



REQUEST FOR PROPOSALS

Consultant- Racial Equity Learning Modules

Provide is seeking a consultant to develop the content and learning modalities as part of our 2017 Racial Equity Roadmap. Specifically, the consultant will develop, pilot, and finalize two modules, one addressing explicit and implicit bias related to hiring process and one to establish a baseline training in racial equity concepts for all *Provide* staff.

About Provide

Founded in 1992, *Provide* is a national and growing remote-based nonprofit organization working in partnership with health and social service providers to build a health system that is equipped to respond to women's health care needs around abortion. We envision a healthcare system where women can access abortion care without judgement, misinformation, or stigma, and where workers have the tools and support to offer the best care to their clients. Our largest initiative, our Referrals Program, focuses on training and supporting health and social service professionals from safety net systems including Domestic Violence, HIV, substance abuse, family planning, and primary care.

Context

Provide recognizes that racial inequity is complicated. It is a social construct and is often present, and yet rarely discussed with shared understanding. In order for us to advance racial equity, it is vital that we are able to talk about race. We have to both normalize conversations about race, and operationalize strategies for advancing racial equity. It is critical that *Provide* create a racial equity framework that is clear about the differences between individual, institutional, and structural racism, as well as the history and current realities of inequities, in order to achieve greater unity and understanding across the organization internally and externally.

The 2017 Racial Equity Roadmap is the culmination of a dedicated organization-wide process in 2016. This year's efforts to further racial equity in the organization were identified via a survey of staff regarding race equity at *Provide* was conducted by the consultant team, a two-day all-staff retreat to build a common framework for addressing race and race equity and to identify organizational priorities, and guidance from a voluntary Staff Equity Working Group and leadership. The Roadmap puts forth a set of organizational goals for the year and is but one-step in *Provide's* ongoing commitment to continuously identifying and addressing racial inequity as an integral component of how *Provide* conduct its work.

This scope of work represents two concrete tasks outlined by *Provide's* 2017 Racial Equity Roadmap, in the area of human resources practices related to hiring and staff training. The tasks include: (1) Implement an implicit and explicit bias workshop for all hiring managers to support them through the interview, hiring, and management of staff, and (2) Implement a uniform process for addressing race equity during onboarding of new staff. This scope of work will enhance *Provide's* capacity to onboard new employees, ensure all staff use a shared racial equity framework, and support supervisors in related to their hiring

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responsibilities, with the goal of advancing the organization's racial equity work and our pursuit of our mission.

Provide seeks a consultant to develop, pilot, and finalize two modules, one addressing explicit and implicit bias related to hiring process and one to establish a baseline training in racial equity concept for all *Provide* staff. As a training organization, we are prioritizing strategic, creative, and innovative design that reflect adult learning principles. The consultant will work alongside the Director of Human Resources to develop, pilot, and finalize these modules.

Purpose

Provide is a remote-based organization across the US and we seek to engage a consultant with expertise to institute concrete and specific structures that will advance *Provide*'s work, specific to developing an outline of *Provide*'s racial equity work, determining learning objectives, activities, and self-reflection tools for staff.

The purpose of this consultancy is to initiate a process of rapid improvement, by means of achieving a shared racial equity framework created by leadership and management. The Racial Equity learning modalities is intended for annual use for existing employees, staff with supervisory responsibilities, staff who will take on supervisory responsibilities, and onboarding new employees to help build and sustain current efforts of the Race Equity Roadmap and build a movement in advancing racial equity internally and increasingly over time, our external facing work.

Process

TBD by consultant.

Deliverables

1. Conduct formative interview with 5-7 staff regarding both modules (late May)
 - a. Create interview guide
 - b. Conduct interview
 - c. Draft memo regarding insights from formative interviews
2. Define learning objectives for (1) an explicit and implicit bias related to hiring process training and (2) a baseline training in racial equity concept for all *Provide* staff (early June)
3. Define learning modalities (e.g. self-assessment, presentations, interactive quizzes, handouts, resource lists/guides, (mid-June)
4. Develop content to address each objective and pre-/post-evaluation for entire package (late June)
5. Pilot both modules with staff, in partnership with *Provide*'s Human Resources team (early July)
6. Revise modules based on feedback from pilot implementation (August)

Duration of Contract

We anticipate this project taking approximately 100-150 hours, with work completed by August 2017.

Qualifications and Skills

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Applicants should have 10+ years of experience and demonstrated success in relevant areas such as, facilitation on site and/or remotely, cultural sensitivity, macro-level nonprofit work, understanding of remote work, and developing creative and innovative racial equity tools and resources.

Application Process

Please apply on line and submit ONE PDF file that includes a letter of interest, resume/CV, sample of work product demonstrating your expertise and proposed scope of work. (Please note that the system will not allow you to upload multiple documents) We will review applications on a rolling basis.

No phone calls please.