

CLIP request for quote #3: Literature, innovative practice scan of what it takes to have a successful pilot project.

Summary and background

Through engagement CLIP has identified the need for a summary of current practices in pilot projects. We are looking for someone to summarize current literature and practices and collate and create relevant cases studies.

Report specifications

The report will consist of the following sections:

Part 1: This section is a practice review and summary. It needs to capture existing best evidence practices on what is a pilot, what it takes for it to be effective, and common pitfalls and systemic barriers to effective pilot projects. The following sections are suggested but will be jointly updated once the review is completed.

- Best/good practices for creating a pilot project.
- Best/good practices for ensuring that it is iterative, innovative, or reflexive.
- Indicators/practices of
 - successful, fast, and effective pilots.
 - ineffective, failed, pilots.
- Common pitfalls and misconceptions.
- Necessary conditions for success, including future iterators and learning for future projects.

Part 2: This section is a collection of illustrative case studies which demonstrate the key findings in part 1. The case studies need to include succinct examples of tactics, tools, and practices, and example projects, initiatives, or practices. We are looking for three types of case studies and 3 cases within each type.

- Conventional or analogous case studies of service deliver examples in the non-profit sector.
- Unconventional case studies. Here we are looking for examples that will push the practice with examples from unlikely domains and industries with ideas not previous consider. One example is sports teams which have tiered contracts for player development.
- We are also looking for case studies which take short-term or one-time funding and have mechanisms which set up short-term and one-time funds into operational budgets. Here we are looking for key practices, indicators, and needs for this to occur.

For all three we are looking to, at least, one case study that illustrates the perfect conditions and practice; one case study, which illustrates moderate success and outlines the challenges it faced and areas of improvement it could have had or systemic

challenges it faced that prevent it from realizing perfect conditions, and one case study, that illustrates poor practice or common pitfalls.

Successful consultant competences

1. Report writing skills, able to outline approach, methodology and findings in a simple easy to use manner.
2. Literature and practice review skills; familiarity with pilot projects and innovation practices.
3. Case study development.

Timeline

- January 9, 2024, request posted.
- February 4, 2024, at midnight MST, request closes.
- February 12, 2024, anticipated onboarding and start of project.
- February 26, 2024, draft outline produced to CLIP for review.
- March 25, 2024, final draft made available to CLIP for review.

Your proposal

In no more than 8 pages outline:

- Your approach and methodology to achieving the project requirements.
- Your experience in meeting the outlined competencies, with 2-3 relevant examples.
- Your budget proposal to do the work outlined.

Budget

The budget for this request is \$8,000 including GST.

Additional information

CLIP will provide a service agreement to the successful proponent. Please note that this will require evidence of insurance coverage and a workers' compensation board clearance certificate.