

Request for Proposals

Iowa Environmental Council

Job type: Consultant

Reports to: Executive Director

Request for Proposal Issued: December 8, 2022

Submission Deadline: January 12, 2023

The Iowa Environmental Council (IEC) requests the services of a consultant to perform an equity audit of our organization's policies and procedures.

Background: The Iowa Environmental Council envisions a state that is a leader in addressing climate change and environmental justice, and in creating resilient communities that embody Iowans' shared values of respect for all people and the environment. Our mission is a just, healthy environment and sustainable future for all Iowans.

Founded in 1995, the Iowa Environmental Council is the largest and most comprehensive environmental coalition in the state. We are a 501(c)(3) nonprofit, nonpartisan alliance of more than 100 organizations (such as the Environmental Law and Policy Center, the Center for Rural Affairs, Raygun, Des Moines Water Works, and Iowa Interfaith Power and Light) and individuals working together to protect and preserve Iowa's environment. Together, we unify Iowans to advocate for clean water and land stewardship, clean energy, and a healthy climate.

Through education, advocacy, and coalition-building, we raise awareness, generate action, and create large-scale change. We work on federal, state, and local public policy issues to ensure a just, healthy environment and sustainable future for all Iowans.

Focus: Over the past two years, IEC staff have worked to address justice, equity, diversity, and inclusion (JEDI) issues within our organization and fully integrate environmental justice (EJ) into our public policy and outreach work. We have hosted multiple staff working and reflection sessions to educate ourselves and advance our internal JEDI work. We incorporated JEDI principles and a focus on environmental justice into our latest organizational strategic plan (adopted March 2022). Our staff-led JEDI Steering Committee was established to continue moving our internal work forward and track progress. In a recent working session, our staff identified the need to hire a consultant to conduct an equity audit of our organization's policies and procedures. The JEDI Steering Committee now seeks proposals from candidates to perform an audit.

Description of Services Requested:

The goals of the audit are to:

- Identify inequitable and/or discriminatory policies or procedures in IEC's hiring processes, personnel policy and management, bylaws, organizational management, reporting processes, and other organizational policies and procedures.
- Provide an assessment of IEC's internal culture with recommended changes
- Produce a plan for IEC to address the issues identified by the audit and assess progress toward improvement.

- Identify future trainings, professional development, or other “next steps” for IEC staff and board to pursue.

The consultant will:

- Review all of IEC’s policies and procedures related to:
 - Personnel
 - Board
 - Bylaws
 - Hiring, onboarding, and offboarding
 - Management
 - Internal and external reporting
 - Event planning
 - Culture and retention
- Assess IEC’s internal culture and identify problems and areas for improvement, working with the staff JEDI committee to determine methods of assessment.
- Develop a plan for IEC staff and board to address the issues identified.
- Provide guidance to IEC staff and board for future steps.
- Collaborate, communicate, and provide regular updates to IEC JEDI Steering Committee (at least bi-weekly for the duration of the project). Work may be completed entirely remotely, but opportunities for in-person meetings and discussions with staff are welcome.

Selection Criteria:

The successful firm or individual will be selected on the basis of professional qualifications and demonstrated competence. Particular attention will be paid to:

- Ability to perform the requirements outlined in this RFP.
- Qualifications and relevant experience of the firm and individuals who will work on the contract.
- Reasonableness of the fee requested to do the work; comparability of fee to similar services offered by other qualified firm(s) or individuals.
- Demonstrated commitment of the firm or individual to justice, equity, diversity, and inclusion in their work.
- Demonstrated record of success by the firm or individual.

The Iowa Environmental Council is an Equal Opportunity Employer dedicated to building a culturally diverse and pluralistic community engaged with working in a multicultural environment, and strongly encourages proposals from all qualified firms or individuals.

Budget: IEC has budgeted \$4,000 for this effort. We are a small nonprofit organization and are happy to work with you to develop a scope of work that fulfills our project goals under our budget constraints.

Proposal Submission: Firms or individuals should send their proposals to Alicia Vasto, JEDI Steering Committee Chair, at Iowa Environmental Council, 505 Fifth Ave, Suite 850, Des Moines, IA 50309, or via email to vasto@iaenvironment.org.

Key Dates:

January 12, 2023 – RFP Submission Deadline (11:59 PM)

January 23, 2023 – Anticipated Award Notification

January 30, 2023 – Finalized Contract/Work Agreement

February 1, 2023 – Anticipated Project Start Date

May 1, 2023 – Full Project Completed