

Equity, Diversity, Inclusion and Justice Process

Request for Consulting Support

December 2020



About Acadia Center

Acadia Center is a non-profit organization committed to advancing the clean energy future. Through research and advocacy, it works to empower consumers and offer real-world solutions to the climate crisis for all. The clean energy future will empower consumers, lower greenhouse gas emissions and improve economic productivity and the livability of our communities. Acadia Center staff are based in the northeast in locations from Maine to New York.

Consulting Services: Equity, Diversity, Inclusion and Justice

Acadia Center seeks proposals from qualified individuals or firms to facilitate our efforts to develop and implement fully integrated institutional best practices to ensure that Acadia Center is a welcoming, inclusive, and diverse organization. Tasks include:

- Orientation and Review: Review organizational goals, strategy, and culture to ensure full identification of root causes of bias and inequity.
- Integration: Establish guidance and recommendation to fully integrate DEIJ into the organization's programs, operations, and culture.
- Framework & Skill Building: Provide DEIJ training to staff, managers, and board as well as develop DEIJ tools and best practices for the organization.
- Implementation & Integration: Help staff establish a clear equity vision and associated DEIJ goals as well as tools, strategies for healthy partnerships, and accountability structures towards implementing the goals. Establish guidance and recommendation to fully integrate DEIJ into programs, operations, and culture.
- HR Support: Support the development and implementation of best practices to further internal DEIJ values and goals, including with recruitment, hiring, onboarding, and retention, and board recruitment.

A joint board/staff committee has identified goals, strategies and implementation tools:

GOAL 1: Incorporate diversity, equity, inclusion & justice (DEIJ) in Acadia Center's mission and programmatic work.

GOAL 2: Attract, hire, and retain a more culturally diverse range of individuals at Acadia Center to fully participate in all aspects of Acadia Center's work

GOAL 3: Build long-term, accountable, authentic, trusting partnerships and collaborations with under-represented groups and communities most impacted by the climate crisis to work in solidarity with and facilitate greater direct participation in decision making processes, and to shape Acadia Center's priorities, approach, and work products.

acadiacenter.org • admin@acadiacenter.org • 207.236.6470 ext. 001

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GOAL 4: Increase the diversity of Acadia Center Board's membership to better reflect the wide spectrum of communities and stakeholders that Acadia Center does and will serve.

Timeline and Budget. We expect the process to take a year to Dec. 2021. We have outlined milestones and a standing committee process will review metrics and plan performance to inform management and quarterly board meeting updates. A more detailed outline that discusses progress on internal deliverables is available. Acadia Center is grateful for support from Barr Foundation towards this effort.

Responses will be accepted until **5 pm January 21, 2021**. Responses should include the following:

- A general description of the plan for accomplishing the scope of work outlined above (not to exceed five pages), including a description and/or samples of the tools or methods you use to assess an organization's status and competencies around DEIJ work.
- Professional resumes of the persons on the project team.
- A work plan and timetable.
- A budget and outlined fee structure associated with the scope of work including hourly rate(s).
- Descriptions of three representative projects demonstrating your ability to successfully complete projects of a similar scope and nature. Please include references for each project including the names and contract information for persons directly familiar with your team's work.

Selection Criteria:

- Proposals will be evaluated based on criteria including: An understanding of the nonprofit organizational structure and mission, particularly with non-profits the size and scope of Acadia Center.
- A history of success in implementing organizational change for other clients.
- Experience with effective facilitation, communication, and training skills.
- Proven ability to develop internal best practices for non-profit organizations.
- Experience in conducting DEIJ trainings (virtual and in-person) Ability to identify and overcome organizational obstacles to DEIJ growth and change.
- Previous experience with environmental organizations and/or an understanding of the environmental movement and how race plays a role in the movement currently and historically.

Acadia Center's DEIJ Committee will evaluate applications and make recommendations to the organizations' executive leadership for further review. We request that the budget for these tasks not exceed \$35,000. We reserve the right to reject all proposals.

Responses should be sent to the attention of Carrie Armbricht, Director of Finance and Operations, POB 583, Rockport, ME 04856-0583, 207.236.6470 x303, carmbrecht@acadiacenter.org.