

DEI Consultant ToR

Promundo aims to engage a consultant/consulting firm to better embed inclusion, diversity, anti-racism, and equality (IDARE) support both internally (e.g., in terms of HR policies and procedures) and externally, focused on unpacking our relationships to our work and our partners vis-a-vis power and acting to disable inequitable oppressive dynamics and structures.

This critical work complements other ongoing work for the organization, including completing a new 5-year strategic plan, rebooting our HR processes, and discussing workplace culture. While the scope of work indicates the organization's priorities, Promundo would like the process of this IDARE work to be emergent, responding to needs and desires that emerge from the initial stages.

Therefore, the scope of work may include:

- Reviewing existing internal data and collecting new data through assessments, such as interviews and qualitative evaluations of staff experiences.
- Analyzing our current recruitment, selection, and retention practices.
- Identifying specific actions the organization can take, including key education and training resources on IDARE-related topics for consideration and acquisition.
- Providing consulting services to develop our new organizational strategic plan and prioritizing policies and procedures.
- Designing and facilitating discussions engaging all employees across our organization to create or co-create a DEI framework and a common language (e.g., a public statement) that clearly articulates a set of values, principles, and definitions that will guide our work internally and externally.
- Providing resources and developing analytic tools, dashboards, etc., to measure our progress to continuously improve and hold ourselves accountable for ongoing learning, training, and engagement.

Additionally, depending on the expertise of the consultant, the scope of work may also include:

- Supporting the organization to define what it means to be an organization committed to decolonizing development in the context of our work and business imperative.

In the end, success would come in the form of the consultant:

- Developing onboarding and training materials that focus on accountability to include the larger socio-historical contexts where we operate and account for how our work connects to women's rights organizations and organizations centering on those with diverse and/or marginalized sexual and gender identities.
- Revisiting and expanding our "principles" statement to include accountability; place it more prominently on the website; and include a contact for a Board member in case someone has concerns.
- Developing a concrete IDARE statement to be posted on our website, in our personnel manual, and circulated in

our community.

- Empowering managers and leadership with the appropriate tools and best practices to facilitate difficult internal conversations about race.
- Providing training for all staff on incorporating racial equity and anti-racism into our daily work.
- Setting clear, qualitative, and measurable goals in our internal practices (e.g., staffing, mentoring, professional development) and external (e.g., partnerships with anti-racist & anticolonialist organizations) practices, with accompanying measurement framework to assess progress towards goals.

Required Documents

If you would like to submit a proposal, please submit a package providing the following:

- **Statement of Proposed Work**
 - **Methodology:** Detail what your approach will be for gathering data and guiding staff through processes of embedding IDARE in the organization's internal and external practices
 - **Work plan:** Propose how you would phase this project, propose a timeline, and estimate how many hours will be needed to complete this project.
 - **Budget and deliverables:** Provide a detailed budget, description of the specific deliverables that will be produced, and estimated delivery dates.
- Brief history and description of your firm/organization
- Provide a description of the approach you and your firm use when consulting with organizations on matters related to diversity, equity, and inclusion.
- Tell us what you believe most firmly in your practice. What guides your practice of DEI work? If applicable, describe candidate's experience working on these issues in international development/cooperation spaces
- The general nature of your work and how the diversity of your team creates greater value, insights, and viewpoints in the work you produce for your clients.
- Provide examples of similar work, along with contact information for organizations you have served.
- Describe the qualifications and experience of staff who will be assigned to this project. Provide additional information on the proposed project manager/director, including their CV.
- Any known facts which would or could create a conflict of interest if you were granted a contract.
- A list of three verifiable client references

Please note that the maximum value for this contract is **\$45,000**, inclusive of all fees and travel expenses. Send all proposals to jobs@promundoglobal.org as one PDF document. In the subject line, write DEI.