



## Opportunity for Consultant to Support Diversity, Equity and Inclusion Development

Dispute Settlement Center (DSC)

### **Project Overview**

DSC is a community mediation center based in Carrboro, NC. We seek a consultant to support the creation and management of a process to examine our practices, policies, culture and impact in our ongoing journey toward becoming an antiracist organization that advances racial equity both internally and externally. We are looking for proposals from consultants who have a history of working with organizations on transformative racial equity efforts.

We believe our agency exists in an overwhelmingly racist system. To more adequately address that racism, to help change that system in which we operate and to become, ourselves, as diverse, equitable and inclusive as we can, we believe we should seek the assistance of a DEI consultant.

Our goal is to have a diverse board, staff, volunteer and client base that is reflective of the communities we serve. We believe that a diverse board, staff, and volunteer pool enhances our ability to meet our mission, and creates a vibrant environment where all members of the DSC community thrive. A client base which reflects our community is part of our mission.

### **Background**

Founded in 1978 as the first community mediation center in North Carolina, DSC now serves nearly 3000 people each year in reaching its mission of “promoting and bringing about the peaceful settlement of disputes and preventing the escalation of conflict.” We are a small but mighty staff of six who provide mediation, facilitation, restorative practices and training. Volunteers are an integral part of our work as we seek to expand positive and productive communication, collaboration and conflict resolution throughout North Carolina. We have a vision of “building a community in which individuals and groups recognize their own and others’ needs and respond with empathy, clarity, wisdom, and fairness.”

Board and staff working together have identified diversity, equity and inclusion as areas for significant focus. A Diversity, Equity, and Inclusion Committee that is in place will be working alongside the consultant.

## **Scope of Work**

DSC will contract with a consultant who will facilitate, advise, and guide the organization in establishing and implementing a process that will result in sustainable equity work. We are interested in working with the consultant to shape the scope of work and offer the following as a place to begin:

- 1. Develop an organization-wide race and equity framework and baseline assessment by**
  - working with staff to help organize conversations that bring staff and board to a shared framework and common understanding of what we mean by diversity, equity, and inclusion. As part of this framework, guiding us in defining diversity, equity and inclusion – individually, relationally, organizationally, systemically and culturally;
  - helping us make sense of our organizational history related to race; and
  - helping us get to a baseline of what we currently do well and what we do not do well with diversity, equity and inclusion in each systemic area (for example: vision, mission goals, governance, policies and administration, services and programs, personnel practices and staffing patterns, finance, organizational culture, volunteer recruitment and retention, delivery systems, community engagement, marketing and outreach approaches, fundraising and development, and meaningful data collection for accountability.)
  
- 2. Analyze, consolidate, and present assessment findings to the DSC Board and Staff.**
  
- 3. Assist the DEI Committee in drafting a plan based on the assessment findings, to include:**
  - a protocol for integrating a diversity, equity, and inclusion lens into our decision-making process when pursuing contracts and developing programs with partnering agencies;
  - a plan for increasing our authentic accountability to BIPOC communities (data collection and disaggregation for clients and also extending beyond client base);
  - identification of and recommendations to address specific internal race and equity opportunity gaps in systemic areas; and
  - organizational development support to help us complete our theory of change, including helping us find and articulate common ground with our vision, desired outcomes, key assumptions, goals, measures and activities.
  
- 4. With the DEI Committee, present a work plan and recommendations to DSC Board and Staff.**

## **Resources**

DSC has up to \$6000 available for this work. We also have staff members who are consultants in organization development who can partner with the external consultant as part of a design and implementation team. Staff and Board are committed to devoting time and energy to this project.

## **Proposal Guidelines**

Proposal must include:

- contact information, including mailing address, email address, and phone number;
- a statement of why you are interested in working with DSC, along with your qualifications and ability to perform the work requested, including the extent of your experience and history providing the services required in this RFP, the qualifications of personnel to be assigned to this project, and any other information called for by this request for proposal which the consultant deems relevant;
- three relevant client references; and
- an estimate based on the work outlined in this RFP. An additional amount for services that may be needed, in your judgment, over and above the scope of work indicated may also be included.

**Please send your proposal to [fhenderson@disputesettlement.org](mailto:fhenderson@disputesettlement.org).**

## **Timeline**

- January 4, 2021 RFP released
- Applications will be reviewed on a rolling basis until a good match is found.
- Work will begin as soon as feasible.

More information about the agency may be found at [www.disputesettlement.org](http://www.disputesettlement.org)