



**Request for Qualifications (RFQ):  
Diversity, Equity and Inclusion Partner for the  
Texas Evaluation Network**

## About Texas Evaluation Network

Texas Evaluation Network (TEN) is a non-profit, interdisciplinary organization serving Texas evaluators for a decade. Devoted to strengthening ties through educational and professional development, TEN seeks to promote evaluation methods and principles; advocate for evaluation best practices; strengthen evaluation capacities; provide professional/career development opportunities; and institute a venue for networking and the exchange of theoretical, methodological, and practical knowledge related to the field of evaluation.

Our members' interests and skills vary greatly as the organization prides itself on geographic and interest diversity. This is best on display at TEN's evaluation Institute hosted annually, through regular webinars, and networking Power Hours.

## Texas Evaluation Network Racial Equity Statement

TEN acknowledges and opposes racial discrimination. TEN strives to adhere to and promote the American Evaluation Association's Guiding Principles for Evaluators, which address systematic inquiry, competence, integrity, respect for people, and common good and equity. TEN stands in solidarity with people of color and recognizes its role in addressing the unequal treatment of people based on race and ethnicity.

## Scope and Structure of TEN

TEN is an affiliate with the American Evaluation Association (AEA), and is a voluntary statewide, membership-based organization serving the multidisciplinary interests and needs of evaluation and other allied professionals.

Since inception in 2011, TEN's membership has grown to 75+ members. The board of directors includes 15 board members including a student representative. There are several standing and ad hoc committees of the board, including the Diversity, Equity, and Inclusion (DEI) Committee. The DEI Committee is charged with leading several new initiatives, including the focus of this RFQ. More information on TEN including history and board members can be found on our website:

<https://www.texasevaluationnetwork.org/>

## Project Focus

In 2022, TEN launched its current five-year strategic plan around the theme "Connection and Belonging." The work of the strategic plan is organized around four focus areas to strengthen and grow the network:

- Board Structure and Process
- Member Engagement
- Member Recruitment and Retention
- Member Communication

Three activities outlined under Board Structure and Process will build TEN's capacity around DEI:

- 1) Develop a recruitment process that supports a diverse board and equitable access
- 2) Design a baseline DEI training for existing and future board members

- 3) Integrate equity training into board member onboarding process

In addition, TEN established a DEI committee to ensure execution of the DEI activities outlined in the strategic plan.

**TEN seeks to partner with a consultant to operationalize these activities and embed them in TEN’s annual board member recruitment and onboarding processes.** The DEI committee will serve as the main contact for the consultant.

Board member recruitment occurs annually to fill open board positions and maintain 15 board members. Per TEN’s bylaws, the Vice President/President Elect is responsible for chairing the Nominating Committee to recruit board members and conduct the related election process. Annual board member recruitment begins in May and must be completed in time to elect and onboard new board members prior to the TEN Annual Meeting in August of each year.

### Activities and Consultant Responsibilities

Activity	Deadline	Consultant Role	Deliverable(s)
<b>Strategic Plan Activity 1: Develop a recruitment process that supports a diverse board and equitable access</b>			
Project kick-off meeting with the TEN DEI Committee	Mid- April 2024	Meeting facilitator	Meeting notes with next steps Project Work Plan and Timeline
Meet with TEN VP and TEN DEI Committee to review and explore existing recruitment processes	End of April 2024	Lead	Steps to incorporate equitable actions into the recruitment process
Draft proposals to incorporate DEI practices into the existing recruitment process	End of May	Facilitator	Enhanced recruitment process to support a diverse board and equitable access, shared with DEI Committee
<b>Strategic Plan Activity 2: Design a baseline DEI training for existing and future board members</b>			
Develop <i>DRAFT</i> Board Member training on how to incorporate DEI	Mid-July	Lead	<i>Draft</i> training delivered to DEI committee with opportunities for

<b>Activity</b>	<b>Deadline</b>	<b>Consultant Role</b>	<b>Deliverable(s)</b>
principles into Board roles, responsibilities and practices			feedback
Edit and revise Board Member training on how to incorporate DEI principles into Board roles, responsibilities and practices	Early August	Lead	Final training Delivered Online to Board Members
Develop training playbook to facilitate Board DEI Training into New Member Onboarding/Annual Meeting	Mid-August	Lead	Training Playbook
<b>Strategic Plan Activity 3: Integrate equity training into board member onboarding process</b>			
Develop process for integrating DEI training into Board Member onboarding	Mid August	Lead	<b>Standard Operating Procedures</b>
Deliver a set of recommendations on how TEN can further expand DEI work	End of September	Lead	Recommendations

## **Additional Specifications**

### About the DEI Training

- The training should be accessible and relevant to members at any point throughout the year.
- The training should incorporate adult-learning principles and include teaching approaches that increase learning retention, and encourage participants to engage with the content, and apply it back to their work.
- The training would ideally include follow-up training modules, e.g., discussion guides, self-paced activities, to encourage sustained engagement with the knowledge and skills gained

This engagement will be a virtual engagement (100%) and primary communication will be with members of the DEI committee.

## Application Process and Proposal Requirements

This request is specifically formatted as a “Request for Qualifications” (RFQ) as opposed to a “Request for Proposal” (RFP). An RFQ requires that interested applicants give thoughtful consideration to the outlined request and offer information related to their individual or firm’s skills, knowledge, and related experience that are most applicable to meeting the desired objective.

The Consultant may be an individual with the following qualifications:

- Experience providing equity training, and a professional reputation of having successfully implemented the same.
- An understanding of racial equity and ability to conduct their work with a racial equity lens.
- An effective facilitator, with extensive experience using virtual facilitation tools.
- The ability to think deeply about a volunteer-centered culture and turn that thinking and analysis into actionable plans that can be implemented to achieve concrete success in meeting the network’s DEI goals.
- An ideal consultant will be able to adapt materials and training to meet the network members where they are in their racial equity journey.

Interested consultants and/or organizations with experience in developing equitable processes that promote diversity and experience working with small, volunteer-led organizations are encouraged to apply.

Please submit a cover letter including:

- 1) Details and explanation of how you/your team is uniquely positioned to do this project well. Include any experience working with membership organizations.
- 2) Summary of relevant experience helping organizations create inclusive environments, establishing procedures to ensure a diverse and inclusive candidate pool and selection process, and developing DEI training customized to an organization’s needs, e.g., how can TEN members incorporate DEI practices into their board member work.
- 3) Availability and capacity to complete projects within timeline.
- 4) Resume or CV for each proposed team member.
- 5) Up to two relevant work samples.

## **Timeline and Budget**

RFQ open: January 16 - March 1, 2024

RFQ Deadline: March 1, 2024, 5PM CST

- ❖ Applications should be formatted into one PDF document and submitted to [texaservalnetwork@gmail.com](mailto:texaservalnetwork@gmail.com)

Applicant Interviews: March 18 - March 22, 2024

Notify selected consultant: March 29, 2024

Project dates: April - September 2024

Project budget: Not to exceed \$10,000

- ❖ Payments will be split evenly over the course of the contract with the first payment made after contract signing.

Submit questions to Dr. Kenya Johnson via email at [texaservalnetwork@gmail.com](mailto:texaservalnetwork@gmail.com)