



# Request for Proposal

## Diversity and Inclusion Assessment

Regional HIV/AIDS Connection is seeking submissions to this Request for Proposal for the provision of a Diversity and Inclusion Assessment (the Assessment).

### BACKGROUND

Regional HIV/AIDS Connection (RHAC) is a volunteer driven, non-profit, community-based organization serving the six counties surrounding London – Perth, Huron, Lambton, Elgin, Middlesex and Oxford. We are a community-inspired organization dedicated to positively impacting the lives of individuals and diverse communities living with, at-risk for or affected by the challenges associated with HIV/AIDS/HCV. Our philosophy includes adherence to The Ontario Accord/GIPA (Greater Involvement of People Living with HIV/AIDS), Peer Engagement, Anti-Racism /Anti-Black Racism /Anti-Oppression, Truth and Reconciliation, Sex Positivity, Principles of Harm Reduction, Holistic Health and Civil Society.

RHAC is governed by a board of directors and is an independent part of a network of AIDS Service Organizations (ASO) across Ontario. We employ approximately 70 employees (full time, part time and relief). Our programming is supported by a range of funding sources (federal, provincial, municipal) including revenues generated through fund development/raising. We offer a range of services including a 24/7 accommodation setting (John Gordon Home), supervised consumption services (Carepoint), HIV/HCV prevention/education programming for a range of “priority populations,” 2SLGBTQIA+ youth social support group (Open Closet), fixed site Needle Syringe Services, street / mobile outreach for people who use substances (Counterpoint), HIV/HCV support / case management services, social support groups, volunteer engagement and community development services.

RHAC requires a consultant to provide a Diversity and Inclusion Assessment. The purpose of the Assessment is to undergo a process that explores RHAC’s effectiveness in nurturing an equity-oriented and inclusive workplace environment and culture, whereby all employees have opportunities to reach their full potential, while paying special attention to the experiences of diverse groups (see Appendix A). It is also required that RHAC’s performance in creating a supportive environment is examined as it relates to equity, access, inclusion and diversity in the areas of six psycho-social factors: Organizational Culture; Civility & Respect; Growth & Development; Recognition & Reward; Involvement & Influence; Engagement.

The objectives of the Assessment include:

- A. To understand the composition of the current workforce and how employees self-identify within the organization.
- B. To inform the revision, enhancement and/or development of current and future policies and practices that foster an equity-oriented and inclusive workplace culture;
- C. To identify and respond to the experiences and expectations of diverse groups (Appendix A) within the workplace as it relates to inclusion, access, equity, engagement and eliminating discriminatory practices; and
- D. To inform efforts to further develop an equity-oriented and inclusive workplace culture that prevents and responds to the existence of discrimination and oppression to engage, encourage and support all employees to realize their full potential within the workplace.

RHAC is seeking Proposals that will identify potential recommendations related to the objectives listed above.

## General Overview of a Diversity and Inclusion Assessment Consultant

RHAC seeks Proposals from qualified consultants to provide comprehensive services, strategies, training, recommendations, and implementation plans. The selected consultant must also have the capacity to provide both virtual and onsite support and be able to facilitate a process that captures and provides access to data, and fosters innovation.

To accomplish this, RHAC seeks to select a consultant that will provide:

- Highly skilled personnel with applicable subject matter knowledge and expertise including specific knowledge of colonization on structures, systems and society as a whole;
- An ability to deliver on time, on budget and provide solutions to issues and proactive strategies
- Quality services, demonstrating value for money;
- Impeccable and timely customer support; and
- Support both onsite and virtually in order to address ad hoc and timely staff issues.

## Service Requirements

### Scope of Work

- A. Ascertain and understand the diversity of the organization;
- B. Review existing policies and procedures to determine the organizational practice in promoting an inclusive environment;
- C. Assess a representative sample of RHAC, and oversample experiences of members of diverse groups (See Appendix A) in all levels;
- D. **Format:** qualitative and quantitative data collection, with emphasis on qualitative collection for equity-seeking populations. Efforts should be made to have interviewers from equity-seeking populations.
- E. **Additional Services:** The Proponent shall provide recommendations in areas including, but not limited to:
  - Organizational policy formulation and/or strengthening;
  - Organizational capacity building interventions; and
  - Short-term, intermediate-term, and long-term interventions.

# Key Considerations

The assessment should also answer the following questions:

- To what extent does RHAC have an inclusive, safe, supportive and accountable workplace culture?
- To what extent, does RHAC proactively and intentionally encourage and take advantage of the opportunities and value that diversity is proven to enable?
- To what extent, if at all, do management and employees intentionally foster an equity-oriented culture (taking into consideration prevention of exclusion; barriers to access to opportunities; poisoned environments; intentional and unintentional as well as subtle and overt discrimination, workplace bullying)?
- How could the frameworks of anti-oppression, micro-aggressions, allyship and cultural humility be mobilized in addressing issues of equity, inclusion, access, and human rights in the workplace?
- How could RHAC’s performance management and recruitment and interviewing practices better support an equitable, inclusive and diverse workplace?

## Schedule

• Distribution	October 15, 2021
• RFP Inquiries – Via Email Only	Week of October 18 2021
• Submission Deadline	November 5, 2021
• Proposal Review	Week of November 8 2021
• Interviews	Week of November 15 2021
• Reference Check	Week of November 22 2021
• Selection Notification	By November 26, 2021

## Inquiries

RFP inquiries will be entertained via email during the week of October 18<sup>th</sup> through to October 22<sup>nd</sup> at noon. All email inquiries must be directed solely to Luke Nocent Manager of Human Resources at [lnocent@hivaidconnection.ca](mailto:lnocent@hivaidconnection.ca).

## Submission Instructions

Completed proposals **including a draft work plan with proposed timelines** can be emailed to Luke Nocent, Manager of Human Resources at [lnocent@hivaidconnection.ca](mailto:lnocent@hivaidconnection.ca). Proponents are solely responsible for ensuring Proposals are received prior to the closing date and time of:

- 4:30 PM on Friday November 5, 2021.

# Appendix A

## Examples of Diverse Groups

- Age
- Ancestry, colour, race
- Citizenship (immigrants and refugees)
- Ethnic origin (racial/racialized or cultural minorities)
- Place of origin
- Creed
- Disability (e.g., physical, D/deaf, deafened or hard of hearing, visual, intellectual/developmental, learning, mental illness, addictions/substance use).
- Family status
- Marital status (including single status)
- Gender identity, gender expression (e.g., male, female, women, men, Trans, transsexual, transgendered, two-spirited).
- Sex (including pregnancy and breastfeeding).
- Sexual orientation (e.g., lesbian, gay, bisexual).
- Francophone (including new immigrant Francophones, deaf communities using LSQ/LSF).
- Linguistic communities (e.g., uncomfortable using English or French, literacy affects communication).
- Lived experience with diverse socio-economic circumstances.
- Religious/faith communities.
- Rural/remote or inner-urban populations (e.g., geographic or social isolation, under- serviced areas).
- Length of service/seniority.
- Training / Education / Lived Experience.
- People living with or at risk of HIV/HCV including the priority populations we serve:
  - Gay/bi/men who have sex with men
  - Member of African Caribbean Black Communities
  - People who use or have used substances
  - Individuals who have lived/living experience with sex work
  - Trans Identified Individuals
  - People who have experienced incarceration
  - Members of Indigenous Communities
  - Woman at increased systemic risk