**Anti-racism Training Workshop**

**ActionAid UK**

**Request for Proposal/Quote**

ActionAid UK

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# Document History

**[Complete the items below as to authorship and necessary Glossary]**

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| **Version** | **Date** | **History** | **Name** |
| 1 | 1st October 2020 |  |  |
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# Glossary

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| --- | --- |
| AA | ActionAid |
| AAUK | ActionAid UK |
|  |  |

# Organization Information

ActionAid works for a world where the most vulnerable and forgotten can become valued and powerful.

Our top priority is to end the inequality that keeps women and girls locked in poverty, and to restore the rights denied them from birth.

We want to see women and girls out of danger, out of poverty and on track to create the future they want.

We work across Africa, Asia and Latin America, every day, all year round.

We listen to, learn from and work in partnership with 15 million of the world’s poorest and excluded people.

More information on the organisation will be made available upon request or can be accessed through our website [www.actionaid.org](http://www.actionaid.org) and [www.actionaid.org.uk](http://www.actionaid.org.uk)

# Current Situation Overview

ActionAid UK is part of the ActionAid Federation, and as such plays a key role in global fundraising. ActionAid UK is dependent on systems and technology to deliver the key strategic objectives and the out-sourcing partner will play a key role in supporting our ambitions laid out in our strategy.

As a result of our work and the desire to be ‘Southern led’ understanding how racism impacts our culture and work in the UK is a critical element to our success. The sector itself is built on a colonial and paternalistic model, and therefore we acknowledge that systemic and institutional racism is happening in our organisation.

Our work into the future needs to ensure it addresses the institutional issues, particularly the way in which the UK relates to the Federation and different parts of the AA Federation, ensuring we are not further inadvertently embedding colonist and racist practices.

As a result of the recent deaths in the USA and the continued targeting and mistreatment of black people in the UK, this has become even more important for us to really understand and take action. This is a key moment in time, and we need to take a proactive response to ensure that everyone understands the issues and challenges and works together to dismantle racism within the organisation.

A Tackling Racism Steering Group has been set up with a project manager to ensure that we commit to action and then are held accountable for it. The Steering Group consists of our CEO, COO, one other Director (on a rotational 6 month basis), the Chair of our BAME network and one other representative of the group, and three Deputy Directors, one of whom leads on our external communications, one on our influencing work, and the other on our work around people and culture. The Steering Group are leading a project which seeks to illuminate where and how systemic and institutional racism is happening in the organisation, and to provide recommendations to help shape the actions we will take to end racism within AAUK, and for us to be confidently and explicitly an anti-racist organisation both in words and actions.

A primary objective of the Steering Group is to ensure that everyone at AAUK has a common level of knowledge around racism, to be delivered via an anti-racism foundation workshop which will be mandatory for everyone to attend. We anticipate that this foundation workshop will be complimented by further learning and development interventions in the future, the precise scope of which will be determined by a Race Audit which will be carried out by an external consultant. This will be completed later this year.

# Project Purpose & Scope

This request for proposal (RFP) is established on behalf of ActionAid UK to design and deliver an anti-racism knowledge foundation workshop to ensure everyone at AAUK has a common level of knowledge around racism and how this applies and can be addressed in our workplace/the work we do.

**Programme Objectives**

Specifically, we would like everyone to have:

* Greater understanding of history of race in Britain and how this has led to existing systems of oppression, systemic, structural and institutional racism.
* The ability to explain and recognise white privilege, white supremacy, white fragility and white saviorism and confidently talk about these concepts and their role in racism.
* A basic understanding and acknowledgement of intersectionality i.e. that social and political identity markers do not exist independently of each other but combine to create unique modes of discrimination and privilege.
* An increased appreciation of the impact these various components of racism can have in the workplace, particularly the linkages between racism and international development.

# Requirements Detail

We are seeking someone to design and deliver this workshop who has a deep understanding of the current equality, diversity and inclusion agenda, with a particular expertise around anti-racism and racism’s colonial roots.

Workshops would be delivered virtually and should be around 2 hours in length. If though you feel that the content requires longer we can accommodate up to half day sessions so please feel free to propose accordingly as our priority is to meet the aims of the programme rather than be tied into a certain time slot. Delivery needs to make the best use of virtual technology to ensure it is engaging and impactful.

