



## **Request for Proposals: Data Collection & Analysis Consultant**

### **PROPOSALS DUE: August 18, 2010**

#### **The Program**

The National Coalition of Anti-Violence Programs (NCAVP) invites proposals from qualified individuals to enhance and expand the data-driven work of the coalition. NCAVP is a coalition of 40 member organizations. NCAVP documents anti-LGBTQ violence within and against lesbian, gay, bisexual, transgender and queer (LGBTQ) communities and advocates for survivors and victims of anti-LGBTQ and anti-HIV/AIDS violence/harassment, domestic violence, sexual assault, police misconduct and other forms of violence, and develops and issues a national response to this violence. NCAVP member organizations annual report on domestic/intimate partner violence and hate violence throughout the country through uniform data gathering and analysis methods and an annual report.

#### **Contractor Selection**

NCAVP seeks bids from skilled consultants with expertise in data collection and analysis to support the work of a pilot program to expand and support LGBTQ anti-violence initiatives in the South.

#### *Project description:*

NCAVP is a program of the New York City Anti-Violence Project (NYC AVP). NCAVP is working to enhance services for LGBTQ survivors of violence in the Southern region of the United States through targeted training and technical assistance as well as data-driven policy advocacy, as supported by a Data Collection & Analysis Consultant. You are invited to submit a proposal within the parameters outlined in this RFP. Work will begin on September 1, 2010 and conclude on June 30, 2011.

The budget available for the data consultant is \$10,000.

*Please submit a copy of your proposal via email to the below address by Wednesday, August 18, 2010:*

Maryse Mitchell-Brody  
Statewide and National Programs Coordinator  
New York City Anti-Violence Project  
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#### **Data Collection & Analysis Project**

NCAVP is member led, with an independent Governance Committee, and coordinated by NYC AVP. NCAVP members provide data that inform the two annual national reports produced on domestic/intimate partner violence and hate violence in LGBTQ communities; this data and reporting helps determine and direct policy recommendations and work by the coalition. In order to expand the scope and impact of this work, NCAVP has developed a pilot program to increase support for LGBTQ survivors of violence in the Southern region of the United States.

The Data Collection & Analysis Consultant will work with NCAVP's Reports Committee and NYC AVP staff to achieve two goals: first, to assess current member data collection and design of NCAVP member organizations and implement appropriate, uniform and rigorous data collection and analysis techniques for reporting on anti-LGBTQ violence. This will include enhanced collection methodologies and instruments that will provide the capacity of all NCAVP members to engage in data gathering. Second, develop a model for replication accessible to all NCAVP member organizations across all regions with a focus on increasing capacity in the Southern regions which are currently under-resourced.

*Objective:*

- a) Uniform data collection, synthesis and analysis protocols for NCAVP members that allow NCAVP members to gather data and support programming throughout the country, with a focus on the Southern region
  - i. Through these protocols, NCAVP members will also focus on developing relationships with Southern regional partners, such as hospitals, universities, colleges and other educational institutions, community centers and programs and LGBTQ and state Equality programs, that, with ongoing cultural competency training, will create sustainable networks for comprehensive data-gathering opportunities eventually allowing NCAVP to collect all available data on LGBTQ-related violence throughout the country. This comprehensive data collection and analysis will lead to policy advocacy supported by thoroughly documented and demonstrable need as well as more targeted, expert and persuasive policy recommendations and advocacy

*Benchmarks:*

- a. Provide a model for uniform data collection and technical assistance process that identifies all permutations of data necessary for analysis, which is adopted by NCAVP membership, with a focus on increased data collection and analysis from the Southern region;
- b. Provide data synthesis protocols, adopted by NCAVP membership; and
- c. Provide data analysis protocols, for use by NCAVP membership by assisting NYC AVP staff and consultants in utilizing data and analysis to advance national LGBTQ-specific anti-violence policy recommendations & advocacy

*Anticipated Timeline and Goals*

Needs assessment and workplan development	Work with NYC AVP staff, consultants and NCAVP's Reports Committee to assess current data collection & analysis; make recommendations for expansion and enhancement	September 2010
Support the provision of on- and off-site technical assistance to the organizations in the pilot region	Work with NYC AVP staff, consultants and NCAVP's Reports Committee to develop off-site technical assistance and support including trainings delivered through webinars and conference calls for:  a) 2009 data: improved synthesis and analysis  b) 2010 data: improved collection tools, collection, synthesis and analysis	September 2010 - June 2011
Produce 2009 Domestic Violence Report	Consult with NYC AVP staff and NCAVP's Reports Committee to provide expert data analysis and policy recommendations using existing data	September 2010 - October 2010

