



## REQUEST FOR PROPOSALS (RFP) CONSULTANT /S

The Regional Diversity Roundtable seeks proposals from consultant/s for Peel Region's [Community Safety and Well Being \(CSWB\) Plan's](#) year 2 initiative under the Systemic Discrimination Action Table pillar.

Project: **Collectively Challenging Systemic Discrimination in Peel**

Position Type: Contracted Services

Date Posted: August 12, 2022

Application Deadline: September 7, 2022

### **Background Regional Diversity Roundtable**

The Regional Diversity Roundtable (RDR) is a charitable not-for-profit and membership-based organization that is committed to building inclusion and diversity competence that results in the institutionalization of equity in the core values, structures, workforces, policies, and services of the public and human services sectors in Peel Region. For additional information, please visit [www.regionaldiversityroundtable.org](http://www.regionaldiversityroundtable.org).

### **Purpose of RFP**

The Regional Diversity Roundtable (RDR) is seeking proposals from consultant/s to support the planning and implementation of a community forum and/or data analysis and reporting of organizational workforce census results, as per the collective vision of the Systemic Discrimination Action Table.

The *Collectively Challenging Systemic Discrimination in Peel* project aims to address the issue of systemic discrimination and inclusion in Peel organizations. The CSWB Systemic Discrimination action table, with leadership by the RDR, hopes to achieve this by holding a forum (estimated Fall 2022) for periodic knowledge exchange, and multi-sectoral partnerships across Peel, to understand how organizations can advance equity, what has worked for them in the past and the challenges they are facing.

The second component of this project supports the next phase of work for the [Disaggregated Workforce Assessment Tool \(DWAT\)](#) . This will support organizations with implementation, data analysis, and reporting, by creating a summary report to highlight the overall use of the census tool and high-level findings across all users, as well as organizational-level reports will also be created for organizations that have distributed the survey to their entire staff population.

The successful candidate/consultants will follow a collaborative approach to work closely with the RDR team, partner stakeholders, and project participants to support the development and



implementation of the forum for the project in alignment with RDR's and CSWB's brands.

**Collectively Challenging Systemic Discrimination in Peel** is expected to be completed by end of December 2022.

## **Consultancy Outputs**

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### Forum:

- Development of the forum includes outreaching, engaging, supporting, and monitoring registered attendees and the diverse, cross-sector organizations at the forum.
- Engage key stakeholders in identifying keynote presenter(s), workshop themes, and format(s).
- Facilitate learning, and document effective and evidence-informed practices on key topics and issues at the forum.
- Research effective Anti-Racist, Anti-Oppressive, Diversity, Equity, and Inclusion (ARAO-DEI) practices in the local context and create material for sharing at the forum and as a resource to be shared after the forum.
- Conduct a post-workshop survey with forum attendees.
- Develop a summary report following the forum to capture calls to action, learnings, and any follow-up.

### DWAT Implementation:

- Onboarding/implementation support for organizations interested in rolling out surveys to staff (e.g., through lunch & learn sessions).
- Develop a data analysis plan and creation of a standard report structure, and validate with project stakeholders.
- Conduct organizational analysis of DWAT responses through set profiles.
- Create a report based on DWAT response analysis and share it with participating organizations.
- Develop and implement a sustainability plan for workforce census tools.
- Support RDR with all associated project planning and implementation tasks.

## **Remuneration**

The maximum available funding for this service is \$ 15,000 (including taxes and costs) for consultants taking on both deliverables, and \$7500.00 CAD (including taxes and costs) for each of the two outcomes (forum and data analysis) if two separate consultants. The funds will be disbursed in installments based on the selected candidate.



### **Application Requirements**

Please provide the following information in your application no later than September 7, 2022; at 5:00 pm. Please submit your interest by sending an email to: [chair@regionaldiversityroundtable.org](mailto:chair@regionaldiversityroundtable.org) along with your

- Detailed CV
- Workplan and proposed methodology
- References
- Service Fees