

Memorandum

To: Ontario Bridge Training Program (OBTP) Service Providers

From: Annette Huton, Director - Program Delivery Support Branch (PDSB),
Employment & Training Division

Date: August 2, 2022

Subject: External Project Evaluation Guidelines

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

The purpose of this external project evaluation is to provide SPs with the information and tools they require to implement continuous improvement in their programs.

Schedule F of the TPA states that the ministry will provide SPs with a template for the External Project Evaluation. However, the ministry is aware that each OBTP project is unique, therefore rather than providing a template, an External Project Evaluation Guidelines document outlining the requirements for this report has been posted on the EOPG site on July 29, 2022.

This document advises SPs, and any other interested stakeholders, that:

- SPs are responsible for negotiating a contract with an evaluation consultant of choice as soon as possible after the beginning of their TPAs
- Potential evaluation activities are included – these are not exclusive. SPs are free to design the evaluation as they foresee their needs, in collaboration with their consultant
- A Formative Report (midway through the TPA) is optional
- A Summative Report (due on October 21, 2024) is the key deliverable
- SPs should contact their Employment Training Consultants with any further questions.

Thank you,

Annette Huton
Director, Program Delivery Support Branch

cc:

Charles Bongomin, Central Region – A/Regional Director
Heather Cross, Western Region – Regional Director
Nicole Pereira, Northern Region – A/Regional Director
Tariq Ismati, Eastern Region – Regional Director