



Request for Proposals

The Partnership for Dietetic Education and Practice (PDEP) is seeking an experienced consultant to undertake a review of the quality and effectiveness of the National Accreditation Program.

PDEP is an unincorporated, collaborative, inter-organizational network formed to create opportunities where the Partners' goals and achievements intersect. It undertakes projects in areas of common interest to benefit the safety and quality of dietetic services and the advancement of the dietetic profession in Canada. The Partners that make up PDEP are the national professional association (Dietitians of Canada), the Alliance of Canadian Dietetic Regulatory Bodies (consisting of the ten provincial dietetic regulatory bodies), and approximately 40 dietetic education (academic and practicum) programs in Canada.

The Context

The PDEP Accreditation Council was established in 2015. It operates at an arm's length from the PDEP Steering Committee (SC) with regard the planning and delivery of a national dietetic education accreditation system and determination of accreditation awards for dietetic education programs in Canada.

Common beliefs of PDEP regarding accreditation include:

- Autonomy with respect to program management and awards decisions;
- Cost-sharing by Partners with an emphasis on cost-control for infrastructure and processes; and
- Open and transparent communication coupled with evidence-informed decision-making to promote stakeholder trust and buy-in.

The Project

At this time, the PDEP SC wishes to review the quality and effectiveness of the established accreditation system with a view to implementing process improvements and an assessment of 'value for money'.

The scope of the project is to include:

- A review of the 'current state' of the accreditation program with the express exclusion of evaluation at the level of the programs to be accredited. That is, the review is limited to the work of the Accreditation Council and that of the Accreditation Service Provider. This review should consider the program 'inputs' including financial and staff/ volunteer contributions in relation to the outputs of annual accreditation awards, the support provided to programs preparing for accreditation, and the work flow to and from the Accreditation Council members including the work preparing for Council deliberations and resulting from their decisions.
- An environmental review of other organizations working in the field of education accreditation. This review should be limited to between 4 – 6 other Canadian education programs, with an emphasis on health-related education programs but if the consultant believes there is benefit to look at a non-health education program accreditation system, that could be included. In addition, it would be useful to include information on other dietetic education accreditation programs outside of Canada – most notably Accreditation Council for Education in Nutrition and Dietetics (ACEND) in the US and the Dietitians Association of Australia (DAA).

This review should include at minimum:

- Who funds the accreditation program and under what structure; what is the overall budget; how many programs are accredited annually; volunteer vs paid staff contributions; how frequently are programs reviewed;
- Who is involved in accreditation review and award decisions; what are the primary activities of Accreditation Councils (or equivalent) and what are the staff roles;
- What are the strengths and weaknesses of each program.

Deliverables:

- A brief report outlining the 'current state' of the existing PDEP Accreditation Program.
- A narrative report on the organizations reviewed in the Environmental Scan and a brief report on the 'current state' of each of those programs.
- A summary table outlining the strengths and weaknesses/ pros and cons of each of the program models including the existing one.
- A discussion on the findings.

Timeline

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| - Response to the RFP | November 15, 2019 |
| - Selection of the Contractor | December 1, 2019 |
| - Review of Deliverables | December 7, 2019 |
| - Review of the Existing Program | December 31, 2019 |
| - Environmental Scan | February 15, 2020 |
| - Draft Report to Steering Committee | February 28, 2020 |
| - Final Report to Steering Committee | March 31, 2020 |

Requirements

Provide a cover letter outlining interest in this project; a resume or summary of projects of a similar nature that have been successfully delivered; a draft project plan and a project budget.

References to be provided upon request.

Questions and formal response to the RPF should be received no later than 4:00 pm ET November 15, 2019, addressed to: Secretariat@pdep.ca