

# Young Men United

## Evaluation Scope of Work

The evaluation will examine program implementation and impact on intended outcomes between 2023 and 2026. United Way will undertake a two-part formative evaluation of YMU. In phase one, a non-experimental implementation evaluation will document the program delivery and assess the feasibility of the program design. In phase two, the Contractor shall assess the preliminary effectiveness or impact of YMU on program participants with a rigorous and practical evaluation design. The purpose of the evaluation is for process improvement and program development and update, should the program continue or expand. The evaluation shall answer the following research questions:

### Phase One:

1. Are the current program enrollment pathways/approach viable for effectively recruiting sufficient number of YMU participants? What are the barriers to scaling the enrollment pathways/approach to expand the program?
2. Do services provided through YMU meet the needs of participants? What are the barriers to identify or address participant needs?
3. To what extent do participants use the services provided through the YMU program? How satisfied are they with the services received?

### Phase Two:

1. What impact does YMU have on participants regarding their social emotional skills, academic performance and post-secondary education outcomes?
2. What impact does YMU have on participants' families in regard to family stability and ability to overcome financial and social barriers?

### **Period of Performance**

This is a three-year contract, covering the period April 1, 2024, to March 31, 2027.

### **Requirements Common to All Tasks**

General operating constraints across all tasks under this contract include:

- The Contractor must maintain regular and open communication with UWCM as part of project management and shall consult with UWCM on all major aspects of the study.
- Deliverables submitted to UWCM should be in near-final form. Drafts shall not be submitted for UWCM review without implementation of the Contractor's quality control plan as described in the Contractor's proposal. Deliverables that have not undergone editing for clarity, format, spelling, and grammar or are missing required sections may be rejected without further review.
- All contact with UWCM partners and program participants must be approved by UWCM prior to the attempted contact.

## Tasks and Deliverables

*The following eight tasks are included in the Scope of Work. Please review the full details regarding these tasks, including expected deliverables for each, outlined in the attached YMU Evaluation Full Scope of Work, found [here](#).*

- Task 1: Project Management
- Task 2: Landscape Analysis and Logic Model Modification
- Task 3: Evaluation Planning
- Task 4: Develop Data Collection Instruments
- Task 5: Appropriate IRB Approval(s)
- Task 6: Data Collection
- Task 7: Data Analysis and Management
- Task 8: Reporting and Dissemination

### *Task 1: Project Management*

#### Orientation Meeting

Within two weeks after contract award, the Contractor shall provide a draft agenda to United Way and work with United Way to schedule the orientation meeting. The purpose of this meeting is to refine expectations for the evaluation, discuss and address potential challenges and concerns, and review the schedule of deliverables.

Within one week after the orientation meeting, the Contractor shall submit to United Way an electronic copy of the draft Meeting Summary documenting the discussion. The final Meeting Summary shall incorporate United Way's comments and be provided to United Way within one week of receiving United Way feedback.

#### Ongoing Communication

The Contractor will propose a schedule for biweekly conference calls to update United Way on progress and issues. The Contractor will submit a proposed agenda for each call at least one working day in advance of the scheduled date, along with all other materials that United Way will need to review prior to the call. The Contractor will submit meeting notes to United Way no later than three working days after each regular conference call.

Deliverable 1.1 Orientation Meeting Agenda (Within 5 business days after award)

Deliverable 1.2 Orientation Meeting Summary (Ongoing)

Deliverable 1.3 Biweekly Meeting Agendas and Summaries (Ongoing)

### *Task 2: Environmental Scan and Logic Model Modification*

The Contractor shall conduct an environmental scan on youth development programs that utilize a holistic approach similar to YMU and make recommendations, based on those findings, for the modifications to the current YMU Logic Model, the outcome measures, and the data collection approach. The Contractor shall work closely with United Way staff to identify the appropriate programs for the review and research questions the review will answer.

- Deliverable 2.1 Draft environmental scan summary (Within 4 weeks after award)
- Deliverable 2.2 Final environmental scan summary (Within 8 weeks after award)
- Deliverable 2.3 Revised YMU program logic model (Within 10 weeks after award)
- Deliverable 2.4 Final YMU program logic (Within 12 weeks after award)

### *Task 3: Evaluation Planning*

The Contractor shall provide draft, revised, and final version of an evaluation plan for United Way review and approval. The evaluation plan must be designed to address the objectives and research questions specified in this PWS. The evaluation plan shall include the following components:

- Evaluation methods and design;
- Description of the data collection and analysis plan;
- A detailed description of the data collection instruments;
- A matrix that identifies the research questions, the data element(s) each question requires, data sources, and data collection methods;
- Obtaining approval from an Institutional Review Board (IRB);
- Procedures for monitoring the quality of the data collection process;
- Proposed schedule for data collection;
- All planned analyses, the rationale for the analyses, and the link between the proposed analyses and the study objectives;
- The process by which the Contractor will address any challenges in data collection.

UWCM comments on the draft and revised evaluation plan shall be incorporated before delivery of the final plan.

