

Frequently Asked Questions

Evaluation Learning Collaborative

For Interested Consultants

Updated: 04/25/25

Q1: Does EHF have any descriptive information about the grantees as a group that would help us better understand their current capacity for evaluation and evaluation co-design or could you provide a list of the grantee organizations?

A: The list of grantees participating in the evaluation learning collaborative will not be final until mid-May. Although three of the invited grantees are from universities that have access to internal research and evaluation staff, the majority of invited grantees represent small non-profit organizations (<10 employees). Some of these non-profits employ staff who have had experience with evaluation; however, none are actively conducting evaluation currently.

Q2: Will the participants in the Evaluation Learning Collaborative be decided when the consultant starts?

A: Yes, grantees were invited to participate in the Evaluation Learning Collaborative in mid-April. We have requested they confirm their decision to participate by Wednesday, May 14th. After this date, no new grantees will be invited.

Q3: How will EHF decide what evaluation topics will be addressed with the technical assistance? Will the same attendees be attending this collaborative throughout or will attendees vary?

A: Two types of evaluation technical assistance (TA) or capacity building will be available as part of the Evaluation Learning Collaborative:

- group sessions focused on general evaluation topics as outlined by the group of grantees (e.g. logic models, needs assessments, peer sharing/learning, etc.) and
- Each grantee will discuss their evaluation interests and needs with the evaluation consultant. The evaluation consultant will offer guidance to create a mutually agreed upon TA plan to strengthen the grantee's skills and knowledge to conduct their own evaluation. The individual TA does not necessarily have to focus on an evaluation of the grant being funded, rather it can support general evaluation learning. One or more grantee staff can

participate. Typically, one person will serve as the key contact, but exceptions can be mutually agreed upon with the evaluation consultant.

Q4: Are the four specific topics of interest listed in the RFQ inclusive of grantee interests or do they represent EHF's topics of interest?

A: The four topics of interest around evaluation represent what EHF hopes to learn about. We are interested in soliciting grantee insight and feedback to enhance and strengthen evaluation processes for both EHF and future grantees so that we can effectively evaluate grantee work and generate valid and reliable outcomes, with minimal burden to the grantee. If there are topics that grantees want to share with EHF to enhance our evaluation approach, EHF is interested in those as well.

The consultant will use methods of their choosing to assess and inquire about EHF's areas of interest, these may include synthesizing findings from grantee observation and conversations and/or using data collection through more formal processes such as a focus group, key informant interview, etc.

Q5: Regarding EHF's desire to strengthen its own evaluation process, in what ways is EHF envisioning the consultant will support the development of EHF's internal evaluation framework and approach?

A: The evaluation consultant facilitating the Collaborative will assess and share insights and recommendations with EHF on an ongoing basis through quarterly updates. The process of incorporating Collaborative learnings in the forthcoming evaluation framework and related approaches will be a separate process facilitated internally by EHF.

Q6: What is the timeframe for the evaluation learning collaborative?

A: The Evaluation Learning Collaborative will start in June 2025 and will continue up until December 2026. The evaluation consultant will meet with each participating grantee to determine their learning interests and develop a technical assistance learning plan for each grantee. Since each grantee is creating their own learning journey, the length of participation will vary depending on their interests and staff capacity for participation.

Q7: Since this is a virtual learning experience, is any travel anticipated by the Foundation?

A. No. The reference to travel in the RFQ is in error and should be disregarded. This a virtual learning experience and there is no travel expected by the Foundation as part of the Evaluation Learning Collaborative.

Q8: Where should we note contributions or the supplemental professional experience of contributing, non “key staff?”

A. Please list contributions or supplemental support provided by non-key staff, contracted individuals or individuals participating through an MOU with your organization under the Personnel section. For these non-key staff, note the relationship of the staff member to the work, their experience and qualifications.

Q9: Where should relevant professional experience done by key staff while they were at another organization be noted?

A. Please list all relevant experience for key staff under the Personnel section, noting that the work was done outside of their work at the current organization.

Q10: Is there an expectation around the type, format, or number of TA sessions the consultant will offer at the individual or group or level?

A. There are no predetermined expectations around how technical assistance will be offered, at the individual or group levels. The technical assistance (TA) needed will be specific to each organization, however, there may be an opportunity to combine trainings or utilize TA materials across grantees.

This is a learning experience with lots of flexibility for adaptation. The overarching goal of the technical assistance is to meet grantees where they are and support their learning around evaluation.

Q11: How often will the consultant meet with EHF?

The meeting schedule between EHF and the consultant will be mutually agreed upon during the development of the work scope and will also be subject to change as the work requires.

Q12: Did the impetus for this Learning Collaborative derive from grantee requests, EHF strategy, or a mix of both?

A. The idea for the evaluation learning collaborative resulted from prior grantee discussions and EHF's new strategic focus.

Q13: Shall the budget include line items for oral or written translations into Spanish?

A. Please include all expenses in the budget.

Q14: Can you elaborate on or give us examples of "levers and resources to understand the feasibility of certain work?" (top of pg. 4)

A. This question is in reference to the fact that EHF has various resources we use for evaluation, e.g. people, time, money, convening, policy/advocacy work, etc. We are interested to explore how/when to maximize these for benefit.

The questions listed are initial areas we are interested in exploring. As we work with an evaluation consultant, through their guidance, some may be refined or eliminated, and others may be suggested.

Q15: Can you define "sectors" (top of page 4)?

A. Sectors refer to the priority areas of work- diabetes prevention, maternal health and food and nutrition security.

Q16: Is there openness to a co-lead or shared prime consultant model?

A. A contract will be issued to one consultant, however, the funded consultant may subcontract and/or partner with other consultants to accomplish the work.

Q17: What does the reporting process entail for grantees? Are there currently any required metrics or common questions to which grantees respond on an annual or semiannual basis?

A. There are no planned reporting requirements as part of participating in the evaluation learning collaborative. There will possibly be a post-participation survey to assess grantee perceptions related to the experience.

Historically, as part of their funding, grantees are required to report on a common set of questions/metrics every 6 months. The evaluation framework and related questions will be

developed related to the new strategic plan and will be informed, in part, by learnings from this collaborative.

Q18: Can the Foundation please confirm which type of contract it intends to award (fixed price or time and materials)?

A. This will be a fixed price contract.

Q19: Is the detailed, itemized budget and budget narrative included in the 5-page limit?

A. The budget and budget narrative can be in addition to the 5-page limit.