



Human Rights Remedy Evaluation

Department of Opportunities and Social
Development

Project Kick Off Meeting
October 14 2025

Guiding Principles for the Evaluation

Participatory

Collaborative

Inclusive and Accessible

Mixed methods

Evaluation Planning & Initiation: Proposed Approach and Timeline

October

- Project initiation
- Review of background
- Initiate privacy impact assessment
- Analysis of interested parties

December to January

- M&E matrix

March to April

- Develop data collection tools

Evaluation Framework

November

- Establish EAC Terms of Reference and meeting schedule
- Identify and confirm EAC members
- Draft logic model/theory of change

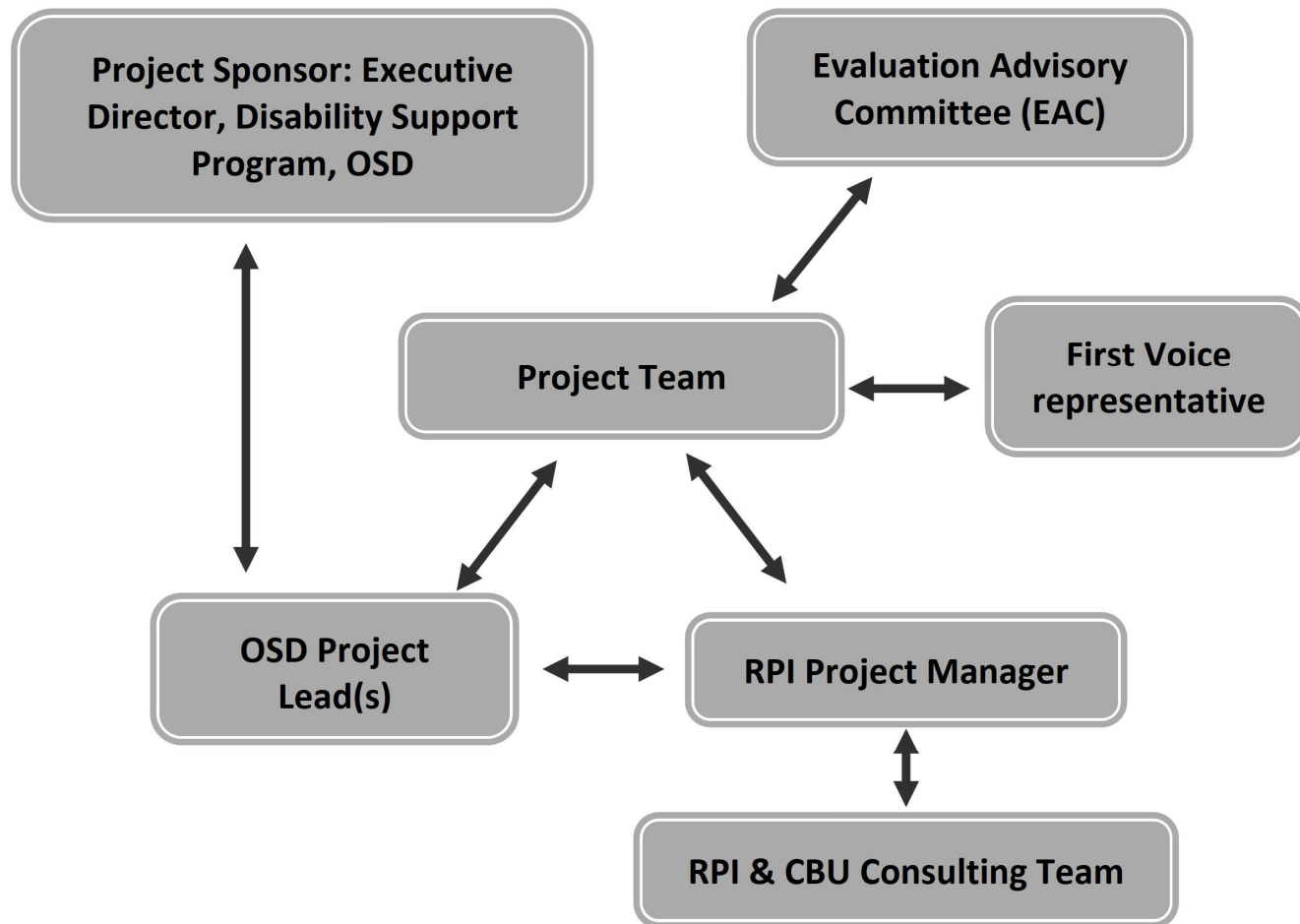
February

- Implementation plan
- Final evaluation plan

Detailed Timeline

	13-Oct	27-Oct	10-Nov	24-Nov	08-Dec	22-Dec	05-Jan	19-Jan	02-Feb	16-Feb	02-Mar	16-Mar	30-Mar	13-Apr	27-Apr
Project Management															
Project orientation and kick off meeting.															
Complete project work plan.															
reporting.															
Evaluation Initiation and Governance Model															
Review background documents to inform evaluation planning.															
Review software needs, confirm privacy needs and initiate privacy impact assessment.															
Complete analysis of interested parties and develop															
Develop materials for the EAC (draft terms of reference, invitation, proposed schedule).															
Identify potential members of the EAC based on the analysis of interested parties.															
Invite members to the EAC and confirm participation.															
EAC meetings to inform planning.															
Evaluation Framework															
Develop draft logic model & theory of change.															
Research indicators and develop the draft M&E matrix.															
Develop evaluation implementation plan.															
Final evaluation framework.															
Data Collection Tools															
Develop draft data collection tools.															
Develop final data collection tools (including pilot testing if required).															

Proposed Governance Structure



Evaluation Advisory Committee – Roles and Responsibilities

- Advisory in nature (not final decision-maker)
- Support engagement and information-sharing with various audiences
- Guide evaluation planning and implementation, including review and feedback on:
 - Theory of change
 - Evaluation matrix
 - Evaluation implementation plan
 - Data collection methods and tools
 - Analysis of data and helping to make meaning from the findings
 - Reports

Evaluation Advisory Committee – Potential Participants

Ideal size: 8-12 people

- People with disabilities (consideration of different types/levels of support needs and other intersectional factors)
- Families/caregivers
- Community service providers
- Other community-based partners
- OSD staff
- Staff from other collaborating departments
- Representation from equity-denied groups