REQUEST FOR APPLICATIONS:

RACIAL EQUITY ACTION PLAN CONSULTANT

**OVERVIEW**

The Public Health Institute (PHI)'s State of Equity program seeks a consultant to facilitate the development of a plan to advance racial equity practices within our organization. The purpose of this project is to build State of Equity's organizational effectiveness, capacity, and practice in alignment with anti-racism and racial equity (e.g., organizational policies and practices, programmatic and operational planning process, governance decision-making process, power-sharing, accountability mechanisms, strategic planning, workforce practices, external partnerships, staffing structures, hierarchy, etc.). We would like the outcome to be a 3-year organizational Racial Equity Action Plan (REAP) to guide State of Equity's organizational practices.

- Location of initiative: State of Equity is a fully remote program. State of Equity is one of 60+ programs at PHI. PHI's headquarters are in Oakland, California, with our State of Equity work largely focused in Sacramento. In-person meetings are not anticipated but may be requested if conditions permit and mutually agreeable. Travel expenses, if any, will be reimbursed in accordance with PHI's travel policies and procedures.
- Estimated Period of Performance: We estimate that the timeframe will be 12-15 months, beginning in the summer of 2023. We look to the applicant to recommend a timeline based on their experience and availability.
- Estimated budget: State of Equity's estimated budget for this effort is up to $30,000. Additional resources may be brought to this project as future fundraising bears out. Applicants should provide a realistic cost estimate consistent with their proposed technical approach.

**APPLICATION PROCESS**

We value your time and are trying to streamline this application process. If you have questions at any time, please write to stateofequity@phi.org.

| Application Process | Projected Timeline |
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| 1. Prospective consultants are encouraged to reach out for a 25-minute phone call to ask questions and help determine if this is a good fit for you, prior to developing an application. | We will offer calls during the weeks of March 13-17 and March 20-24. Please contact stateofequity@phi.org to set this up. |
| 2. If you are interested in this role, please submit an application. Applications should not exceed 10 pages in total, and should include:<br>• Cover letter<br>• Proposed deliverables, timeline, associated costs, process steps, qualifications (see list below), and other relevant information<br>• Statement of lived experience | Please submit your application by COB April 3, 2023 to: stateofequity@phi.org. |

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| • Bio of the key member(s) of the team that will work on this project<br>• Examples of prior projects/clients, if not already provided elsewhere | |
| 3. We will hold Zoom interviews to explore the possibility of working together. | Select applicants will be contacted the week of April 13, 2023 |
| 4. Select applicant(s) will be asked to provide references. We may conduct a second round of calls/meetings if needed. | We anticipate making a final decision in May 2023. |

**BACKGROUND**

Read more about our work at: https://stateofequity.phi.org/.

State of Equity is a small, 8-person organization that is a fiscally-sponsored program of the Public Health Institute (PHI). State of Equity's mission is to transform public institutions to advance racial equity and health through capacity building, government accountability, and community partnerships.

We organize, convene, develop leadership, and connect policy issues within government to advance racial justice and health equity, and are recognized as a national and global leader in embedding racial and health equity strategies in government practices. Our work includes:

- Since 2010 we have supported the launch and staffing of the California Health in All Policies (HiAP) Task Force, a cross-sector gathering space for change-makers in over 25 state agencies and departments across California state government.
- In 2017 we launched the Capitol Collaborative on Race and Equity (CCORE), the first State-level racial equity capacity building program in the nation. Over 600 employees in over 40 State departments, offices, agencies, and commissions have participated in this ground-breaking program.
- In 2020, we began supporting work to develop a national strategy for state-level organizing for racial equity, in partnership with Race Forward.

Our Vision is: Black People, Indigenous People, People of Color (BIPOC), and people experiencing economic injustice, in California and in the United States, live their best lives, experience well-being, and are centered and reflected in government policy, practice, decisions, and leadership. Government is accountable to BIPOC and all people facing economic injustice, including proactively providing benefits, preventing future harm, and taking steps to repair past and current harms.

Our Values are: Racial Justice – Accountability - Self-Determination - Collective Care

**OUR COMMITMENT TO COLLABORATION**

Our State of Equity team commits to being strong collaborators with the consultant, and active participants in the development of a Racial Equity Action Plan. We will:

- Prioritize this process and project, including allocating staff time as needed to carry out our components of this work

- Respond in a timely manner to communications, requests for time, and review of documents
- Provide access, as necessary and appropriate, to relevant documents, data, and stakeholders
- Demonstrate flexibility in adapting this process as needed to be responsive to input and recommendations
- Lean into our own learning edges and stretch our thinking to embrace new ideas and ways of considering/approaching racial equity in our work and organizational practices

**SCOPE OF WORK**

The purpose of this Request for Quotes (RFQ) is to identify a qualified and experienced successful bidder to carry out the following types of work in partnership with State of Equity:

1. Project management and facilitation of an inclusive process
    a. Manage timelines, deliverables, file organization and sharing, scheduling
    b. Highlight decision-points and seek input as needed throughout the process
2. Gather information and facilitate team discussions:
    a. Review current practices at State of Equity from a racial equity lens (e.g., organizational policies and practices, programmatic and operational planning process, governance decision-making process, power-sharing, accountability mechanisms, strategic planning, workforce practices, external partnerships, staffing structures, hierarchy, etc.).
    b. This may include reviewing documents, meeting with staff, observing internal meetings, exploratory discussions with State of Equity team, interviewing State of Equity partners and/or clients, etc.
3. Provide technical assistance/serve as strategic advisor
    a. Provide overall guidance on next steps, process considerations, and potential solutions/actions to meet generated goals
4. Develop 3-year Racial Equity Action Plan:
    a. Provide workplan template in mutually agreed upon accessible format
    b. Solicit and collect workplan inputs from State of Equity staff members and others as determined appropriate
    c. Develop short- and long-term actions for State of Equity, covering the next 3 years, including establishing organizational goals, metrics for measuring progress, and tools for accountability
    d. Support State of Equity staff to adjust workplan based on feedback
5. Provide other related support, as mutually agreed

**DELIVERABLES**

The below represent the minimum deliverables

1. Well-organized and facilitated inclusive process
2. Summary findings
3. Racial Equity Action Plan with goals, measurable outcomes, and suggested timelines
4. Technical assistance and coaching sessions, as determined necessary throughout the period of performance
5. Deliver full documentation and files at the end of the project.

**QUALIFICATIONS**

Desired characteristics of the organization or individual submitting a proposal are as follows:

- Previous experience working on at least three projects serving as a racial equity strategic advisor or previous experience in a racial equity related role at a non-profit or government entity
    - Previous experience on projects to transform institutions/teams to be anti-racist
    - Experience supporting teams to concretely implement their anti-racist values and dismantling of white supremacy culture
- Deep understanding of anti-racism and racial equity concepts from a lived experience and a programmatic and organizational perspective, not exclusively with a human resources lens
    - Able to facilitate and coach diverse groups through difficult discussions about racism, power, positionality, undoing white supremacy characteristics in the way we do business
    - Ability to center voices of BIPOC and support those voices to be heard in conversations with those in positions of institutional power
- Knowledge/experience with team staffing structures and approaches including power-sharing, accountability, decision-making methods, and reducing hierarchy
- Strong organizational and project management skills
- Experience with developing work plans; strong writing skills
- Organizational change expertise
- Flexibility and willingness to adapt approach in response to emerging information and understandings