

EARTHDAY365 REQUEST FOR ANTI-RACISM, ANTI-BIAS (ABAR) TRAINING PROPOSALS

Introduction

earthday365 is accepting written proposals for a consultant who specializes in helping organizations make their work more inclusive of all communities by engendering a culture of Anti-Racism, Anti-Bias (ABAR). The ABAR consultant will work with the earthday365 Staff, ABAR committee, Board of Directors, and Young Friends of earthday365 to create a roadmap of next steps to help earthday365 further integrate ABAR principles into its culture and operations and enable it to fully support equity within the environmental movement.

This will involve conducting a variety of activities including, but not limited to, facilitating conversations within our organization; become familiar with the environmental justice landscape in St. Louis; managing diverse viewpoints while helping to set bold goals; and creating tools to be delivered to us as an organization. This request for proposals (RFP) describes the scope of work and the nature of the services required, reports or other items to be delivered under the contract, and the format to be used in response to the RFP. Additional information about earthday365 can be found at:

<https://earthday-365.org/>

All proposals will be submitted via email to:

Dr. Jessica Watson
Executive Director
earthday365
director@earthday-365.org

Project Background

earthday365 Staff, ABAR committee, Board and Young Friends are committed to being inclusive of diverse voices both within the organization and community at large to ensure our work is reflective of the needs of the entire community and stays relevant now and for future generations. The organization recognizes that the future of all work will depend on the success of earthday365's:

- Commitment to diversify our Board, Staff and Young Friends
- Committing to ongoing discussions and training for the group
- Amplifying diverse voices within environmentalism and partnering with Black-led organizations
- Evaluating whether our programs benefit communities of color or other marginalized communities
- A yearly review of progress at a Board meeting

Description of Work

earthday365 seeks a ABAR consultant to provide the following services for a proposed period of approximately two months, starting before the end of the 2022 calendar year, or very shortly after the start of 2023. Note that earthday365 understands that ABAR is a long-term commitment and a journey, and that time will be needed to bring others along in this work.

earthday365 will work with the consultant to fine-tune the timeline after further discussion about the scope, goals, and deliverables (expanding or reducing the proposed timeline as needed).

- Advise earthday365 on strategies that advance a culture of environmental justice and action across diverse communities in the St. Louis region and that reflect the organization's commitment to justice, equity, diversity and inclusion in environmental justice work.
- Assist in defining a process for community outreach, including conversations with and input-gathering from earthday365 staff, ABAR committee, Board of Directors, Young Friends to illuminate perspectives and ideas around ABAR and environmental justice work and what can begin to be achieved.
- Assist the Board and staff to create a roadmap for the next steps that hold staff and Board accountable for acting. Create an actionable work plan for the organization with markers for success and show advancement on ABAR goals.

The ideal ABAR consultant will:

- Be skilled at helping earthday365 pursue hard conversations and address questions and issues which vary broadly across the board of directors, staff and Young Friends,
- Be skilled at facilitating tension across groups with differing perspectives and experiences around anti-racism, and at putting people with these various perspectives at ease with the process.
- Be able to demonstrate that creating and pursuing ABAR goals involves creating a culture shift, and convey that a ABAR frame of mind necessitates integrating this culture into the work as a long-term value.

Deliverables

- Assistance with setting up and scheduling of individual meetings with staff, Board, and Young Friends.
- Work with earthday365 to determine whether meetings are in-person vs. virtual based on current COVID procedures. Our preference is to have an in-person final training with the entire group, with COVID precautions in mind.
- Up to five facilitated group dialogues with stakeholders, with additional planning and final reporting meetings.

- Help earthday365 develop a consistent understanding of the “why” around ABAR as it relates to environmental justice, including identifying and creating key talking points that demonstrate the intersections between environmental justice, public health and welfare.
- A shared skill set and comfort in discussing racism/ABAR and understanding our role in it.
- A common understanding of our commitment to anti-racist/ABAR work as an organization.
- A roadmap with ABAR goals the earthday365 board commits to.
- A final written report with additional observations, recommendations and guidance that will aid earthday365 as it continues its ABAR journey.

Qualifications and Experience

Consultants should address the following criteria in written proposals. Brochures and references may be attached, but please keep written proposals to a maximum of 5 pages (including resume and literature attachments).

1. Approach. Please describe your approach to performing the desired services. List any other members of your group who would be assigned to help with or perform a portion of the work. It is understood that the description of work included in the RFP is general in nature, and that the final scope of work will be agreed upon during negotiations with the successful consultant.
2. Qualifications. Submit resumes or biographies of all personnel who will be working on the contract. The resumes should describe each person’s qualifications for this specific type of work. Please indicate who would manage the contract and be the point of contact.
3. Knowledge and Expertise. Describe projects or relevant work experience that demonstrates your capability to perform this work.
4. List of Current Clients. Please list current or recent clients who could serve as references.
5. Compensation. Submit a proposed fee for the length of the contract. Include administrative and out-of-pocket expenses. It is understood that earthday365 will pay the contract in monthly installments. Indicate any alternative desired terms of payment or any special consideration.

earthday365 will accept email only questions and will make all questions available to those who inquire.

Evaluation Process

earthday365’s Executive Director and the Chair of the ABAR committee will judge the merits of proposals received and make recommendations to the ABAR

committee who makes the ultimate selection. The objective is to select the consultant who is most representative of earthday365 values and whose proposal is most responsive to the needs.

earthday365 welcomes proposals from consultants with staff from all cultures, races, colors, religions, sexes, ages, national or regional origins, disability status, sexual orientation, gender identity, military or protected veteran status and any other status protected by law.

General Terms and Conditions

1. earthday365 shall have the right to reject any or all proposals. Although the proposed fee will be an important criterion for selection, earthday365 is not precluded from awarding the contract to a consultant whose proposal is deemed superior to other proposals but who may have submitted a higher proposed fee.
2. No modifications to a proposal are permitted after the due date except at earthday365's sole discretion. The proposal as submitted will be considered the best and final offer. Note: Consultant to provide clarification on change orders and the cost - what would be anticipated as being a change in scope, per their experience, and the rate (per hour or flat fee) incurred.
3. Interviews may be held by earthday365's at its sole discretion, with some or all of the consultants. earthday365 reserves the right to select a consultant without interviews.
4. earthday365 will execute a contract with the selected consultant. It will include the applicable sections of the RFP, all representations made by the successful consultant in its proposal, as amplified by subsequent conferences, and other provisions that are mutually acceptable to earthday365 and the consultant. If the selected consultant does not execute the contract within 30 days after the award is announced, earthday365 may notify the consultant of its intent to award the contract to another consultant or call for new proposals.
5. The effective period of the contract resulting from the RFP shall be approximately a four- to six-month period – which may be expanded or reduced based on the consultant's recommendations after further discussion about the scope, goals, and deliverables – starting before the end of the 2022 calendar year, or very shortly after the start of 2023.

Thank you in advance for submitting your proposal for consideration. We look forward to hearing from you!