There are approximately 220 employees and we would envisage that each workshop accommodates 15-20 participants, meaning around 12-16 workshops in total, depending on maximum number for participants.

Workshops should be delivered within our core working hours i.e. 10:00 – 12:00 or 14:00 – 16:00. Workshops would ideally be delivered early 2021.

# Vendor Instructions

Please provide a detailed proposal as specified below.

We are seeking someone to design and deliver this workshop who has a deep understanding of the current equality, diversity and inclusion agenda, with a particular expertise around anti-racism and racism’s colonial roots. We therefore ask that you state in your proposal the following elements:

* Your recommended approach to achieve our programme objectives
* Your track record in designing and delivering person centred and engaging learning interventions, focused on practical application of learning
* What you bring to the work, including your own lived experiences
* Your experience across sectors preferably to include the not for profit sector
* Your experience in designing and implementing interventions from a feminist perspective / women’s rights perspective (desirable)
* How you will liaise with the Deputy Director of People & Culture and Senior Learning & Development Specialist when designing the programme.
* Cost, including breakdown of what is included
* Timelines

## Schedule for Evaluation Process

The expected timeline for the evaluation and decision-making process is as follows

|  |  |
| --- | --- |
| Process step | Date |
| RFP & Tender documents distributed to vendors | 12/13th October 2020 |
| Deadline for RFP responses | 30th October 2020 (23:59) |
| Vendor interviews | Early November 2020 |
| Selection of vendor/contract negotiation | November 2020 |
| Contract begins | December 2020 |

## Proposal Submission & Contact Information

Please submit electronic copy of your proposal, including all supporting documentation to:

|  |  |
| --- | --- |
| Name | Katherine Griffis |
| Company | ActionAid |
| Address | 33-39 Bowling Green Lane,  London,  EC1R OBJ |
| Phone | 02013 122 0561 |
| E-mail | commercial.uk@actionaid.org |

Contact Person(s) for any questions about the RFP by email only.

|  |  |
| --- | --- |
| Andrea Metcalf, Deputy Director of People and Culture | [Andrea.Metcalf@actionaid.org](mailto:Andrea.Metcalf@actionaid.org) |

## Proposal Format

A vendor’s internal template for responses to RFP will be accepted. The New Supplier Questionnaire provided herewith has to be answered and attached along with the proposal.

## Notifications

Vendors will be notified regarding requests for additional information, formal presentations and the outcome of the selection process through email.

# Basis of Award

All proposals become the property of ActionAid UK and will be evaluated by the IT RFP Review Team.

Evaluation and selection of vendors to provide products and services as defined in this RFP to ActionAid UK will be based on the following criteria, which are given in no specific order.

* Quality of the proposal: -
  + Your / your organisation’s track record, including depth / relevancy
  + Recommended approach and proposal
  + Expertise of proposed team
* Values fit
* Price

**Weighting** to scoring will be determined along these areas:

|  |  |  |
| --- | --- | --- |
| Quality 33.3% | Price 33.3% | Cultural Fit 33.3% |

The RFP Review Team reserves the right to accept or reject any or all RFPs received.

The Review team is comprised of Amiera Sawas (Senior Climate Affairs Specialist and BAME Group representative), Andrea Metcalf (Deputy Director of People and Culture), Farha Nazeer (Deputy Director of Advocacy), John Good (Chief Operating Officer), Orla Fee (Director of Communications and Public Engagement), Qadeer Abdilleh (Project & Communications Assistant and Chair of BAME Network) and Taahra Ghazi (Deputy Director of Communications, Brand and Content).

The Review Team reserves the right to negotiate with respondents, within the requirements of the RFP, to best serve the interests of ActionAid UK. However, vendors **must not assume** an opportunity to negotiate and are asked to submit their proposals on a best and final basis. Accordingly, all requirements must be included with your initial offer.

All proposals submitted will be considered to be proprietary by ActionAid UK and will not be released to any outside party, in part or in total unless required by law. Neither the transmission of this RFP to a prospective bidder nor the acceptance of a reply shall imply any obligation or commitment on the part of ActionAid UK.

If vendor needs to take exception to anything under the RFP, these exceptions must be clearly identified on the RFP response.

All prices and conditions must be shown.