



## Request for Proposals

### Diversity Equity and Inclusion Organizational Audit

Issued: April 21, 2022  
Responses due: May 16, 2022

Momentum is seeking a Canadian consulting firm or individual(s) to conduct an organization-wide diversity audit to identify opportunities and actions that strengthen our commitment to building an organizational culture of equity, inclusion, and belonging. We acknowledge that systems of oppression, such as colonialism, racism, sexism/heterosexism, and ableism uphold barriers to equity and inclusion in our communities. Our efforts to address both conscious and unconscious biases that perpetuate these systems are key to advancing our mission to reduce poverty and create a thriving local economy for all.

#### BACKGROUND:

Momentum works with people living on low incomes and partners in our community to create a thriving local economy for all. At Momentum, we value the diversity of our staff, contractors, board members, volunteers, and participants. In a 2021 survey, 26% of staff identified as a visible minority, while 19% identified having a disability. In recent years, 50-60% of program participants were born outside of Canada, 12% on average identified as Indigenous and 19% as having a disability.

Momentum has prioritized [Indigenous engagement in our organizational strategy since 2016](#), which served as a gateway to broader diversity, equity, and inclusion work. In 2020, Momentum highlighted the pursuit of being an anti-racist organization as an updated strategic priority, which includes increasing the diversity of staff, board, and committee members to reflect our community. Momentum actively engages in collaborative work as partners in Calgary's poverty reduction strategy, [Enough for All](#). Strengthening our capacity in the area of DEI is essential to advance our collective poverty reduction efforts.

In 2021, staff members formed a Diversity, Equity, and Inclusion (DEI) Circle to support these priorities. The DEI Circle updated and elevated the [Diverse, Equitable, and Inclusive Organization](#) policy to apply across the Momentum community.

The conversations and engagement that informed the DEI Circle's work, revealed an organizational need to identify gaps in awareness and understanding of people's experiences and perceptions of equity, inclusion, and sense of belonging at Momentum. This led the Circle to recommend that Momentum embark on a DEI audit, conducted by an external party.

## **PROJECT SCOPE:**

We expect this project to be part of a transformational process to deeply understand and incorporate DEI lenses into our programs, practices, and organizational culture. Our goals include improving our practices to ensure we are meet the needs of our community; identifying internal gaps or misalignment with DEI principles to improve accountability with participants, participants, staff, volunteers, and community partners; and adopting practices that we can share among our partnerships and networks.

Momentum is seeking the services of a Canadian consulting firm or individual(s) to complete a comprehensive organization-wide audit through a lens of diversity, equity, and inclusion. The auditor(s) will conduct an analysis of Momentum's organizational policies and practices. It is understood that the contracted consultant(s) may need to subcontract other individuals to ensure the audit team includes expertise from Indigenous, Black, and racialized individuals, persons with disabilities, 2SLGBTQ+ individuals, and/or religious minorities. The consultant(s) will work closely with members of the DEI Circle, which includes staff from a variety of teams and positions in Momentum's organizational structure.

### **Key Activities & Deliverables**

- A) Engage with Momentum stakeholders (staff, volunteers, participants, community partners) to receive genuine feedback and assess their perspectives around Momentum's diversity, equity, and inclusion efforts.
- B) Audit Momentum's organizational policies and practices including both external-facing program and service activities, community partnerships, and internal operational activities.
- C) Review the policies and activities of similar organizations to help inform recommendations.
- D) Review of training opportunities & recommendations for options.
- E) Develop final report with recommendations for embedding new or enhanced inclusive policies and practices, including training opportunities, into Momentum's work, as well as an implementation plan for achievable short-term action items and sustainable long-term goals.

### **Budget and Timeline**

Our current budget is approximately \$60,000 including all fees and expenses.

The work will take place over 4-5 months beginning in June 2022 and concluding no later than October 31, 2022.

## PROPOSAL REQUIREMENTS:

1. Company name (including GST number and incorporation number if applicable), and contact information (address, email, phone number, and website).
2. Name and position of individual who will oversee the project, as well as project team members (if applicable) including brief professional biographies and an explanation of interest in this work.
3. Outline of previous experience:
  - a. Providing consulting services, including audits or assessments related to Indigenous reconciliation, racial equity, diversity, inclusion, accessibility, cultural competency, and sexual and gender diversity.
  - b. Working with organizations in the non-profit sector that provide a range of direct services to people living on low incomes.
  - c. Utilizing a variety of in-person and online facilitation techniques and platforms to meet deliverables.
4. Sample list of past and current clients including any relevant commentary on outcomes and impact of this work.
5. Description of your approach to this work:
  - a. Identification of which deliverables you can address.
  - b. Your consultation approach to centering the experiences of Indigenous, Black, and racialized individuals, persons with disabilities, 2SLGBTQ+ individuals, and religious minorities.
  - c. Work plan describing methodologies, approaches, timelines, and roles and responsibilities for how the work will be accomplished.
  - d. Description of anticipated risks and difficulties, and proposed strategies to address them.
  - e. Confirmation of willingness to work alongside other consulting firms or individuals to achieve the deliverables, if applicable.
6. Expected compensation and other estimated costs including a breakdown of the proposed budget by deliverable.
7. Confirmation that you hold General Liability Insurance in an amount of not less than \$2,000,000

Deadline for proposals is 9:00am Mountain Daylight Time on Monday, May 16, 2022.

## CONTACTS:

### **April 22 – May 6**

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### **May 7 – May 16**

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