

TODEC REVIEWER'S QUESTIONS

You listed on your application that you will be having a total of 24 workshops (2 times a week) and your timeline is from June to December. The James Irvine Foundation grant is for a 12 month period. Are the workshops going to be doubled as they are only for six months on your application?

Response:

I believe the timeline got cut ..its 12 months (June 2020-June 2021).Workshops 2/month.

There are a few items on the application the reviewers would like detailed answers and clarification.

1. Are the legal services going to be awareness information? If not, will there be a qualified lawyer that will provide these services and will they be hired or are they in-house?
2. Need to integrate the use of methodology
3. Rework items being proposed-make more clear and in detail

Response:

TODEC will collect **qualitative data** through direct observation, interviews, case files, success stories, and pictures. Staff will be required to provide participant sign-in sheets, complete intake forms and record case notes. We will also track calls to the hotline and report back on response times to our clients.

Desired Results and Description of Work:

1. Examine TODEC's program to determine its effectiveness.
2. Activate the board and key staff members to take aligned action on designated priorities with clearly defined roles, targets and timelines.

This engagement will utilize Results Count; The Annie E. Casey Foundation's leadership development approach. Participants will be supported to:

- 1) Be results-based and data-driven, establishing clear goals, and developing a pathway to achieve them using data to assess progress and change course as needed.
- 2) Bring attention to and act on disparities, recognizing that race, class and culture impact outcomes and opportunities for communities.
- 3) Use themselves as an instrument of change to move a result based on the belief that individual leaders are capable of leading from whatever position they hold.

4) Master the skills of “adaptive leadership,” which makes leaders aware of the impact of values, habits, beliefs, attitudes and behaviors associated with taking action to improve results.

5) Collaborate with others, understanding that the capacity to build consensus and make group decisions enables leaders to align their actions and move work forward to achieve results.

Participants of this engagement will be supported by the facilitator (Consultant), the container (i.e. learning /meeting space) where the work will take place, and each other to develop the strategic action plan that will guide TODEC’s work over the next 12 months. The engagement assumes an aggressive timeline for completion, taking place during the calendar year of 2020, starting early-July and conclude by the end of December. The Consultant expects to facilitate 1 (one) kick-off virtual strategic action sessions (“sessions”) over the course of the implementation phase. This proposal assumes intensive and frequent engagement with Project Lead and/or implementation team and clear commitments from all participants to be accountable to action and results during sessions and in between. The final number, frequency and duration of sessions shall be determined in consultation with the Project Lead. An engagement calendar with finalized dates, times and logistical details for sessions will be determined in consultation with the Project Lead and/or implementation team during the program design phase. The engagement calendar shall be a living document, to be revisited regularly and adjusted as necessary, as agreed upon by the project lead and/or implementation team. In addition to a project budget outlining proposed compensation for Consultant, this proposal outlines the general scope of work for the duration of the engagement with estimated deliverables and performance measures associated with the following:

Tasks and Deliverables

During the design phase, consultant will complete the following in consultation with Project Lead and/or designee:

- • Develop and finalize program evaluation process;
- • Develop engagement calendar; and
- • Provide coaching and support to prime readiness for engagement.

During the implementation phase, consultant will:

- • Facilitate strategic action sessions with participants;
- • Facilitate co-design meetings and/or calls with Project Lead and/or designee(s) in

preparation for each session;

- • Develop agendas, curate materials and review work products; and
- • Collectively and individually coach implementation team members on strategic action

planning process, including application of Results Count TM tools and skills.

During the debrief phase, consultant will:

- • Facilitate one (1) in-person debrief meeting at the conclusion of the engagement; and

- • Prepare a check-in call and/or final report approx. 30 days after the final debrief meeting (if required).

Performance Measures:

How Much:

- • # of sessions delivered; # of face-to-face meetings and/or calls held with implementation team members.

How Well:

- • #/% of individuals served in a timely manner; #/% of participants reporting increased knowledge about program action plan and the Results Count™ framework; #/% of participants reporting shifts toward more equitable practices in work and role; #/% of participants with living work plans for their area of focus; and rate of satisfaction regarding consultants' performance in role, as assessed by TODEC's Project Lead with input from implementation team.

