

Request for Proposals

World Justice Project

Diversity, Equity, and Inclusion Audit and Recommendations

Project Summary: *The World Justice Project (WJP) has organizational goals that it will recruit, retain, and support a globally diverse workforce and maintain a workplace that is welcoming and inclusive for all our colleagues. WJP seeks a consultancy to conduct an audit of WJP policies and practices in service of these goals and to develop recommendations for strengthened efforts in these areas.*

Project Contacts:

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Background:

The World Justice Project (WJP) is a 501(c)(3) not-for-profit organization, dedicated to advancing the rule of law through data collection and analysis, research, and support for a global network of policy-makers and good governance advocates. It was started as a project of the American Bar Association in 2007, and it was separately incorporated in 2009. It currently maintains offices in Washington, DC, Seattle WA, Mexico City, and Singapore, supported by 37 full-time employees and approximately 50 consultants.

As part of its work to advance the rule of law, WJP promotes elimination of discrimination of all kinds and implementation of best practices that can deliver justice, opportunity, and peace for all people. We are committed to diversity, equity, and inclusion (DEI) internally in our workplace as well as in our externally-focused research and advocacy, and we recognize that this requires a sustained effort of self-reflection, evaluation, and improvement. In August 2020, WJP management appointed an internal staff working group to take stock of our DEI efforts and make recommendations. That working group recommended an initial externally supported professional audit, baseline assessment, and recommendations, leading to the current RFP.

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Project Goals and Scope of Services:

WJP seeks short-term consulting services to undertake an initial audit and baseline assessment of DEI in its workplace and to make recommendations for improvements that management should consider implementing.

The consultancy should include the following:

- Review of current WJP written workplace policies relating to DEI;
- Development, implementation, and analysis of a survey of staff and long-term consultants working in all four offices, regarding WJP workplace policies and practices relating to DEI;
- A report summarizing key findings from the review and survey;
- A list of recommended actions for management to address any shortcomings, referencing current best practices among similarly situated international non-profit organizations;
- A set of recommended indicators against which WJP can undertake on-going evaluation of performance in this area.

WJP anticipates engaging a consultant for this work by June 15, 2021 and would hope to have the work completed by October 1, 2021.

Proposal Requirements: Proposals should contain a narrative description of the proposed research methodology and outputs; summary of the consultant's relevant experience and capacity, particularly in respect of advising globally active non-profit institutions with respect to diversity, equity, and inclusion issues; names and biographies of the proposed consultancy team; a proposed timeline for the work; and a cost estimate for the proposed work, with the proposed costs specified for each element or deliverable of the engagement to facilitate consideration of a partial or phased engagement.

Selection Criteria: Proposals will be evaluated on the basis of the strength of the proposed methodology, consultant capacity and experience, and the competitiveness of the cost estimate.

Submission of Proposals: Proposals should be submitted no later than May 15, 2020 to the attention of Debby Manley, at dmanley@worldjusticeproject, with "Response to RFP for DEI Audit" in the subject line.