

Request for Proposals: Diversity, Equity and Inclusion Consultant

Introduction

Conservation Voters for Idaho Education Fund (CVIEF) and Conservation Voters for Idaho (CVI) invites bids to provide capacity and support to our Racial Justice and Equity Task Force to advance our values on diversity, equity and inclusion throughout all of our work. The consultant will work closely with the Executive Director and our Racial Justice and Equity Task Force. This group, made up of board and staff, works to provide direction, focus and implementation of organization-wide racial justice and equity goals for CVI/CVIEF.

About the Organization

Conservation Voters for Idaho Education Fund is a statewide nonprofit that works to protect Idaho's environment and quality of life by informing, engaging and empowering citizens who care about our natural heritage and healthy communities. We advocate for sound environmental and voting rights policy.

Conservation Voters for Idaho creates the political environment to protect the natural environment. Over the last 15 years, we have elected environmental champions to city, county and state offices, held our elected leaders accountable to their voters, and built a broad conservation voter movement in Idaho that's impactful across the political spectrum.

The staff and board of directors at CVI and CVIEF are committed to creating a just, inclusive and healthy future for all. We have a growing team of 21 full and part time staff and 20 board members.

Requested Scope of Work

The scope of work that this task force will take on will include:

- Support creation and development of racial justice and equity goals for all programs through our Annual Plan using an equity lens to include:
 - Organizational visioning around RJE goals and finalizing the organization's Racial Justice & Equity Rationale statement
 - Equity Audit of policies, procedures, and budget to identify gaps and opportunities to bring greater equity to organizational practices
- Conduct a full staff/board training on diversity, equity and inclusion before May of 2022
- Budget for contract: \$7,500-\$10,000

Success would look like a shared organizational understanding of our values around racial justice and equity, a roadmap of how we close the gap of where we are and where we'd like to be, and shared language/vision of RJE work within the environmental movement as we prepare to draft our 2022-2025 Strategic Plan in the summer of 2022.

Proposal Qualification Requirements

Please include the following in your proposal:

- An overview of your company,
- A summary of your experience working with nonprofit organizations
- Pricing quote/fee structure
 - Provide a detailed description of services you will provide
- A summary of how you have incorporated your commitment to and investment in diversity, equity and inclusion in your own work.

Selection Determination

CVI/CVIEF will evaluate the proposals based on the following criteria:

- Responsiveness to the required information outlined in this RFP
- Demonstrated past experience and commitment to equity
- Quoted cost of the proposal
- CVI/CVEF reserves the right to award the contract to the vendor that represents the best alignment in values as determined by our organization

Proposal Timeline:

- RFP issued by October 15, 2021
- Proposals due by: November 19, 2021
- Consultants interviewed: Week of November 29, 2021
- Consultant selected: December 6, 2021

The proposal will be reviewed by the Racial Justice and Equity Task Force. The Task Force will be in touch with next steps after the review process. Please submit your RFP to josh@cvidaho.org by November 19, 2021 and include the subject line "CVI RJE Consultant".