



Request for Proposals (RFP): Evaluation Specialist Consultant for Asian/Pacific Islander Domestic Violence Resource Project

I. Introduction and Purpose

About Asian/Pacific Islander Domestic Violence Resource Project (DVRP)

Asian/Pacific Islander Domestic Violence Resource Project (A/PI DVRP) supports and mobilizes Asian/Pacific Islanders to build safer communities by responding to harm and striving to end gender and power-based violence.

Since 1996, the Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has provided services to survivors of domestic violence in Washington DC, Maryland and Virginia. We are an organization that was founded by survivors and continues to be survivor-led and driven.

DVRP's work includes culturally specific, trauma informed case management, mental health services and community education and outreach. Last year we provided services to 244 community members and trained over 500 community members on various topics ranging from cultural humility to respond to trauma. In the past year we have also provided over 300 mental health sessions and a series of financial resilience workshops to survivors across the DMV.

Our services don't have a timeline because we recognize that healing is not linear.

DVRP has 9 full-time staff members, 1 part-time staff member, multiple contractors and a budget of \$1.2 million.

DVRP is soliciting proposals from qualified Evaluation Specialists to review two of its key projects. The selected Evaluation Specialist consultant will work collaboratively with DVRP Executive Director, Outreach Training Manager, and DVRP's Board of Directors to support DVRP in assessing the impact of its programs, specifically focusing on economic empowerment and volunteer initiatives. The Evaluation Specialist consultant will provide data-driven insights and recommendations to inform strategic decision-making and program improvement.

II. Scope of Work

The selected consultant will:

1. Conduct a Discovery and Preliminary Analysis:



- Conduct a discovery process to understand DVRP's current evaluation practices, data collection methods, and key performance indicators.
 - Review current program structures, available data, and past evaluations.
 - Review Survivor Services programming including support groups, individual case management, mental health therapy, and healing services to assess impact, accessibility, and areas of unmet need.
 - Conduct a comprehensive review and assessment of DVRP's volunteer program, including recruitment, training, engagement, and retention strategies, to evaluate its effectiveness and impact.
 - Evaluate and develop plan for sustainability and growth model for the Wisdom Circle and Volunteer Mentorship Program
 - Create effective matrices to track work of the volunteer mentors
 - Engage with staff, stakeholders, and program participants to gather qualitative and quantitative insights.
 - Engage through focus groups and listening sessions to gather qualitative insights.
 - Identify gaps and opportunities in the organization's evaluation framework.
 - Develop and present recommendations for the next phase of evaluation work, including suggested methodologies and data collection improvements.
 - Design a strategic approach to employment and career development services for survivors. This includes developing program elements that provide support with job searches, translation and clarification of application processes, and access to employment readiness resources.
 - In alignment with DVRP's mission, the evaluation specialist consultant will collaborate with staff and stakeholders to assess, advise, and strengthen survivor-centered programming.
 - While not serving in a direct program implementation role, the consultant must bring the expertise and perspective of a program specialist to effectively evaluate, guide, and enhance program design and delivery.
 - All recommendations and strategies should be grounded in trauma-informed, culturally responsive practices that reflect the unique needs and lived experiences of the survivor communities served.
2. Provide Final Evaluation:
- Analyze collected data to assess the impact of economic empowerment and volunteer mentorship programs.
 - Provide a comprehensive evaluation report, including key findings, success metrics, and areas for improvement.



- Develop insights on the effectiveness of program strategies in addressing community needs.
- Offer recommendations for program enhancements and future evaluation approaches.
- 3. Develop Evaluation Recommendations:
 - Provide a roadmap and make recommendations for the next phase of evaluation work.
 - Organize and facilitate a virtual roundtable discussion with other culturally specific organizations.
 - Present key findings and recommendations from the evaluation to nonprofit leaders, funders, and community stakeholders.
 - Develop a summary report and/or presentation materials to share insights and best practices.
- 4. Provide Deliverables:
 - Organize and facilitate a virtual roundtable discussion with other culturally specific organizations.
 - Present key findings and recommendations from the evaluation to staff and board.
 - Develop both an extensive and summary report and presentation materials to share insights and best practices.

III. Preferred Qualifications:

- Proven experience in program evaluation, impact assessment, and data analysis.
- Strong knowledge of culturally specific evaluation practices, particularly in Asian Pacific Islander communities.
- Ability to generate complex data into actionable insights and recommendations.
- Experience in stakeholder engagement, facilitation, and report development.

IV. Proposal Requirements:

Interested consultants should submit a proposal that includes:

- Background and Experience: Description of relevant experience in nonprofit program evaluation, particularly for domestic violence or API-focused programs.
- Familiarity with trauma-informed care and evaluation of services for survivors of gender-based violence.
- Experience working with or evaluating healing justice frameworks or somatic-based interventions is a plus.
- Approach & Methodology: Outline of how the consultant will conduct discovery, engage stakeholders, and develop recommendations.



- Proposed Timeline: Estimated duration and key milestones for completing the initial discovery and recommendation phase.
- Budget: Detailed breakdown of proposed services and associated costs totaling \$10,000.
- References: At least two references from similar evaluation projects.
- Submission Deadline: May 9th, 2025

V: Proposal Submission:

Please send proposals and inquiries to hr@dvrp.org.

We encourage individual consultants and consulting firms with experience in program evaluation, nonprofit impact assessment, and culturally responsive methodologies to apply. Please ensure your application provides details on what everyone's role will be in the strategic planning process.

Please email your resume, cover letter, an outline of an approach to complete the above scope of work including timelines (not exceeding 7 pages) and 3 references to hr@dvrp.org with the title “Evaluation Specialist Consultant” by May 9th, 2025.

Selected candidates should be available for an interview between May 5th –May 19th, 2025. However, this is subject to change. We will be reviewing applications on a rolling basis. Incomplete applications will not be interviewed. No phone calls, please.

We look forward to working with a consultant who shares our commitment to empowering survivors and strengthening our programs for the API community.

DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of “race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business.