

# Request for Information (RFI) for Diversity, Equity, and Inclusion (DEI) Consultant

## 1. Introduction

[Team4Tech](#) is a nonprofit impact accelerator bridging the equity gap in education to create inclusion and opportunities for learners in under-resourced communities around the world. We are a team of 17 full-time staff members who work remotely and are globally distributed.

As Team4Tech is growing and prioritizing organizational health, we are embracing the opportunity to strengthen our commitment to Diversity, Equity, and Inclusion (DEI) as part of our organizational culture. To cultivate an inclusive environment that drives equitable decision-making in our work and a supportive workplace for our employees, we need to establish a shared understanding of DEI work that informs our systems, processes, and culture.

Team4Tech is seeking a qualified Diversity, Equity, and Inclusion (DEI) consultant to partner with our organization for 6-12 months. The consultant will play a critical role in supporting Team4Tech with organizational training and planning around DEI. This initiative aims to foster a more inclusive and equitable environment within our organization.

## 2. Objectives

The primary objectives of this engagement are to:

- Conduct initial information gathering of the current DEI landscape.
- Identify top-priority training needs for DEI within the organization.
- Conduct 2-4 training sessions virtually with the full team.
- Provide suggestions on the next steps to move forward as an organization to articulate shared commitments and policies for the next fiscal year (2026).

## 3. Scope of Work

The consultant will be responsible for the following tasks:

- Information Gathering
  - o Conduct confidential interviews with a diverse cross-section of staff.
  - o Collect and analyze data to identify existing DEI issues and opportunities.
  - o Conduct initial organizational assessment (practices, policies, culture).
- Plan and facilitate 2-4 virtual trainings with our global team.
  - o Create a training plan based on initial information gathering.
  - o Facilitate 2-4 virtual trainings with staff to ensure foundational understanding is in place to move forward with articulating informed shared commitments and policies during the next fiscal year (2026).
- Growth Plan Development

- o Create a detailed, actionable DEI growth plan that can be implemented with the support of a DEI consultant during fiscal year 2026.

#### 4. Qualifications

The ideal consultant should possess:

- Proven experience in DEI consulting, particularly within similar organizations.
- Experience supporting organizations working with international or global contexts.
- Strong facilitation and communication skills.
- Expertise in conducting organizational DEI assessments.
- Ability to develop and implement strategic DEI initiatives.
- Familiarity with best practices in DEI policy formulation and operationalization.

#### 5. Submission Requirements

Interested consultants should submit the following documents **compiled into one PDF**:

- A 1-2 page proposal outlining their approach to the project.
- Detailed CVs of the consultant(s) who will be involved.
- 2-4 examples of previous DEI consulting work and outcomes achieved.
- At least three references from previous clients.
- A cost proposal, including a breakdown of fees and any other expenses.

#### 7. Timeline

- RFI Issued: June 10, 2024
- Deadline for Submissions: June 28, 2024
- Consultant Review, Interviews, and Selection: July 1- July 12, 2024
- Project Commencement: August 1, 2024
- Project Duration: 6-8 months

#### 8. Submission Instructions

[Please use this survey](#) to express your interest and attach your **single PDF with all required documents by June 28**.

To submit questions or request additional information about this RFI or the submission process, [use this submission form](#). Questions will be accepted until June 24 and all responses will be issued by June 27.

Team4Tech is committed to fostering a diverse, equitable, and inclusive workplace. We look forward to partnering with a consultant who shares our vision and can help us achieve our DEI goals.