

Request for Proposals Equity, Diversity and Inclusion (EDI) Services

August 1, 2022

KAIROS: Canadian Ecumenical Justice Initiatives is requesting proposals from Equity, Diversity and Inclusion Firms with qualified personnel who have extensive experience to support KAIROS with the development of an equity framework and equity implementation roadmap as per the below Scope of Work.

TIMELINE:

Submission deadline: August 31, 2022

Notification of successful applicants by: September 15, 2022

Detailed plan and signed contract by: September 23, 2022

Work start date: October 1, 2022

ORGANIZATION

KAIROS: Canadian Ecumenical Justice Initiatives is an ecumenical movement for ecological justice and human rights. KAIROS was formed in 2001 by bringing together over 10 previous inter-church coalitions and our justice commitments reach back over 40 years.

As a charitable joint venture administered by the United Church of Canada, we are governed by a Steering Committee made up of representatives from the Indigenous and Migrant Justice communities as well as our ten churches and religious organizations. We have a staff of 35 from across Canada and two local offices in Toronto and Ottawa. Three program Circles and groups of regional representatives and educators help guide the work of KAIROS, which is a brilliant network of activists in Canada, and partners in Canada and around the world.

Mission: ***We are Indigenous, settlers and newcomers in Canada working with people of faith or conscience all over the world for ecological justice and human rights.***

Information on our work and our values is available [here >>](#)

OVERVIEW

KAIROS invites experienced firms and consultants who can demonstrate their ability to perform and who have personnel with a proven record of success in providing organizational audits/reviews and recommendations that focus on building excellence in Diversity, Inclusion and Equity. Specifically, we are inviting firms and consultants who also bring a deep specialty in Indigenous Sovereignty and Anti-Black Racism. Proposals must demonstrate that the firm/consultant meets the preferred qualifications to be eligible for consideration as well as a clear understanding of KAIROS as an ecumenical organization.

Each partner/consultant assigned to this contract must have a minimum of seven (7) years' demonstrated experience in their respective area(s) of expertise. All other assigned professionals must have a minimum of five (5) years' experience in their respective area(s) of expertise.

SCOPE OF WORK

KAIROS CANADA seeks a firm or consultant to assist in developing a strong overall organizational Equity Framework to guide our operations and services and to underpin our new Strategic Plan.

We anticipate work will be conducted over approximately three (3) months beginning August 2022.

This project should include a review of our Diversity, Equity and Inclusion supports, organizational policies and practices, both internally and externally to support KAIROS in its goal of embedding equity into all areas of the organization to ensure Anti-Racism and Anti-Oppression best and emerging practices in our recruitment, internal workplace culture, and external partnerships and service delivery.

The scope of work will engage staff at varying levels of the organization as well as deliver:

- A comprehensive written report that includes strategies, outcomes and recommendations related to KAIROS' Diversity, Equity and Inclusion goals
- Development of an Equity Framework, implementation roadmap and change management process with Key Performance Indicators (KPIs)

PROPOSAL REQUIREMENTS

Proposals should include the following, **be limited to 4 pages (excluding supplemental attachments)** and electronically submitted to the email address below:

- A workplan describing methodologies, approaches, and roles and responsibilities for how the work will be accomplished
- Detailed description of deliverables and outcomes
- Timeline and Estimated Costs (Please include a breakdown where applicable)
- An estimated cost of professional fees and expenses for the project with the actual cost not to exceed five (5) percent of the total estimated fee
- Significant experience providing consulting services, including audits or assessments related to racial equity/diversity/inclusion/cultural competency/cultural humility with a specific focus on Indigenous Sovereignty and Anti-Black Racism
- Significant experience and philosophy regarding your work as part of a multicultural/multiracial team
- Relevant experience in the association/non-profit and philanthropic sectors
- Professional qualifications and short bios of the proposed project team members including identifying the lead consultant
- References of past and current clients that include contact information for a minimum of four (4) relevant clients
- The firm shall certify that they are an equal employment opportunity employer in compliance with all current applicable laws

BASIS OF AWARDING SELECTION

An engagement letter will be signed between KAIROS and the firm/consultant, who, based on an evaluation of all responses, is determined to be the most suitable to meet the requirements of KAIROS. Evaluation criteria:

- Experience in DE&I organizational work, with specialization in Indigenous Sovereignty and Anti-Black Racism work
- Fulsome response to proposal requirements

- Assessed capacity to complete the required work within the timeframe
- References from organizations that have clearly progressed in DE&I effectiveness

The selection of the successful proposal is within the sole discretion of KAIROS and KAIROS reserves the right to waive any defects or informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement, to request new or additional proposals or to accept any proposal as may be deemed to be in KAIROS interest in meeting the standards of suitability, quality, price & value.

KAIROS reserves the right to terminate the agreement with 30 days' written notice to the firm/consultant. The agreement may be terminated immediately in the event of the firm's/consultant's failure to perform in accordance with specified service requirements expected by KAIROS.

If selected, the applicant will be required to sign a Confidentiality Agreement.

TERMS OF CONTRACT

The term of the contract is a three-month (3) term commencing October 1, 2022. The contract will require all consultants to sign a Non-Disclosure Agreement.

CONFIDENTIALITY

All submissions will be treated as confidential between KAIROS: Canadian Ecumenical Justice Initiatives and each participant. KAIROS: Canadian Ecumenical Justice Initiatives will not disclose contents to other participants or the general public. KAIROS: Canadian Ecumenical Justice Initiatives reserves the right to discuss submissions with its consultants and related parties.

Conditions

Questions asking for clarification may be sent by email to submissions@kairoscanada.org

Final proposals must be sent by email to Radia Mbengue, Chair, Equity Committee, at submissions@kairoscanada.org no later than 5:00 p.m. on August 31, 2022



KAIROS Canada

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