Diversity, Equity, and Inclusion in Public Participation/Engagement

Request for Proposal – Course Development

28 June 2021

Contents

Background & Overview

The International Association for Public Participation (IAP2) is an association of members who seek to promote and improve the practice of public participation and community engagement in relation to individuals, governments, institutions, and other entities that affect the public interest in nations around the world.

IAP2 comprises an international body ("International") and separate independent non-profit entities in multiple jurisdictions that operate pursuant to affiliation agreements with IAP2 ("Regions"). Regions are currently operating in Australasia (Australia and New Zealand), Canada, Indonesia, Latin America, Southern Africa, and the United States.

This **Diversity, Equity and Inclusion in Public Participation/Engagement** course supports the strategic objective to develop an integrated Global Learning Pathway that articulates the development of a professional from entry level to advanced stage- that builds off the courses already offered by IAP2 at the international and/or regional levels. The Global Learning Pathway is supported by an underpinning Competency Framework (the roots that ground our work). Over time, this becomes a consistent framework to inform all IAP2 curriculum, products, and programs.

The Competency Framework indicates core competencies for practitioners across several levels of learning in the area of diversity, equity and inclusion. See APPENDIX for details.

For more information about this work, visit https://www.letstalkiap2.org/training-harmonization

Desired Services

IAP2 is seeking proposals for a course on the topic of Diversity, Equity and Inclusion in public participation (P2) and engagement with a global context which may be procured in these ways:

1. Third-party offering customized for IAP2, or
2. Original course development

The Contractor may submit separately a proposal for one or both topics stipulated above, and each will be evaluated independent of the other and treated as an area of expertise.

In both cases, all materials, deliverables, and other matter produced by the Contractor pursuant to this RFP shall be considered Works for Hire and becomes the intellectual property of IAP2. To the extent that the Services, or any part of them, may not constitute work for hire under the law, Contractor hereby transfers to IAP2 all right, title, and interest in and to the Work. The Contractor warrants that it will not use any IP which is owned by any third party in its delivery of the Desired Services unless IAP2 otherwise consents in writing (which consent may be subject to conditions, such as a licence being obtained for the benefit of IAP2).

Scope of Work

Deliverables for this project will include the following items (to be reflected in the cost proposal):

1. Complete course materials including, but not limited to: course outline, participant manuals, facilitator/trainer session plans and notes, PowerPoint deck, videos, activities, core examples, scenarios and case studies, quizzes, and reference materials.
2. Pilot test for effectiveness and modify based on feedback.
3. Participate as the lead Subject Matter Expert in the train the trainer process.

There are important elements that will follow from this work but are NOT part of this RFP and will be treated as additional scope of work and these include the following:

1. The translation of materials in languages other than English
   a. French, Spanish and Bahasa, initially (Note, courses already available in any of these languages would be considered added-value)
2. The development of the train the trainer process
3. Future updates of the course

Course Requirements

1. Aligns with IAP2 principles, frameworks, and competencies (see Appendix).
2. Courses can be any duration – but ideally a "full day" format for delivery in-person and can be divided into several sessions for virtual delivery over several days as may be required and subject to approval
3. Content must embody a global perspective
4. Delivery modes: In-person, virtual, and/or blended
5. Target market: public participation/engagement practitioners at the "developing level" – with experience in the field

Fee for Service

Bidders will need to specify the costs for this work. IAP2 is a non-profit organisation, so cost-efficiency is critical. IAP2 may wish to negotiate costs with preferred bidders, however respondents are encouraged to present their best offer with their initial submission.

Summary of Dates

Due Dates (Midnight, Pacific Time - CAN/USA)

- Submission of RFP: Monday, July 26, 2021
- Interviews (virtual):   Week of August 2 - 6
- Selection of contractor and notifications: August 30, 2021
- Commencement of work: Immediately upon contracting
- Completion of work: November 1, 2021

IAP2 reserves the right to modify the schedule at any time.

RFP Process

Qualifications

The successful contractor is required to have the following skills and experience:

- Demonstrated experience with **diversity, equity and inclusion in engagement** and **course development** within a **global** context.
- **Learning and development** expertise; and
- Proven experience working with/in a **complex** environment evolving organisation on a **significant change journey.**

Equal Opportunity

IAP2 ensures that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

Proposal Format

Please submit your Proposal via email to Ellen Ernst, Executive Manager, at iap2hq@iap2.org

The bidder's proposal will be limited to 12 pages (single sided); on 8.5 x 11 (or A4) size paper and submitted electronically (PDF or Word are acceptable). The bidder's proposal must consist of the following items arranged in the order given. Proposals are requested in English.

- Company Profile – include documentation to support organizational stability, relevant staff and related biographies, details providing area of expertise and relevant accomplishments.

- Previous Experience (relevant to this project) – Provide a list of previous comparable projects with similar scope and related project goals and outcomes achieved. Include project duration and any associated challenges.

- Subcontractors – List any proposed subcontractors and provide details on capability, experience and identify the work they will undertake as part of this project.

