

# Request for Proposals

Diversity, Equity, and Inclusion (DEI) Diagnostic and Strategy  
July 2024

## Introduction

Verité, an international nonprofit organization, is committed to fostering a diverse, equitable, and inclusive workplace that reflects the principles and values of our mission to improve workers' lives.

As part of our ongoing efforts to enhance our organizational culture and diversity, equity, and inclusion (DEI) initiatives, we seek proposals from experienced consultants or agencies to conduct a comprehensive DEI diagnostic and support development of an organization-wide DEI strategy. Verité aims to assess our current policies, procedures, and practices, identify areas of progress and opportunities for improvement, and establish a clear 1–3-year roadmap for implementing and measuring progress of DEI programming across our organization.

## About Verité

Verité illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces worldwide. For more than 25 years the organization has served private sector and public sector clients, as well as civil society partners, by building understanding of the labor rights problems they face and advancing their skills to solve those problems.

Verité is a rapidly growing organization that has increased in size from about 30 staff in 2016 to nearly 80 staff in 2024. Verité maintains its headquarters in Northampton, Massachusetts, and has offices in Mexico, West Africa, and Brazil. In addition, the organization employs staff and has multiple consultants and partner organizations in the United States, Central and South America, Asia, and Europe. Most staff work remotely, with regional or organization-wide in-person activities planned as needed.

Verité does not have any staff solely tasked with DEI programming, although there has been one person with a minimal amount of her time dedicated to leading DEI activities. Verité established a DEI Advisory Committee in 2018. The committee is comprised of staff with varying degrees of experience with DEI issues who have coordinated programming for the organization on an ad-hoc basis. The committee has organized events such as staff-led discussions on topics related to bias or oppression based on race, class, ability/differently abled, religion, as well as several implicit bias trainings facilitated by an external trainer. The committee compiled a library of DEI materials available for staff to access. The committee has also worked closely with organizational

leadership to develop policies and procedures for equitable and inclusive hiring, as well as drafting organization-wide tools such as a Code of Civility and Staff Representation Survey. Additionally, the committee has developed a set of goals and core outcomes based on input from an all-staff DEI survey.

At this stage, Verité recognizes a need to conduct further information gathering and assessment by way of a DEI diagnostic. Based on results of the diagnostic, the organization aims to establish a comprehensive DEI strategy to accomplish these goals and core outcomes:

- ❖ **Operations/Talent:** Verité establishes and retains a diverse workforce and inclusive workplace where no employee or prospective employee is discriminated against based on any federal, state, or local protected class or identity. Verité’s applicant pool is diverse and representative of the populations we serve globally.
- ❖ **Culture:** Each Verité staff member has the knowledge and tools to represent through our words and actions the principles of DEI, whether in the office among colleagues, interviewing workers, or collaborating with clients. Verité staff are empathetic and capable communicators who can better understand and confront issues of identity.
- ❖ **Programming:** Verité’s projects, products, and engagements address systemic issues of discrimination and equity. An intersectional lens is incorporated into our research, programming, and reporting activities.

## Project Scope of Work: Activities and Deliverables

### Phase 1: Discovery & Planning

- Gather sufficient information about Verité to develop a diagnostic project plan
- Develop detailed project plan for the diagnostic, outlining tasks, deadlines, and dependencies, and identifying those responsible for each task
  - Update the draft of the narrative and budget submitted for this RFP. Submit a methodology summary report or presentation including achievable objectives, how the provider expects to collect data, survey instruments, etc.)
- Kick-off session with a clear outline of planned activities and timeframe

### Phase 2: Data Collection

Additional data collection, including review of Verité policies and procedures, Key informant interviews, staff surveys, etc.

### Phase 3: Data Analysis & Reporting

- Analysis of findings
- Report results of diagnostic findings to key Verité staff, including leadership and DEI Advisory Committee
  - Several drafts incorporating feedback from Verité
  - Description of plans to disseminate results within Verité, i.e. how will the provider communicate findings to Verité staff, board, etc.
- Dissemination: presentation of results and recommendations

### Phase 4: Post-diagnostic

Development of a 1–3-year strategic plan in close coordination with Verité staff to include:

- Identification of policy/procedures needs and gaps
- Identification of capacity-building and training needs, including suggestions for training providers and/or toolkits and materials (e.g. reading lists, games, and activities, etc.)
- Guidance and recommendations on finalizing DEI KPIs, and plan for measurement of KPIs over time
- Guidance on implementation of strategy at different levels of leadership and aligned with the three outcomes Verité has identified for its DEI work as described above (Operations, Culture, Programming)
- Dissemination: presentation and/or socialization of DEI strategy to Verité staff

### Timeline

Verité aims to begin contracting and inception with a diagnostic provider by September 30, 2024, and anticipates spending no more than 12 months on the diagnostic process (Phases 1–3).

### Instructions to Submit a Proposal

Applicants must submit documents by September 1, 2024 to be considered for the consultancy. Incomplete applications will not be considered. Only short-listed candidates will be contacted.

Please submit proposals to Maya Galeas, HR Director, at [mgaleas@verite.org](mailto:mgaleas@verite.org). Include “DEI Diagnostic and Strategy Proposal” in subject line.

## Required Documents

1. A brief letter that includes why Verité should consider you (or your organization/company) for this work, and the approach and methodology your agency would employ to achieve the outlined objectives
2. Proposal narrative, with description or examples of:
  - Inception and discovery methods
  - Global approach to diagnostic project<sup>1</sup>
  - Data collection methods
  - Data analysis methods
  - Results dissemination methods
  - DEI strategy recommendations, development, and documentation methods
3. Proposed timeline that includes the estimated time for each task or deliverable described above, as well as availability to start this work.
4. Proposed expectations for Verité staff involvement and level of effort.
5. Proposed budget describing total cost of the project broken down by tasks or deliverable, including level of effort of key personnel.
6. Short biographies and description of qualifications of personnel who would work on this project; must include experience working with nonprofits and globally oriented organizations.
7. Portfolio of similar work that includes one to two examples of diagnostic results and post-diagnostic DEI strategy guidance produced for similar organizations.
8. Three references for comparable work in the past 5-7 years

## Selection Criteria

Submitted offers will be reviewed on an ongoing basis and selection made according to:

- Quality of proposal
- Adequacy and value of the proposed budget for the deliverables offered
- Experience and qualifications of provider
- Quality of portfolio of similar work
- Satisfaction of former clients
- Prior experience working with global nonprofit organizations

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<sup>1</sup> Verité is a global organization. Proposals must include details of globally inclusive approach to DEI.