service provider or consultant may deem important for inclusion.

Recommended Process

SPs are responsible for negotiating a contract with an evaluation consultant of choice.

It is suggested that the evaluation consultant be contracted as close to the beginning of the project as possible to enable the consultant to learn the OBTP TPA requirements, develop relationships with staff and stakeholders and begin to observe, interview, survey (whichever modalities are agreed upon). This ensures the consultant has thorough knowledge of the project concept, project implementation, and projected outcomes, to monitor the development, implementation, strengths, and challenges of each project component through the life of the project and be in a strong position to make recommendations to the SP.

Recruitment of an Evaluation Consultant

It is recommended that SPs interview up to three potential evaluation consultants to determine optimal fit. A consultant who can demonstrate knowledge and experience with serving the licensure and employment needs of highly skilled immigrant may be an optimal fit.

The contract is negotiated between the SP and the evaluation consultant.

The SP will need to define the scope of the evaluation, including what will be evaluated. The SP and the consultant will negotiate how the program and project will be evaluated, activities, schedule and timelines for evaluation activities based on project timelines, timeline expectations for meetings, and the formative and summative reports.

Potential Evaluation Activities

Evaluation activities are to be negotiated and finalized between the SP and the evaluation consultant.

The consultant might engage in some or all of the following activities:

- Review of all project documents (including, but not limited to, project proposal, transfer payment agreement, deliverables submitted by the service provider, curriculum, project advisory committee meeting minutes, client written assignments, client presentations, and interim reports)
- Observation of classroom/group activities
- Conduct Interviews with project staff; project administration; clients (graduates and in the program); consultants delivering components of the program; specialists; employers; regulators; project steering committee or advisory committee members; ministry staff
- Surveys; and
- Other activities determined by the evaluation consultant or requested by the SP or the ministry.

If you have any questions regarding the external project evaluation, please do not hesitate to contact your ministry Employment Training Consultant (ETC).