

**Request for Proposals (RFP)**  
***Diversity, Equity & Inclusion Audit***

**Organization Overview**

World Renew is a Christian international development and disaster response non-profit organization, with North American offices in Burlington, Ontario (Canada) and Grand Rapids and Byron Center, Michigan (U.S.A.) and a long-term presence in 19 countries in Africa, Asia, and the Americas. World Renew has been working since 1962 to address the root causes and impacts of poverty, disaster, and injustice in vulnerable communities worldwide. We are made up of 86 staff in North America and 135 staff in our field offices, as well as 60 individuals on the Board of Delegates and 15 individuals on the Board of Directors in Canada and the USA. We are intentional about growing and living out our commitment to equity and justice, particularly around racial justice and gender justice.

**Key Consultancy Objective**

World Renew seeks to engage an experienced organization or consultant to conduct a Diversity, Equity and Inclusion (DEI) Audit of World Renew, both in terms of its home offices (Canada & USA), as well as its overseas operations in Africa, Asia and the Americas. Our desire is that the DEI audit have a strong focus on Anti-Racism themes, but will also touch on other intersecting DEI areas.

This audit aims to explore the following:

- Baseline information gathering - Hiring/Retention/Promotion patterns of diverse groups of staff, assessing diversity in the executive team, Board of Directors, senior and middle management, and general staff.
- Position and pay equity amongst diverse groups of staff (race, gender, ethnicity, disability, etc)
- Organizational/Human Resource policies and whether they support a DEI framework
- Opportunity for professional development and experiences amongst diverse groups of staff (race, gender, ethnicity, disability, etc)
- Org policies around non-staff and their code of conduct that support DEI when representing with World Renew in communities alongside staff
- Staff experience of safety, or lack of, from microaggressions, harassment or racism
- Terminology - whether staff have consistent understanding of key terms (racism, white supremacy, privilege, power, microaggressions, decolonization, etc)
- Measure staff commitment/engagement/energy to engage in relationships with people who are different from them
- Context specific DEI issues for different field countries / regions (tribalism, colonialism, national vs international staffing tiers etc)
- Alignment with our own policies: Justice Policy, Gender Policy, Governance Policy, Core Humanitarian Standard Commitment 8

The desired outcomes of this audit include:

- Gather baseline data so that we can monitor improvements in future.
- Understand the DEI gaps in the organization
- Understand staff experience in the organization
- Understand staff perspectives about the organization
- Understand the commonalities and the differences in racial perceptions, issues and concerns between and among our countries
- Receive suggestions for:
  - System improvements: recruitment, hiring, retention, contracting.
  - Outside involvements: local community, alliances, networks.
  - Creating inclusive and welcoming atmospheres either for staff of diverse groups - in the workplace, during joint or external meetings, and when non-staff (e.g. donors, board members, volunteers etc.) engage with staff.
  - Help identify a learning path for the organization

**Budget:** This DEI Audit consultancy has a budget of roughly \$20,000 USD. Consultants should submit an outline of their cost expectations with their submission.

**Desired Profile of Consultant/Firm:**

1. Demonstrated knowledge and experience in diversity, equity and inclusion, particularly anti-racism
2. Experience with or understanding of faith-based international development and humanitarian non-governmental organizations preferred
3. Experience or familiarity with DEI beyond the North American context, with the ability to assess the dynamics between home office and overseas field offices, and the DEI needs there.
4. Ability to work using an intentionally anti-racist, decolonial & intersectional approach
5. Ability to create and complete a DEI audit within 4-6 months

**Please submit your proposal comprising of:**

1. A letter of interest that outlines your qualifications, availability including begin and end date and your fee schedule. Your fee schedule is to include a day-rate, related time schedule as well as a price-list for other specific services.
2. Your current CV/resume, if a single consultant, or company prospectus if a firm, or CVs for up to three people who would be delivering services on behalf of a firm.
3. Three references from past clients.

Proposals should be submitted **by June 30th** to World Renew, to the attention of: **Martina De Ruyte** at [mderuyte@worldrenew.ca](mailto:mderuyte@worldrenew.ca)

**Your proposal consisting of the above documents must be submitted at the same time together in 1 (one) PDF document for your proposal to be considered.**

Thank you!

*World Renew is not bound to accept any or all of the proposals received.*