Provide support for federal policy advocacy using data	Consult with NYC AVP staff to analyze data in support of federal policy advocacy initiatives	October 2010 - June 2011
Expand and enhance data collection & analysis	Work with NYC AVP staff and consultants to develop new methodologies and instruments for use in pilot region and across coalition. Assist in the development of trainings for NCAVP member programs.	November 2010 - June 2011
Produce 2010 Hate Violence Report	Work with NYC AVP staff, consultants and NCAVP's Reports Committee to produce Annual Hate Violence Report using data and analysis to be presented at 2011 NCAVP Roundtable	May 2011

### *Outcomes and Evaluation*

The success of this work will be measured by the achievement of the below outcomes, in addition to other criteria developed in conversation with NCAVP staff, consultants and membership:

- 1) Expand NCAVP's ability to collect and analyze national data regarding LGBTQ violence, specifically hate violence (including police violence and sexual violence as bias violence) and domestic/intimate partner violence (including sexual violence in intimate relationships) through:
  - a. Improving data collection and analysis through sophisticated, uniform and accessible data collection tools and data synthesis and analysis procedures, and collaboration with and training of NCAVP staff and consultants to sustain these methodologies; and
  - b. Assisting NCAVP staff and consultants in the development of new partnerships with other data collecting programs throughout the South, such as LGBT organizations, colleges, community centers and first responding agencies tracking this data, to collect more fully representative data in the area and to develop a model partnership protocol for more inclusive data gathering in other areas of the country
- 2) Support NCAVP staff in the production of two reports in the project period, including:
  - a. 2009 Domestic Violence Report in October 2010 using current data with expert analysis and policy recommendation assistance;
  - b. 2010 Hate Violence Report in June 2011, utilizing new data, data analysis and synthesis of policy recommendations; and
  - c. Work with NCAVP staff to develop model collection and usage for future reports and policy recommendations.

## **Proposal Guidelines**

### *Project Statement of Work*

#### Summary:

Briefly describe the training, frameworks or models that inform your strategies in working with community-based organizations to track and analyze data. Provide brief examples.

#### Project Coordination:

Please share with us proposed strategies for supporting and enhancing NCAVP's data collection and analysis from September 2010 - June 2011. This will include an outline for the pilot project, as based on the steps outlined above as well as particular mechanisms or instruments for helping NCAVP to arrive at the goals of this project. It may be helpful to familiarize yourself with NCAVP through materials available on our website at [www.avp.org/ncavp.htm](http://www.avp.org/ncavp.htm), particularly the most recent Hate Violence (2009, released in 2010) and Domestic Violence (2008, released in 2009) Reports.

#### Schedule:

Based upon the timeline and goals as outlined above, please indicate the timeframe in which major tasks may be completed with a final completion date of June 30, 2010.

#### Costs:

Please include an itemized budget (by hourly rate) within the parameters outlined above.

#### Qualifications:

The ideal candidate will have a strong background in research and surveillance design and implementation and a broad range of data collection and analysis methodologies. Desired skill-sets include ease with MSOffice (including Excel, Access & PowerPoint) as well as expertise in univariate and multivariate statistical analysis and SPSS, SAS or other statistical programming. A proven track record with data-driven advocacy, particularly in national settings, is strongly preferred. Familiarity and experience with qualitative research design, data analysis and coding as well as participatory action and community-based research methodologies are strong pluses.

The ideal candidate will possess the skills not only to provide feasible and replicable models and methods for improved data collection and analysis, but also to work with NCAVP staff, consultants and member programs to design and implement these models. Successful candidates must have excellent organizational skills and a commitment to teamwork and collaborative decision-making. Experience or a demonstrated strong interest in working with diverse lesbian, gay, bisexual, transgender and queer communities as well as anti-violence issues required.

Please share with us how the above and other relevant qualifications are reflected in your work. Please include a cover letter and CV with your proposal.

### *General Conditions*

The New York City Anti-Violence Project is an Equal Opportunity Employer. People of color, transgender and gender non-conforming people, survivors of violence, people with disabilities and individuals of diverse backgrounds encouraged to apply. NYC AVP does not discriminate on the basis of race, color, creed, ethnicity, religion, genders, gender identity or expression, age, sex, sexual orientation, national origin, physical ability, citizen status, veteran status, marital status or HIV status.

### **Contract Award**

NCAVP anticipates awarding the contract for this project to one individual who will receive notification of further interest within one week of the proposal deadline.