

Date

Name

Firm

Address

City/State/Zip

Dear (name):

The Association of Fundraising Professionals of Greater Houston Chapter is a membership organization that provides educational programming, partner events, and workshops for its more than 600 members. It fosters relationships and community among nonprofit fundraising professionals in the Houston area.

To learn more about our chapter, please visit our website: [Association of Fundraising Professionals Greater Houston Chapter](#).

NATURE OF ASSIGNMENT

We are seeking an experienced DEI consultant that will help guide our local efforts to build an inclusive culture that fosters the cultural advancement opportunities and creates paths of inclusion, diversity, equity (IDEA) and access for local fundraising professionals. The consultant assess our current landscape, identify needed training and professional development, lead training and/or partner with other experts to facilitate meaningful conversations and recommend strategies designed to shift our culture as needed. The consultant will work with the IDEA co-chairs and AFP Houston Board, leveraging the national AFP organization's global resources to help guide the process, evaluate and track outcomes.

SCOPE OF WORK

Proposals may include but are not limited to the following components:

- Assessment of the current state of IDEA of AFP Houston to include: the current level of sensitivity and biases among board members and members, the landscape and perspectives of non-members, and any other areas of potential improvement.
- Identification of clear goals, objectives and creation of action plan based on the initial assessment.
- Recommendations for execution of action plan that includes deliverables for membership to dismantle bias and foster belonging within the chapter. The trainings and workshops will reflect and address the needs based on the organizational assessment.
- Nature of guidance and project management support during the life of the contract. The consultant will work with the AFP Board to monitor the effectiveness of the plan and work to institute an efficient accountability system.
- Final report to include formal and informal feedback collected during the term of the engagement to include: project successes, unexpected events, lessons learned, project performance, and recommendations to foster program sustainability beyond the term of the contract.

PROJECT MILESTONES

The project will begin on July 1, 2022 will conclude on or before December 31, 2022. Project deliverable, key learnings, and potential opportunities will be evaluated to determine if additional support is required. The consultant will develop milestones and deliverables aligned with project scope.

SELECTION TIMELINE

- Invitation to submit proposal: 4/22/2022
- Deadline for proposal submission: 5/20/2022
- Evaluations of Proposals: 5/27/2022
- Presentations by finalists: 6/10/2022
- Selection of Consultant: 6/17/2022
- Engagement begins: 7/1/ 2022

CRITERIA FOR SELECTION

- Prior experience in defining, developing, and implementing relevant and interactive DEI strategies
- Experience working with diverse communities and facilitating conversations about race, inequality, and discrimination at all professional levels from entry level to board members.
- Demonstrated focus in the nonprofit sector, and preferably fundraising or development experience. Understanding of fundraising nomenclature and ensuring strategies align with best practices rooted in equity.
- Relevant experience in working with nonprofit, public and private sector organizations to develop, assess, and audit organizational DEI practices that respond effectively to internal, environmental, political and fiscal realities.
- Relevant experience and expertise conducting meaningful DEI trainings and workshops.

SUBMISSIONS SHOULD INCLUDE:

- No more than five (5) pages in length.
- Firm credentials and relevant experience; profiles of key staff members and credentials. Identification of primary consultant to be assigned to engagement.
- Description of experience and approach for providing DEI consulting services for similar projects.
- Identification of and rationale for any sub-contractors to be used in support of the engagement (include associated costs in budget overview).
- Outline of proposed process, including methods, procedures, and activities required to deliver recommended assessment and training services for AFGAC
- Detailed work schedule that identifies meeting dates, time frames for major components, target dates for key milestones, and dates for completion of a draft and final plan.
- Detailed budget based on individual project components.
- Names and contact information for at least two (2) references, preferably organizations for which firm has recently provided similar services.
- Proposed project budget range is \$15,000 - \$25,000

PROPOSAL SUBMISSION

Proposal, resume/CV, and references should be sent to Lereca Monik + Eldon Lewis at idea@afphouston.org by May 20, 2022.

LEGAL CONSIDERATIONS

This document is an invitation for proposals. AFP GHC is under no legal obligation to accept any proposal; the invitation may be withdrawn by AFP at any time. AFP reserves the right to amend the requirements at any time.