



Request for Proposals

Race and Racial Equity Consultant/Team

Proposal Deadline: February 5, 2021 | Project Timeline: February 2021-June 2022

NETWORK – a 21-person nonprofit in Washington, D.C. serving a national network of social justice advocates – seeks to hire a consultant or firm to assist us in the process of embedding racial equity and justice at every level in our organization, including with the Board of Directors, through the development and implementation of a racial equity transformation plan. This work is the next level of our ongoing effort to ensure our internal culture, public policy agenda, grassroots mobilization efforts, development and communications functions reflect an equitable, diverse and inclusive organization.

Project Background

Over time, NETWORK has engaged in anti-racism trainings and self-identified as an anti-racist organization. Since 2016, NETWORK has incorporated racial justice into its strategic goals, and both Board and staff committees have provided resources and tools to educate members of each respective group about racial justice and white supremacy. The staff's Racial Justice Circle has also facilitated monthly and annual organizational and team accountability measures. This work has been effective. However, we recognize that we have reached the point where we need a more coordinated approach to move to the next level of racial equity evolution. To that end, we are seeking longer-term coaching and guidance to facilitate our growth in this area.

Anticipated Scope of Work and Deliverables

Work with Leadership, the members of the Racial Justice Circle, and the Board of Directors' Racial Justice Ad Hoc Committee to:

- Develop a foundational rationale explaining why a racial equity transformation is mission critical for the organization
- Conduct an organizational assessment of NETWORK's support for and readiness to engage in a racial equity transformation, identifying areas that need to be addressed through a racial equity lens
 - Review organizational policies and practices, programmatic and operational planning process, governance decision-making process, strategic planning, etc.
- Develop a racial equity transformation plan that establishes, imbeds and operationalizes a racial justice and equity lens at every level of organizational life, including governance, internal operations, policy and lobby agenda, communications, development, grassroots mobilization, and external partnerships
- Develop a learning plan and curriculum to ensure that everyone has a deep and shared understanding of racial equity and how to integrate a racial equity lens in our work
- Design and support a comprehensive organization-wide implementation of the racial equity transformation plan
 - Assist in developing and implementing appropriate outcomes and goals for the first year of the racial equity transformation
- Develop an evaluation system, including identifying core competencies for each position and job responsibility, as well as for the Board

- Assist in implementing comprehensive racial equity and social justice evaluations of program work, including the policy agenda, communications, fundraising and grassroots mobilization

Desired Skills and Qualifications

- A demonstrated strong commitment to equity and justice in all areas: race, gender, age, LGBTQ, ability, income, etc.
- A proven record of accomplishment as a change agent, working with organizations to internalize and implement racial equity and justice lens and values
- Possess comprehensive knowledge and understanding of racial equity and justice as well as non-profit organizational culture, development, and change
- Possess excellent facilitator skills and experience working with diverse and inclusive groups
- Previous experience with faith-based organizations

How to apply:

Send a proposal via e-mail by February 5, 2021 to racialjustice@networklobby.org. Responses to this request should be no more than 10 pages and include the following item(s) as a single PDF:

- A proposal that addresses the scope of work and deliverables set forth in this RFP
- A letter of interest outlining you or your team's experience and qualifications for this project, and detailing your budget or pricing proposal for the contract
- Reference contact information of at least three (3) current or former clients, including at least two (2) director-level managers with whom you or your team has worked in the last 3 years
- Preliminary ideas on the design of the project and methodology to be used
- Supplemental materials you feel would help us understand your qualifications for this contract (1 page only)

Please use your first and last name and 'NETWORK Racial Equity Proposal' as the title for your document, e.g., ChrisSmith.NETWORK Racial Equity Proposal.pdf. You will receive an autoresponse message confirmation.

Follow-up phone or video interviews will take place with competitive bidders. In some instances, final proposal revisions may be requested. An evaluation committee will award the contract to the Consultant whose submission offers the best proposal

Submissions from minority or women-owned consultants are encouraged.

Process for Review of Proposals

All submissions will be acknowledged via e-mail within 5 business days of receipt. The hiring committee will review all submissions and select candidates for interviews on the following tentative schedule:

- February 5, 2021: Proposals due;
- February 8 – 16, 2021: proposal review and interviews;
- February 18, 2021: contract awarded;
- February 24, 2021 – May 30, 2022 project implementation;
- quarterly reports to project managers;
- June 30, 2022 project completed and final report of deliverables to project leadership

Contract is scheduled to be awarded in mid-February although NETWORK reserves the right to not award the contract to any of those submitting proposals and may also seek further responses or extend the deadline.

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression.