

## **Amendment #2**

**Delete Annex A, Statement of Work, and replace with the following:**

### **ANNEX A STATEMENT OF WORK**

#### **1.     TITLE**

Crime Prevention in Canada – Documenting Implementation Challenges and Strategies to Address Them

#### **2.     CONTEXT**

The Government of Canada is committed to tackling crime and enhancing the safety of communities through effective prevention, policing, and corrections. With respect to prevention, Public Safety Canada is responsible for the administration of the National Crime Prevention Strategy (NCPS). The Strategy aims to reduce offending among at-risk groups of the population by funding evidence-based interventions. Its current priorities are to address early risk factors among children, youth, and young adults who are at risk of offending, respond to priority crime issues (youth gangs, drug-related crimes), prevent recidivism among high-risk groups, and foster prevention in Aboriginal communities.

In this context, the National Crime Prevention Centre (NCPC), a directorate within Public Safety Canada, provides national leadership for the development and dissemination of knowledge on effective practices and interventions to help practitioners and decision makers make informed decisions on the use of their crime prevention resources.

Identifying what works to prevent crime is achieved through evaluating carefully chosen crime prevention projects. Selected projects undergo an evaluation to measure their impacts on outcomes such as reduced contacts with the police. In addition, all projects provide quantitative and qualitative data and information that contribute to better understanding how crime prevention projects work or don't work, and issues relating to implementation.

#### **3.     BACKGROUND**

In 2008-09, the NCPC began providing, through a grants and contributions agreement program, multi-year funding for model, promising and innovative crime prevention projects focused on addressing known risk factors for populations at high risk of becoming or staying involved in criminal behaviours.

As part of the funding agreements, all projects are required to report on their activities and outputs through performance monitoring and process evaluation. The specific reporting requirements of the funding agreement consists of the systematic and continuous monitoring of indicators of selected aspects of project implementation (*performance monitoring*) and the extent to which the project has been implemented as planned (*process evaluation*).

In addition, some selected projects are also undergoing impact evaluation. *Process and impact evaluations* primarily examine the extent to which the target group has been reached, whether the projects were implemented as planned and what impacts can be attributed to the project.

Finally, at the end of their funding agreement with Public Safety Canada, all NCPC projects are required to deliver a final activity report.

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### **4. OBJECTIVES**

The goal of this contract is to have an analysis of the issues related to the implementation of evidence-based crime prevention projects in local communities. This work is part of the NCPC mandate to build and share the Canadian base of knowledge on effective crime prevention. The main objectives are to:

- 4.1 To conduct a review of up to 80 projects to document common challenges, examine whether the common challenges differ based upon certain aspects of the project and, when possible, identify facilitators of successful implementation.
- 4.2 Develop a coding guide and a repository to collect information about implementation challenges.
- 4.3 Of the projects reviewed, write up to 50 project summaries.
- 4.4 Conduct a separate analysis of 12 selected projects that have both process and impact evaluation.

### **5. SCOPE AND METHODOLOGY OF WORK**

#### **5.1 Documenting Common Challenges**

For this study, the Project Authority/Technical Authority (PA/TA) will identify up to eighty (80) projects for review. These projects will have completed their activities and will have submitted final project reports for review. The Contractor must review final activity reports, and performance monitoring and process evaluation reports. The Contractor must collect data on variables of the projects and develop a repository of information. The variables must include, but not be limited to, the following:

1. Project participant characteristics
2. Location/geography of the project
3. Access to services
4. Project delivery and management
5. Project implementation
6. Community partnerships
7. Project training
8. Project satisfaction
9. Project challenges
10. Lessons learned

For each project, implementation challenges will be identified and analyzed in terms of their relationships to above noted variables. Strategies to address challenges and implementation facilitators will be identified and described and concrete examples of challenges and successes from projects funded will be provided.

#### **5.2 Coding System and Project Data Repository**

The Contractor must develop a method for coding in order to extract data on each of the selected projects (up to 80). Based on the coding system, the Contractor must develop a repository for the information in a format such as Excel, Access or SPSS and must be within the scope of the licensing agreement Public Safety has for the software used. The PA/TA will approve the methodology of extracting information from reports and documents in order to ensure this work can be incorporated in to ongoing roles and responsibilities once it has been developed, piloted and documented. The variables recorded in the repository must, at a minimum, capture the variables identified in 5.1 above. The Contractor must receive approval from the PA/TA prior to entering data from any project in to the repository.

#### **5.3 Review of Projects with Impact Evaluation**

Of the projects reviewed, 12 will also have had impact evaluations completed. The impact evaluation reports will be provided by the PA/TA to the Contractor. The Contractor must complete a separate

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analysis to assess the relationship between the implementation quality and the achieved (or not) outcomes of projects. This separate analysis will help explain and illustrate why implementation matters and how implementation can directly affect, positively or negatively, project outcomes.

### **5.4 Project Summaries**

While all of the projects in the study do have final reports, the Contractor must write project summaries for up to 50 of the projects. The selection of the most appropriate and relevant projects will be made through discussions between the Contractor and the PA/TA; however, the final decision will be made by the PA/TA. The project summaries will be 5-8 pages in length and must adhere to the existing template provided in Annex A.

The main purpose of these summaries is to share information and knowledge with crime prevention practitioners and policy makers about the projects undertaken and to help them determine appropriate approaches for crime prevention. The Contractor must, for each project summary, capture the lessons learned and challenges associated with implementation. Documenting what has been learned about what has worked and not worked so well will allow for its dissemination and increase future implementation success.

## **6. DATA SOURCES**

The Contractor will be provided access to all relevant documentation including Quarterly and Final Project Activity Reports; Bi-annual Performance Monitoring Reports; Process Evaluation Plans and Reports, and Impact Evaluations (where applicable). Additionally, the Contractor will have access to the Project Authority to discuss the projects under review for clarification.