- Proposed Approach & Methodology – Provide details on your proposed approach to undertaking this work, including expected outcomes and deliverables. Also, include a proposed project timeline or action plan and proposed reporting/communication with IAP2.

    o Note: Third-party offerings are required to submit further information, including: course summary and outline, learning objectives, recommended participant level, course evaluations, and any professional certification/credits (if applicable).

- Financial Information – All quotes must be provided in US Dollars and must include a budget, timeline, and list of deliverables. Any related expenses anticipated during the term of the contract must be detailed and included in the bid.

- References – Contact names, phone numbers and email addresses for three (3) references that can provide information relevant to bidder's experience on related types of work undertaken in the last three years.

- Conflict of Interest – All bidders will be required to declare any conflict of interest with the organization.

- Support from IAP2 – All proposals must include what support will be required from IAP2 during the time of the contract.

The proposal must be submitted electronically by the closing date and time or it will be disqualified from consideration. The proposal must be signed by a person authorized to sign on behalf of the bidder.

All costs incurred in the preparation and presentation of proposals to the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of IAP2. Any material submitted that is confidential must be clearly marked as such.

Addenda and Corrections

Should a correction be made or additional information released in connection with this RFP, it will be issued in the form of an Addendum and will be provided to all potential bidders. IAP2 reserves the right to extend the due date for submission of the RFP, or not.

Questions

The question period ends on **Monday, July 19**. Responses will be provided to all potential bidders.

Please direct all questions to Ellen Ernst, Executive Manager, at iap2hq@iap2.org.

Selection Process

Selection of the contractor will be recommended by the IAP2 Global DEI Task Force for approval by the International Board using the following criteria:

Criteria	Weight
Demonstrated ability to provide the required services	30%
Relevant qualifications and experience;	25%
Proposed approach, methodology, timeline, and cost	25%
Appreciation of international context	20%

IAP2 reserves the right to accept the proposal most favourable to the interests of the organisation, and not necessarily the lowest cost proposal. IAP2 may decide not to accept any proposal.

Appendix

IAP2 Principles and Frameworks

- Core Values, Ethics, Spectrum – The 3 Pillars of Public Participation: https://www.iap2.org/page/pillars
- Global Learning Pathway

Competencies

Competencies	Level 1 – Emerging	Level 2 - Developing
Work with Indigenous people, communities & governments	Recognise the history, cultures, and experiences of diverse populations with emphasis on race, ethnicity, culture, and Indigenous people and how they impact (or may be impacted by) the P2/engagement process. Acknowledge the intergenerational impacts of colonisation and be open to learning with respect and humility.	Establish meaningful relationships with diverse populations, communities, and governments. Design and facilitate P2/engagement processes that provide culturally safe opportunities to engage.

Work with marginalised groups	Recognise the diverse contexts of marginalised groups and how they impact (or may be impacted by) the P2/engagement process.	Establish meaningful relationships with marginalised groups and community networks.
Cultural competency	Recognise differing cultural contexts that will require unique considerations for planning the P2/engagement approach. Develop cultural awareness in a global context and be open to learning with respect and humility.	Practice cultural awareness, demonstrating respect and humility in working with different cultures. Apply unique approaches in working with different cultural groups to create a safe space for inter-cultural engagement. Adapt P2/engagement processes to consider differing cultural contexts.
Equitable and inclusive practices	Identify groups in the community that are seldom heard. Identify groups in the community who may not access P2/engagement processes readily.	Plan for inclusion of seldom heard groups in P2/engagement processes. Identify groups who may be vulnerable to project/decision impacts and seek their participation in an appropriate way.
Communicating with a variety of audiences	Recognise first languages for diverse cultural groups. Use a variety of channels and tools to communicate key messages (including languages, sign language, braille).	Work with interpreters to communicate with diverse cultural groups.

Glossary of Terms

- **Competencies** – The overarching skills, knowledge, attitudes, beliefs, behaviours, and capabilities required for the industry context.
- **Core Competencies** - The essential capabilities for a public participation/engagement professional to effectively design, implement, and evaluate public participation/engagement programs. The Core Competencies were developed, tested, and refined through an iterative process involving IAP2 members.
- **Global Learning Pathway** - the framework for how someone builds their competencies and progresses from "entry level" through to advanced practitioner.
- **Curriculum -** A coherent, logical, and integrated framework of learning outcomes at all levels of the Pathway. The content and assessment that informs the development of the learning products, tools, and experiences that meet competency requirements.
- **Course / Module**: A discrete "chunk" of learning that makes up a program.

Standards

As an overall quality assurance checklist, the expectation is that all learning products developed must present:

- The leading contemporary theory and practise in public participation/engagement
- Offer participants a high-quality adult learning experience
- Is applicable to a diverse range of sectors and cultural contexts

- Considers digital learning where appropriate
- Clarify what competencies must be covered in the course
- Is open for regional or trainer customisation; and
- Is a commercially viable learning product.

Oversight

The Global Practice Development Committee, which is a committee of the International Board, will oversee and sign off work at each stage of the project. The decision-making model includes a recommendation for approval to the IAP2 International Board. Responsibility for project management resides with IAP2 staff.