# Program Evaluation Consultant

# for

# Columbus County Partnership for Children

**2025-2028**

### Overview of Proposed Scope of Work

The contracted Program Evaluation Consultant (PEC) will provide evaluation services to document and report the progress of Partnership programs and activities. The (PEC) will work closely with the Executive Director and the in-house Program Coordinator to assist with linking program coordination and quarterly reporting to ongoing program evaluation for the Partnership.

The PEC’s role will include the quarterly review and evaluation of data that is collected and compiled on quarterly reports by the service providers. The PEC will also review the back-up documentation provided by service providers to ensure that report data is accurate. The PEC will meet with the Executive Committee and/or other committees on a quarterly basis to review the status of the partnership’s programs and their progress toward the accomplishment of projected goals. The PEC will communicate frequently with the Executive Director to ensure that the needed level of evaluation support and feedback is being provided. The PEC will share information regarding programming to improve effectiveness, efficiency and more positive progress toward Early Childhood Profile standards. The PEC will also assist the Executive Director and/or the Program Coordinator with the required programmatic monitoring of funded programs to ensure compliance with Smart Start guidelines.

### Objectives and Proposed Process Tasks

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* The PEC will provide objective, third party evaluation of Columbus County Partnership for Children programs to assist the Partnership in maximizing its efforts to address the Early Childhood Profile standards through all of its programs and activities.

Proposed tasks of the PEC include the following:

1. Develop quarterly program reporting forms for the each fiscal year;
2. If needed, communicate evaluation information and process to service providers in a group meeting to be held early in the fiscal year;
3. Set quarterly report due dates with Program Coordinator
4. Review information on completed quarterly report forms and ensure that numbers match with back-up documentation;
5. Communicate directly with service providers if there are questions or issues with documentation or report information;
6. Prepare a quarterly Evaluation Report with status of program outcomes, outputs and counts;
7. Share quarterly Evaluation Report with Executive Director and board members and discuss program progress and/or issues and also the need for changes in strategies to meet projected goals;
8. Talk to or meet with Direct Service Providers and in-house program representatives as needed to make suggested changes and revisions to program strategies based on the recommendations of the Executive Committee and partnership management in order to increase the progress toward meeting annual projections and Early Childhood Profile standards;
9. Review the annual county-level Early Childhood Profile data that is shared with partnerships each year and, if needed, assist in sharing this data with the appropriate Board committee.
* The PEC will work with the Executive Committee to ensure the needed evaluation of programs.

Proposed tasks of the PEC include meeting with the Executive Committee quarterly to share program evaluation information and assisting them in addressing program issues and in making program revisions and changes to ensure progress in the achievement of Early Childhood Profile Measures.

* The PEC will enter the NCPC Counts information into the web application quarterly;
* The PEC will work with the Executive Director and other appropriate staff to prepare the annual program plan for submission to NCPC
1. Work with the Executive Director and/or Program Coordinator to prepare the annual Request for Proposals (RFP);
2. If needed, assist with the bidders’ conference to share information about programs for the 2025-2026, 2026-2027, and 2027-2028 fiscal years;
3. Assist with the review of submitted proposals and the sharing of the proposals with the appropriate Board committee for approval recommendations;
4. Assist with sharing the recommended programs to the Board;
5. Work with the Executive Director to submit the annual plan documentation into the NCPC Contract Management System.
6. Work with the Executive Director in the preparation of approved budgets for the fiscal year.
* The PEC will assist with the review and revision of the agency’s Strategic Plan
* The PEC may provide additional evaluation, annual planning assistance and/or other evaluation-related project assistance as needed and agreed upon by both parties.