## **7. OUT OF SCOPE**

Given that the performance monitoring, process evaluations and impact evaluations will have already been completed, the Contractor will not be responsible for conducting these.

## **8. TASKS**

The Contractor must perform the following tasks:

- 8.1 Meet with the Project Authority (PA)/Technical Authority (TA) for a kick-off meeting, either in person or by teleconference within five days of contract award to discuss the overall requirement, approach and methodology, the work plan and to clarify any issues.
- 8.2 Submit an updated work plan based on the discussion at the kick-off meeting.
- 8.3 Based on the discussion at the kick-off meeting, submit an updated methodology and approach, and the coding guide. The methodology must include an outline of how the information will be extracted and analyzed as well as outline the structure and technical specifications of a repository for the information.
- 8.4 Using the coding guide, review the relevant information from the reports and documents for the selected projects.
- 8.5 Develop a full, searchable repository (in Excel, Access, SPSS or other format agreed to by the PA/TA) of the information and data extracted for the projects reviewed. The repository must be in



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a format that allows for continued use by the PA/TA so additional data from future projects can be added. The variables to be captured in the repository must include, at a minimum, the following:

- 8.5.1    Project participant characteristics
  - 8.5.2    Location/geography of the project
  - 8.5.3    Access to services
  - 8.5.4    Project delivery and management
  - 8.5.5    Project implementation
  - 8.5.6    Community partnerships
  - 8.5.7    Project training
  - 8.5.8    Project satisfaction
  - 8.5.9    Project challenges
  - 8.5.10    Lessons learned
- 8.6    Develop documentation on how to use the established methodology and coding guide to extract relevant information from other future project reports and document, and how to enter the information in to the repository.
- 8.7    For the 12 projects that have also had impact evaluations completed, the Contractor must complete a separate analysis to assess the relationship between the implementation quality and the achieved (or not) outcomes of projects. This report must respond to the question of how implementation can affect outcomes of projects. The Contractor will submit a draft copy of the report for comments and feedback by the PA/TA. The Contractor must make any requested changes to report and then submit a final version.
- 8.8    Develop and submit project summaries (5-8 pages in length, based on the template provided in Annex A) for up to 50 of the projects reviewed. While the selection of the most appropriate and relevant projects will be made through discussions between the Contractor and the PA/TA, the final decision will be made by the PA/TA. The information for the project summaries will come from a review of the file (Quarterly and Final Project Activity Reports; Bi-annual Performance Monitoring Reports; Process Evaluation Plans and Reports, and Impact Evaluations (where applicable). Each project summary must be submitted as a draft for comments and feedback by the PA/TA. The Contractor will then be responsible for making any requested changes to the project summaries and for submitting a final version.
- 8.9    For all projects that had data captured in the repository, the Contractor must submit a draft synthesis report of the analysis of the information and data collected. It must include common implementation challenges and strategies for addressing them, or implementation facilitators. The report must include at least the five following parts: Introduction; Method; Results; Discussion; and Implications. The PA/TA will provide comments and feedback and the Contractor must make any requested changes and then submit a final version.
- 8.10    The Contractor must submit a draft PowerPoint (or other format agreed to by the PA/TA) presentation to the PA/TA for review. The presentation must detail the findings of both synthesis reports. The PA/TA will provide and feedback to the Contractor who must make any requested changes to the presentation. The Contractor will then deliver the presentation at a knowledge event to be scheduled and organized by the PA/TA. After the presentation, the Contractor must assist in facilitating a discussion of the findings and the presentation. The presentation may be delivered via either teleconference or videoconference.
- 8.11    Submit ongoing weekly status reports to the PA/TA to advise of progress, issues and challenges and level of effort consumed.

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### 9. DELIVERABLES

The Contractor must submit the following deliverables:

- 9.1 A work plan.
- 9.2 An approach methodology.
- 9.3 A coding guide.
- 9.4 A full, searchable repository.
- 9.5 Up to fifty (50) project summaries for the selected projects.
- 9.6 A synthesis report for the projects reviewed on the findings on implementation challenges and strategies for addressing them and/or implementation facilitators
- 9.7 A synthesis report for the 12 projects with impact evaluations on the links between the quality of implementation and outcomes.
- 9.8 A PowerPoint (or other format agreed to by the TA/PA) presentation of findings.
- 9.9 Ongoing weekly status reports.

All deliverables must be written in plain language, while being well structured, informative and concise. All documents, excluding the repository, must be submitted using Microsoft Office software. The format of the repository must be in a mutually agreed upon format between the PA/TA and the Contractor.

Reports may be submitted in the Contractor's language of choice. Public Safety reserves the right to translate these reports.

### 10. PERIOD OF WORK AND SCHEDULE

The period of work would occur from date of contract award to March 31, 2015.

Deliverables	Due Date
Start date	Contract Award
5.1 Work plan and methodology	Contract Award + 1 month
5.2 Repository (with some initial data) and draft Manual	Contract Award + 5 months
5.3 Project Summaries	Contract Award + 9 months
5.4 Synthesis Report – Implementation Challenges and Strategies to Address Them	Draft October 2014 Final December 2014
5.5 Synthesis Report – Links Between Implementation and Outcomes	Draft November 2014 Final January 2015
5.6 Final Repository and Manual	February 2015
5.7 Presentation at knowledge event	February 2015

### 11. LANGUAGE

The contractor may choose to work in either official language but must have the capacity and skills to conduct discussions, read and analyze documents in both French and English.

### 12. LOCATION OF WORK

The contractor will be expected to conduct the work at their own facilities and to attend meetings with the PA/TA by telephone and/or in person.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**