- Deliverable 3.1 Draft Evaluation Plan (4 weeks after award)
- Deliverable 3.2 Revised Evaluation Plan (6 weeks after award)
- Deliverable 3.3 Final Evaluation Plan (8 weeks after award)

### *Task 4: Develop Data Collection Instruments*

The Contractor shall develop pretest data collection instruments and communication materials for the evaluation to enable the evaluation to answer all research questions. The data collection instruments may include survey questionnaire, focus group protocols, interview protocols, and/or observation and assessment tools, as appropriate, to collect information from participating youths and their families. The Contractor shall provide a brief memorandum describing how the pretest was conducted, the results of the pretest, and any changes made to the instruments as a result of the pretesting.

The Contractor shall also develop all recruitment materials needed to field the data collection instruments. These materials may include emails to program participants, their families, and schools, phone scripts or flyers informing potential respondents of the study and requesting their participation, reminder, email or follow-up phone call scripts, and any other communications necessary to recruit and follow-up with program stakeholders.

- Deliverable 4.1 Draft Instruments and Recruitment Materials (6 weeks after award)
- Deliverable 4.2 Revised Instruments and Recruitment Materials (8 weeks after award)

Deliverable 4.3 Pretest Memorandum (12 weeks after award)

Deliverable 4.4 Final Instruments and Recruitment Materials (14 weeks after award)

*Task 5: IRB Approval*

The Contractor shall prepare all required documents to obtain approval for human subjects testing from an IRB residing in the state of Maryland. The Contractor shall identify an IRB and notify United Way for approval before submitting any materials. The Baltimore City Public Schools also require background checks to personnel working in school settings. The Contractor shall ensure all its staff on this evaluation will obtain the necessary paperwork to carry out the work, including Memorandums of Understanding and Data Sharing Agreements with schools and school districts.

Deliverable 5: IRB Approval (16 weeks after award)

*Task 6: Data Collection*

The Contractor shall work with United Way and Baltimore City Public Schools to collect data in accordance with the final, approved evaluation plan. The Contractor shall produce a schedule of all data collection activities outlined in the study plan in keeping with program implementation timelines. If adjustments are made to the data collection schedule, the Contractor shall provide updated versions of the schedule to United Way. The Contractor shall maintain the confidentiality of program participants when handling individual-level data according to the data sharing agreement upon contract award. The Contractor will develop and implement quality control procedures at all levels of data collection and provide written communications to United Way regarding the quality and sufficiency of data reporting. Exhibit X. below shows the expected number of students participating in the program by cohorts and grade levels. At the minimum, the Contractor shall collect data in FY 26 from all participating students and their families to gauge program output and outcomes.

Exhibit X. Expected Sample of Students Participating YMU Between Fiscal Year 2024-2026

	<b>10th</b>	<b>11th</b>	<b>12th</b>	<b>Freshman</b>
<b>FY 24</b>		50 (Cohort 1)		
<b>FY 25</b>	100 (Cohort 2)		50 (Cohort 1)	
<b>FY 26</b>	100 (Cohort 3)	100 (Cohort 2)		50 (Cohort 1)

During the data collection period, monthly data collection status reports shall be submitted by the Contractor. These status reports will describe the progress that has been made for each data collection activity in the past month, including problems encountered and attempted solutions. At the conclusion of data collection, the Contractor shall submit to United Way a data collection memorandum that summarizes the status of all data collected throughout the evaluation, including any gaps in the data relative to what was planned.

Deliverable 6.1 Data Collection Schedule (17 weeks after award)

Deliverable 6.2 Monthly Data Collection Status Reports (ongoing)

Deliverable 6.3 Data Collection Memorandum (ongoing)

### *Task 7: Data Analysis and Management*

The contractor shall develop a data analysis and management plan that aligns with the program objectives and the final approved evaluation plan under Task 2. The data analysis and management plan shall include details about how the data will be cleaned, analyzed, stored and transferred to United Way. The Contractor shall include in the plan table shells to present analysis results. The Contractor shall prepare and submit to United Way data files for all data collected, along with codebooks, programming code for analysis and other documentations that a trained data analyst can use the files without additional assistance from the Contractor. The Contractor will assist United Way to address error messages when running Contractor's data analysis codes until United Way staff can run the codes without error and replicate the report results.

Deliverable 7.1 Draft Data Analysis and Management Plan

Deliverable 7.2 Final Data Analysis and Management Plan

### *Task 8: Reporting and Dissemination*

The Contractor shall prepare a draft, revised, and final evaluation report to provide a comprehensive account of the evaluation study. The Contractor shall also assist United Way in communicating the evaluation methodology and main findings to key stakeholders through up to five products, including presentation decks, issue briefs, and infographics.

Deliverable 8.1 Draft Implementation Evaluation Report (52 weeks after award)

Deliverable 8.2 Revised Implementation Evaluation Report (56 weeks after award)

Deliverable 8.3 Final Implementation Evaluation Report (60 weeks after award)

Deliverable 8.4 Draft Outcome Evaluation Report (96 weeks after award)

Deliverable 8.5 Revised Outcome Evaluation Report (102 weeks after award)

Deliverable 8.6 Final Outcome Evaluation Report (108 weeks after award)

Deliverable 8.7 Dissemination Products (114 weeks after award)

Deliverable 8.8 Final Analytic Datasets (114 weeks after award)