Indiana Youth Worker Well-being Project
Request for Proposals

Program Assessment
Proposals for contract for Program Assessment for grant period January 1, 2023 – December 31, 2026

Response due date: July 28, 2023 (by midnight Eastern time)

Project Overview: The Youth Worker Well-being Project is a collaborative initiative between Indiana Afterschool Network (IAN), IARCA Institute for Excellence (IARCA), Indiana Youth Services Association (IARCA), Indiana Youth Institute (IYI), and Marion County Commission on Youth (MCCOY). It is a multi-year effort, funded by the Lilly Endowment, to improve the well-being of Indiana Youth Workers. The Indiana Youth Institute (IYI), home of the project, estimates that Indiana is home to approximately 5,000 agencies that employ close to 60,000 youth workers statewide. The Project will utilize a multi-phase approach that will provide direct support for individual Indiana youth workers and provide services to improve the working conditions for youth workers. Focus areas will include youth worker well-being, building trauma-informed workplaces, and Diversity, Equity, Inclusion, and Belonging.

IYI is seeking to contract with an evaluator to design and conduct an evaluation of the Indiana Youth Worker Well-being Project using a combination of qualitative and quantitative research. This includes gathering feedback from program participants, providing recommendations for improvements, and working in coordination with IYI’s internal evaluation team.

I. Program Description
“Youth worker” encompasses various positions in non-profit and community-based agencies and organizations in all of Indiana’s 92 counties. The youth work profession encompasses out-of-school time professionals, mental health counselors, child welfare professionals, youth recreation and service bureau staff, mentors, family support clinicians, residential treatment staff, and others at community-based organizations.

The Youth Worker Well-being Project includes a two-pronged approach to improve youth worker well-being:

1. Supporting Individual Youth Workers: The first branch of programming directly supports individual youth worker wellness, alleviating the acute stress and pressure they feel in daily work and building protective factors and leadership pathways for remaining in the youth work sector.

2. Improving Working Conditions for Youth Workers: The second branch of programming will improve the conditions in which individuals work by increasing on-the-job protective factors through the
development of policies and practices that will create trauma-informed workplaces and workplaces where youth workers are valued and supported for the diverse identities they bring to the field.

A snapshot of project activities, outputs, and outcomes is detailed below:

This is not a comprehensive list of specific outputs and outcomes for each project activity.

<table>
<thead>
<tr>
<th>Project Activities</th>
<th>Outputs</th>
<th>Short-term (Program Conclusion) Outcomes</th>
<th>Medium-term (6 months - 1 year) Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Telemedicine and Virtual Mental Health</td>
<td>15,000 youth workers participate in programming</td>
<td>60% of participating youth workers reduce acute feelings of stress and burnout.</td>
<td>90% of grant-funded organizations adopt DEIB-informed policies, procedures, and practices.</td>
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<tr>
<td>Treatment</td>
<td>1,000 organizations participate in programming</td>
<td>60% of participating youth workers feel more valued at work.</td>
<td>90% of grant-funded organizations adopt trauma-informed policies, procedures, and practices.</td>
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<td>Peer Support Groups</td>
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<td>60% of participating emerging leaders of color indicate they feel better prepared for agency leadership.</td>
<td>40% of participating organizations improve youth worker benefit offerings.</td>
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<tr>
<td>Leadership Development for Emerging Leaders of</td>
<td></td>
<td>60% of agency leaders receiving a DEIB or trauma-informed grant will indicate that the funding has initiated culture change.</td>
<td></td>
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<tr>
<td>Color</td>
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<td></td>
<td>60% of participating youth workers feel an improved sense of belonging at work.</td>
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<td>Regional Youth Worker Well-being Program events</td>
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<tr>
<td>Innovative Benefits Plans</td>
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<tr>
<td>Trauma-informed Workplace Grant Program</td>
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<tr>
<td>DEIB Grant Program</td>
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</table>

II. Scope of the Project

The scope of this project is to:

- Conduct an assessment of the Youth Worker Well-being Project using a combination of qualitative and quantitative research.
- Gather feedback from program participants.
- Provide recommendations for improvements to the project and future needs for continuing services.
III. Deliverables

At the completion of this project, IYI will receive:

- Yearly a comprehensive assessment report detailing outputs, outcomes, and recommendations.
- An end-of-project comprehensive assessment report detailing outputs, outcomes, and recommendations for future needs to continue services.

IV. Non-Discrimination Statement

IYI uses an open Request for Proposal (RFP) system when seeking to contract with partnering organizations. IYI does not and shall not discriminate on the basis of race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), marital status, religion, age, disability, genetic information, service in the military, familial status, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

V. Cost Liability

Indiana Youth Institute assumes no responsibility or liability for costs incurred by the proposers in preparing and submitting their proposals and samples in response to this RFP.

VI. Summary of Desired Qualifications:

- Knowledge of contextual, methodological, and logistical issues associated with formative and summative evaluation,
- Knowledge of and experience working with youth-serving organizations,
- Experience working with diverse groups,
- Experience performing evaluations for systems and policy change initiatives, including experience identifying appropriate indicators to measure, track and report progress on initiatives,
- Experience developing qualitative data collection tools and conducting interviews, focus groups, and document review,
- Experience developing and administering quantitative data collection tools, including surveys,
- Experience analyzing and synthesizing quantitative and qualitative data in real-time and making findings available in accessible formats,
- Experience reporting data to various stakeholders.

VII. Proposal Timeline

- An informational session will be held on June 29, 2023, via Zoom for clarification of the project overview and needs.
- Clarifying questions about the RFP can be submitted via email to YWWellbeing@i yi.org up until midnight Eastern time on July 7, 2023.
- Emailed questions will be replied to via email by the end of the day on July 14, 2023.
- Proposals in response to this RFP are due by midnight Eastern time on July 28, 2023, and should be submitted to YWWellbeing@i yi.org
- Bidders should expect to be notified no later than August 31, 2023.
VIII. Informational Session

June 29, 2023, at noon eastern

https://us02web.zoom.us/j/82324227243?pwd=ZDU1ek5VL1p6VTVOeE4rUlIpUVldQT09

Meeting ID: 823 2422 7243
Passcode: 304204

Join by phone: 305 224 1968

IX. Project implementation and reporting timeline

Assessment Planning Process – to begin in September 2023

Launch of Youth Worker Well-being Project services – January 1

Pre-program year: January 1 – December 31, 2023
Programming Year 1: January 1 – December 31, 2024, report due February 28, 2025
Programming Year 2: January 1 – December 31, 2025, report due February 27, 2026
Programming Year 3: January 1 – December 31, 2026, report due January 15, 2027

X. Format for proposal

Please submit one PDF document with the following information in whatever format you think is most clear and compelling. You can submit via email to: YWWellbeing@iyi.org. Please do not include generic marketing materials for your services.

Proposals should include numbered answers to each of the following questions. There is no word limit for answers to each question or in total. Please lean toward concise answers where appropriate, however.

1. Proposal contact person name, email, and phone.
2. Describe your business.
3. Describe relevant knowledge and experience(s) that illustrate how you have been successful with a project of similar scope and scale.
4. Describe how you propose to approach the evaluation of the project.
5. Detail the number of years and experience you have in designing and implementing performance measures.
6. Expected logistical or methodological challenges and how they will be addressed or minimized to achieve evaluation goals within the project period.
7. Plan of work to address the project scope and deliverables above.
8. Project deliverables with timelines.
9. Provide work samples or an overview of similar types of projects.

XI. Bid

Please provide the budget scope for meeting the objectives within the proposed budget. Please mention any special dispensation because IYI is a nonprofit.