



Diversity, Equity and Inclusion Training Request for Proposal, 02 September 2020

About IAP2

The International Association for Public Participation (IAP2) is the preeminent international organization advancing the practice of public participation (P2). Since founding in 1990, our mission is to advance and extend the practice of public participation through professional development, certification, standards of practice, core values, advocacy and key initiatives with strategic partners around the world.

IAP2 consists of an international body with regional and national affiliates including Australasia, Canada, Indonesia, Southern Africa and the United States, along with emerging areas of practice in Latin America and elsewhere. Each entity is governed and operated independently with many opportunities for collaboration.

IAP2 has set the standard for meaningful public participation and stakeholder engagement with practical tools and methodologies that transcend national and cultural boundaries. These include:

- Pillars for effective P2 processes: Core Values, Code of Ethics, and Spectrum of Public Participation with broad international input, across national, cultural and religious boundaries, which form the foundation of P2 processes that reflect the interests and concerns of all stakeholders.
- Series of training products delivered by licensed trainers from countries around the world, and other tools and resources to provide P2 practitioners and others with the structure, techniques and knowledge required for success in today's rapidly changing environment.
- Professional Certification, Quality Assurance Standards of Practice, and Journal of Deliberative Democracy
- Annual Core Values Awards recognizing excellence in the practice, and more.

Project Scope

IAP2 is currently undergoing a process of organizational evaluation and change. In this context IAP2 is seeking to ensure that it is a world-class representative, inclusive and widely relevant organization. IAP2 believes that in order to achieve its mission as a professional organization dedicated to advancing and extending the practice of public participation and to remaining influential in the future, it needs the informed and active representation of diverse perspectives, ideas and influences.

DEI is broadly understood by IAP2 as:

Diversity: includes all the ways in which people differ, encompassing the different characteristics that make one individual or group different from another. While diversity is often used in reference to race, ethnicity, and gender, one can also embrace a broader definition of diversity that also includes age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, and physical appearance. The definition can also include diversity of thought: ideas, perspectives, and values. Individuals can affiliate with multiple identities.

Equity: is the fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society.

Inclusion: is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people. It's important to note that while an inclusive group is by definition diverse, a diverse group isn't always inclusive. Increasingly, recognition of unconscious or "implicit bias" helps organisations to be deliberate about addressing issues of inclusivity.

Source: <https://independentsector.org/resource/why-diversity-equity-and-inclusion-matter/>

Against this background the International Board of IAP2 recently completed a *diversity audit* of the organization as part of the organizational change process and further impetus from circumstances and IAP2 leadership in the USA region. This audit resulted in a set of key recommendations and priorities, one of which is to organize training in diversity, equity and inclusion for key stakeholder groups: approximately 125 individuals including international and regional boards, staff, and trainers from around the world. The broad objective of the training is to inform organizational change measures that will enhance and sustain DEI in IAP2 across the dimensions outlined above.

The scope of work includes the elements outlined below:

- Design and deliver training and other capacity building opportunities for the organization's leadership, volunteers, trainers and staff in a manner that improves DEI competencies and provides tools to build and sustain a diverse, equitable and inclusive organization.
 - Phase One: Design and deliver DEI Training for the International Board and Executive Staff (9 individuals)
 - Phase Two: Design and deliver additional training for key organisation leaders, which may include Region Boards (Australasia, Canada, Indonesia, Southern Africa, Latin America, USA); Staff and Trainers. Vendor develops concept and design. Decisions re: how/if to deliver to be made after Phase One is complete.

Note that this RFP refers to Phase 1 only. At the conclusion of the training, the service provider is required to evaluate the initiative and to recommend an approach to further training under Phase 2.

- Due to the current situation with COVID-19, the training should consist of online e-learning delivery methods on the topics of diversity, equity and inclusion for both internal organizational culture and interaction with external stakeholders across the IAP2 global footprint. Check in with Regions to identify the cultural issues that need to be included.
- Vendors responding to this RFP are expected to have experience in developing and delivering diversity and inclusion training to a global organization consisting of diverse stakeholder groups (volunteers, staff and contractors) through e-learning environments and demonstrated positive improvement to organizational culture.

RFP PROCESS

All inquiries related to this RFP must be directed in writing to Ellen Ernst, Executive Manager at operations@iap2.org. Information obtained from any other source is not official and should not be relied on. Inquiries and responses will be shared with all potential bidders.

Should a correction be made or additional information released in connection with this RFP, it will be issued in the form of an Addendum and will be provided to all potential bidders.

PROPOSAL FORMAT

The bidder's proposal will be limited to 12 pages (single sided); font size no smaller than 12 points on 8.5 x 11 (or A4) size paper and submitted electronically. The proposal must have a Table of Contents. The bidder's proposal must consist of the following items arranged in the order given.

- Company Profile – include documentation to support organizational stability, relevant staff and related biographies, details providing area of expertise and relevant accomplishments
- Previous Experience (relevant to this project) – Provide a list of previous comparable projects with similar scope and related project goals and outcomes achieved. List any associated challenges.
- Subcontractors – List any proposed subcontractors and provide details on capability, experience and identify the work they will undertake as part of this project.
- Proposed Approach & Methodology – Provide details on your proposed approach to undertaking this work, including expected outcomes and deliverables. Also, include a proposed project timeline or action plan and proposed reporting/communication with IAP2.
- Financial Information – All quotes must be provided in US Dollars and must include a budget, timeline and list of deliverables. Any related expenses anticipated during the term of the contract must be detailed and included in the bid.
- References – Contact names, phone numbers and email addresses for references that can provide information relevant to bidder's experience on related types of work undertaken in the last three years
- Conflict of Interest – All bidders will be required to declare any conflict of interest with the organization.
- Support from IAP2 – All proposals must include what support will be required from IAP2 during the time of the contract.

PROPOSAL SUBMISSION

Proposals must be submitted by 5:00 PM PDT (US/Canada) on Friday, September 18, 2020

Proposals must be submitted via email to: operations@iap2.org (Cover letters can be addressed to Ms. Ellen Ernst, Executive Manager, IAP2).

The bidder shall bear all costs for preparing the proposal.

TERM OF CONTRACT

It is expected this contract will begin immediately following awarding and completion is expected by 31 December 2020.

SUMMARY OF DATES*

Request for Proposal released	September 2, 2020
Proposal submission deadline	September 18, 2020
Notification of successful bidder	October 1, 2020
Start date of contract	As soon as possible
Completion date of contract	December 31, 2020

*IAP2 reserves the right to modify the schedule at any time

PROPOSAL EVALUATION CRITERIA

Evaluation of proposals will be by a committee of individuals selected for their expertise in developing similar programs.

Mandatory Requirements

- The proposal must be received electronically by the closing date or will be disqualified from consideration.
- The proposal must be signed by a person authorized to sign on behalf of the bidder.
- The proposal must include all estimated costs for fees and disbursements in US Dollars up to a maximum of \$5,000 USD (Phase One)
- IAP2 is a non-profit organization, so cost-efficiency is critical. IAP2 may wish to negotiate costs with preferred bidders.

Proposal Evaluation Criteria

Criteria	Weight
Demonstrated ability to provide the required services	30%
Experience in developing similar process for international nonprofit organisations	30%
Proposed approach, methodology and cost	20%
Appreciation of international context	20%

IAP2 reserves the right to accept the proposal most favourable to the interests of the organization, and not necessarily the lowest cost proposal. Or, it may decide not to accept any proposal.