Difference Made:

- #/% of action plans being successfully implemented across focus areas

Implementation Team Membership:

The design and implementation phases of this engagement may be supported by a small implementation team, who will inform decision-making and support infrastructure of planning process.

TODEC will collect **quantitative data** by administering pre- and post- tests. Data is collected daily and tracked weekly; internal capacity is in place to meet evaluation requirements to avoid additional program costs. The work plan and strategic planning include ongoing evaluation designed to track goals, activities/actions, and measure success/outcomes and to shift strategies when necessary. TODEC also has the capacity to report on deliverables on a monthly to quarterly basis, depending on the program requirements.

Desired Results and Description of Work:

1. Examine TODEC's program to determine its effectiveness.
2. Activate the board and key staff members to take aligned action on designated priorities with clearly defined roles, targets and timelines.

This engagement will utilize Results Count; The Annie E. Casey Foundation's leadership development approach. Participants will be supported to:

- 1) Be results-based and data-driven, establishing clear goals, and developing a pathway to achieve them using data to assess progress and change course as needed.
- 2) Bring attention to and act on disparities, recognizing that race, class and culture impact outcomes and opportunities for communities.
- 3) Use themselves as an instrument of change to move a result based on the belief that individual leaders are capable of leading from whatever position they hold.
- 4) Master the skills of “adaptive leadership,” which makes leaders aware of the impact of values, habits, beliefs, attitudes and behaviors associated with taking action to improve results.
- 5) Collaborate with others, understanding that the capacity to build consensus and make group decisions enables leaders to align their actions and move work forward to achieve results.

Participants of this engagement will be supported by the facilitator (Consultant), the container (i.e. learning /meeting space) where the work will take place, and each other to develop the strategic action plan that will guide TODEC’s work over the next 12 months. The engagement assumes an aggressive timeline for completion, taking place during the calendar year of 2020, starting early-July and conclude by the end of December. The Consultant expects to facilitate 1 (one) kick-off virtual strategic action sessions (“sessions”) over the course of the implementation phase. This proposal assumes intensive and frequent engagement with Project Lead and/or implementation team and clear commitments from all participants to be accountable to action and results during sessions and in between. The final number, frequency and duration of sessions shall be determined in consultation with the Project Lead. An engagement calendar with finalized dates, times and logistical details for sessions will be determined in consultation with the Project Lead and/or implementation team during the program design phase. The engagement calendar shall be a living document, to be revisited regularly and adjusted as necessary, as agreed upon by the project lead and/or implementation team. In addition to a project budget outlining proposed compensation for Consultant, this proposal outlines the general scope of work for the duration of the engagement with estimated deliverables and performance measures associated with the following:

Tasks and Deliverables

During the design phase, consultant will complete the following in consultation with Project Lead and/or designee:

- • Develop and finalize strategic action process;
- • Develop engagement calendar; and
- • Provide coaching and support to prime readiness for engagement.

During the implementation phase, consultant will:

- • Facilitate in-person strategic action sessions with participants;
- • Facilitate co-design meetings and/or calls with Project Lead and/or designee(s) in

preparation for each session;

- • Develop agendas, curate materials and review work products; and
- • Collectively and individually coach implementation team members on strategic action

planning process, including application of Results Count™ tools and skills.

During the debrief phase, consultant will:

- • Facilitate one (1) in-person debrief meeting at the conclusion of the engagement; and
- • Prepare a check-in call and/or final report approx. 30 days after the final debrief

meeting (if required).

Performance Measures: How Much:

- • # of sessions delivered; # of face-to-face meetings and/or calls held with implementation team members.

How Well:

- • #/% of documents completed in a timely manner; #/% of participants reporting increased knowledge about program action plan and the Results Count™ framework; #/% of participants reporting shifts toward more equitable practices in work and role; #/% of participants with living work plans for their area of focus; and rate of satisfaction regarding consultants' performance in role, as assessed by TODEC's Project Lead with input from implementation team.

Difference Made:

- #/% of action plans being successfully implemented across focus areas

Implementation Team Membership:

The design and implementation phases of this engagement may be supported by a small implementation team, who will inform decision-making and support infrastructure of planning process.