

REQUEST FOR PROPOSALS September 2022

Diversity, Equity, & Inclusion Consultant

Shalom Mountain, Inc

For more than 40 years, people from all walks of life have been coming to Shalom Mountain, Inc. (SMI) and experiencing transformation and healing in their journey of self-discovery. Many people are searching for a new direction in life or to deepen their spiritual journeys. People in partnered relationships come to find new paths in loving each other, with a desire to be fully alive in their relationships. Some come to heal old wounds that they have carried for too long and now want to lay down. Others arrive here because they need to grieve their losses and know joy once again.

Shalom Mountain was founded as a 'hope structure', calling people to live passionately and with compassion in the world. We are called to be more conscious, loving and fully alive. Amongst our community, there has been a growing recognition that most of our community and SMI as an institution has been asleep to the impacts of structural and institutional racism on the development and delivery of our programs, the ability for Black, Indigenous and People of Color (BIPOC) to safely access those programs and for white Shalomers to explore and reflect upon their own unconscious complicities and white privilege.

This effort is being led by the Shalom Mountain ProJustice Team (SMPJT) which was formed to support Shalom Mountain's DEI efforts on an individual, community and organizational level. The SMPJT formed in June 2020 in response to the murder of George Floyd. The SMPJT currently has ten members and is composed of retreat leadership, board members and community members. The SMPJT has the support of the Executive Director and Board of Directors.

Our Goal

SMI requests proposals for a Diversity, Equity, & Inclusion Consultant to help audit and recommend best policies, practices, programs, and organizational behaviors that foster authentic diversity, equity, and inclusion within SMI and its programs, positioning the organization internally and externally for greater engagement and impact with diverse communities. We anticipate that this will ultimately include helping to increase diversity related to racial, ethnic, gender, sexual orientation, and abilities across our staff, board, and community while expanding our culture of inclusion within the organization. Given the length and breadth of our desired outcomes, we anticipate that this work will span multiple phases over multiple years, beginning with this audit and leading to future implementation initiatives.

Context

SMI desires to be an Anti-Racist multicultural organization and become a fully inclusive and equitable organization. This requires SMI to focus on and adopt practices to integrate diversity, equity and inclusion across the SMI organization. SMI Staff is composed of a team of paid and volunteer staff who

are responsible for the day-to-day operations, finances, communications, and management of Shalom Mountain. SMI includes a virtual community of up to 2,500, over 1,000 active participants in the past 5 years, 7-10 paid and volunteer support staff, 18 independently contracted Retreat Leaders, 7 volunteer board members, 30+ occasional support volunteers. There are contractors who lead retreats and training, a volunteer support staff of cooks and assistants, and a geographically diverse community of retreat participants. SMI is governed by an all-volunteer Board of Directors (currently six members), in partnership with the Executive Director. You can access the SMI website at: www.shalommountain.com.

How You'll Contribute

We're looking for an experienced consultant to guide the creation of a multidimensional diversity, equity, and inclusion plan for our organization. While we will be looking to the consultant to suggest and shape this work with us, we anticipate that the work may include auditing current practices and researching, designing, and creating an implementation plan for an organization-wide initiative to prioritize equity and inclusion; recommending trainings to maintain and enhance a cohesive and just organizational culture; and providing an infrastructure for ongoing evaluation of the progress and efficacy of diversity, equity, and inclusion efforts. It is possible that we will consider a second phase of work to help develop or conduct trainings, or assist with implementation of change efforts.

Required Qualifications

- A minimum of three years of experience providing diversity, equity, and inclusion strategic planning and training
- Effective facilitation skills
- Preference given to those with experience with somatic approaches to DEI and anti-racism
- An understanding of organizational management strategies and tools
- Experience successfully implementing or providing consultative support for staff implementing organization procedures and organizational change
- Experience working with nonprofits
- Knowledge of diverse communities

Timeline for Work

Ideally, this work will begin in late 2022 or early 2023. We are open to your recommendations about the length, breadth and phasing of the engagement. We have included some deliverables below that we anticipate may make up the majority of the work. However, in the proposal we request that you use your expertise to craft your own recommended deliverables, with a timeline, and pricing ranges for each deliverable. We will look to review and discuss options and priorities with you, prior to finalization of a contract for services.

Possible Deliverables

- Conducting focus groups with current and former members of the Shalom Community with attention to former and present BIPOC membership
- A report for internal use only, assessing the current state of our organization’s diversity, equity and inclusion practices and culture
- A 3-year strategic plan that illustrates clear and actionable steps that SMI will take to become a truly diverse, equitable, and inclusive organization. Specific areas to be addressed in the strategic plan may include:
 - Assess SMI literature, website, and physical plant for inclusivity/exclusivity
 - Training recommendations for retreat leadership, board, executives and staff
 - A communication plan and guiding policy/document for the community about our commitment to becoming an anti-racist community and organization
 - Assistance with drafting an organizational equity statement
 - Assessment of process for the recruitment of SMI retreat leaders, Board, staff and Executive Council for inclusion/exclusion of pro-justice metrics
 - Create a recruitment process that follows pro-justice criteria
 - Adapt SMI recruitment process so there is greater BIPOC representation of Shalom Mountain leaders, Board and Executive Council
 - Develop outreach/education/recruitment efforts that reach traditionally under-represented communities for community membership
 - Identification of needed educational materials and programming to support plan
 - Longer term (future deliverables)
 - Development of educational materials and programming
 - Implementation of training and change initiatives
 - Creation of a longer-term, institutional timeline for ongoing assessments with goals
 - Identification of long term training/educational plans for community members
 - Development of a framework for continued culture changes for long-term sustainability of diversity, equity and inclusion strategies
 - A plan to audit organizational diversity, equity and inclusion processes, policies and efforts moving forward

How To Apply

Please send responses and inquiries to projustice@shalommountain.com with the subject line “DEI Scope of Work Response.” Preference will be given to applications received before October 30, 2022. Responses will be reviewed in November 2022 and next steps communicated at that time. Any questions about the scope of work will be responded to as received. We are also available for phone/video consultation to answer any questions about this RFP or the organization.

Response Requirements:

- Describe your firm’s capabilities. Specifically, include your experience working with nonprofits, especially nonprofits with a large community base and your ability to provide each of the desired deliverables.
- Provide a project outline and timeline, including the recommended length of the engagement.
- Provide your proposed fee or range of fees, broken down by deliverable, with detailed information about what expenses will be covered by the fee, and any variable expenses (e.g. travel reimbursement or other direct costs).
- List the principal consultant(s) who will work directly on each component of this project, as well as their qualifications.
- Provide a list of previous clients, highlighting successful diversity, equity, and inclusion plan development and implementation.
- Provide three references from past DEI clients.
- Include any additional information you deem pertinent to consultant selection.

Recognizing we don’t know what we don’t know, we welcome the inclusion of any additional recommended deliverables or proposal elements in the response not explicitly described or requested.