

Survey Response Focus Group Facilitator

EXECUTIVE SUMMARY:

The [Pennsylvania Coalition to Advance Respect](#) (PCAR), a division of **Respect Together**, works to end sexual violence and advocates for the rights and needs of sexual assault victims. In addition to Pennsylvania-specific work, **Respect Together** operates the National Sexual Violence Resource Center (NSVRC) and is a partner in RALIANCE. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties. PCAR provides resources and training on sexual assault-related issues to professionals across the Commonwealth.

EXPECTATIONS:

PCAR is seeking to partner with an organization, individual or team to host two focus groups to explore the context behind the responses to the lived experience survey. The survey will be administered in January and February of 2025, with data available in March.

Our goal is to have focus groups scheduled in May or early June. Focus groups will be conducted virtually with rape crisis preventionists, with possible groups organized as:

- Lived experience as a survivor of power-based interpersonal violence (Power-based interpersonal violence includes multiple forms of violence including sexual violence, domestic violence, human trafficking, child abuse, harassment, and bullying.)
- Non-supervisory preventionists with at least one year of experience

The purpose of this request is to provide the PCAR Prevention Department with additional context into the survey responses exploring the needs and the experiences of prevention workers. Survey responses and focus group responses will be used to help enhance training and resources for prevention workers and create a prevention capability model.

REQUIREMENTS:

We are looking for a consultant or group who has prior experience with focus groups, social justice, and data analysis. This project will require collaboration as PCAR will assist with coordinating meetings and communications with participants. The project is asked to be completed by June 27, 2025. The anticipated start date will be March 31, 2025.

PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION:

1. Applicant name and/or agency and contact information.

2. Describe relevant expertise and experience related to focus groups, social justice, and data analysis.
3. List specific work you have conducted with a similar focus and provide two examples of previous work.
4. Describe your proposed process for working with clients to facilitate focus groups.
5. Outline the time frame needed to complete this process and the estimated cost for development.

The Pennsylvania Coalition to Advance Respect (PCAR) is committed to diversity, equity and inclusion (DEI). One of our strategic goals is to become an antiracist organization. Included in this commitment is an interest in supporting, and developing partnerships with, minority-owned businesses or businesses that demonstrate measurable outcomes related to their commitment to diversity, equity and inclusion.

We define diversity broadly to encompass the full spectrum of humanity, taking into account demographics such as race/ethnicity; Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ) status; gender identity; and disabilities, among others.

Equity is promoting justice, impartiality and fairness within the procedures, processes, and distribution of resources by institutions or systems. Addressing equity issues requires an understanding of the underlying or root causes of outcome disparities within our society.

Inclusion is the degree to which diverse individuals are able to participate fully in the decision-making processes within an organization or group.

As such, please respond to the following questions:

1. Describe your existing programs and procedures designed to encourage and foster diversity, equity and inclusion.
2. If your firm is a Black, Indigenous and People of Color (BIPOC)-owned, woman-owned, or LGBTQ-owned business, please indicate so and provide information on your firm's certification and certifying agency.
3. Please provide the percentage of your firm's total employees by race and gender.
4. Please describe if/how your firm will use BIPOC-owned, woman-owned, or LGBTQ-owned business in the proposed relationship. Please be as specific as possible.

Selection Process:

Consultants will be considered based on a variety of factors including:

- Demonstration of consultant's commitment to diversity, equity and inclusion;
- Prior relevant projects or experience with firms of similar size and complexity;
- Knowledge and expertise of individuals that will work the projects;
- A proven track record of providing quality work on time;
- Ability to provide work within the scope on budget; and
- Response of references.

For further reference please see our organizational statement on our [commitment to racial justice](#).

SEND TO:

Proposals are to be submitted electronically to the following: Contact Angelica Brodeur and Mallory Michel, prevention@pcar-respecttogether.org. The deadline to submit a proposal is **December 11, 2024**, at 5 PM EST. A selection decision will be made by December 20, 2024.