

LSC' Office of Program Performance Seeks Consultants to Assist on Program Visits

LSC's Office of Program Performance (OPP) is seeking consultants to work with OPP staff on on-site evaluations of LSC grantee programs. These on-site evaluations are conducted pursuant to the LSC Performance Criteria.

Consultant Responsibilities. A consultant's work on program visits consists of:

- a. Visit preparation - reading program materials and consulting with the OPP team leader.
- b. The on-site evaluation - typically requiring Sunday travel to the site and 5 business days at the program. Consultants will be interviewing program staff and others as well as working with the visit team to plan the exit conference, which occurs on the last day of the on-site visit.
- c. Post visit work – preparing typed notes of on-site interviews and any other document preparation required by the team leader. Any other document preparation will be specified in the consultant contract.

Consultant Rate of Pay. LSC pays consultants \$400 per day and reimburses for travel and hotel. A per diem is provided for meal expenses.¹

Consultant Requirements. Persons interested in serving as OPP consultants must:

1. Have at least 5 years experience with a legal aid or similar program in the capacity of a lawyer, paralegal, or program administrator.
2. Be thoroughly conversant on the LSC Performance Criteria. Familiarity with the ABA Standards for the Provision of Civil Legal Aid is a plus.
3. Have particular experience or expertise in one or more of the areas listed on the attached application form.

If interested, please complete the attached form and send it along with your resume to John Eidleman, Senior Program Counsel, OPP, at OPPconsultants@lsc.gov. PLEASE SEND US THIS MATERIAL BY JANUARY 15, 2008.

¹ Consultants who are employees of LSC funded programs are not allowed to claim compensation for services for any hours of a working day for which they have received compensation from any other LSC-funded source.



Legal Services Corporation

OPP Consultant Application Form

- 1. Name _____
- 2. Office Address _____
- 3. Office Phone _____ Email _____
- 4. I have a driver's license: Yes _____ No _____
- 5. Besides English, I speak _____
- 6. Besides English, I am able to read _____
- 7. I feel I am qualified to review a program's work in these areas.

(Check all that apply):

- a. Needs assessment and priority setting.
- b. Outcome measurements.
- c. Client access issues including ability to serve non-English speaking population.
- d. Work with community groups and agencies.
- e. Intake procedures.
- f. Legal work supervision.
- g. Staff training.
- h. Quality of legal work.
- i. Technology.
- j. Private attorney involvement.
- k. Other program services (community education, pro se, use of Internet, mediation, etc.)
- l. Board governance.
- m. Program management.
- n. Strategic planning.
- o. Administrative systems.
- p. Resource development.
- q. Work within the state delivery system.
- r. Migrant delivery and farmworker law.
- s. Native American delivery and Native American law.
- t. Rural delivery.

- 8. List the topics in Item 7 for which you have particular experience or expertise.

9. Please write a short statement why you are interested in serving as an OPP consultant.

EMAIL THIS COMPLETED FORM ALONG WITH YOUR RESUME TO JOHN EIDLEMAN, SENIOR PROGRAM COUNSEL, OPP, AT OPPconsultants@lsc.gov

PLEASE SEND US THIS MATERIAL BY JANUARY 15, 2008.

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