



## Request for Proposals – Equity Audit for ACT

### **About ACT:**

Founded in 1983 as the AIDS Committee of Toronto (ACT), today ACT works to reduce new HIV infections in Toronto and promotes the independence, dignity, health, and well-being of people living with HIV and AIDS and those at increased risk of HIV infection. ACT works with the communities most affected by HIV and other sexually transmitted infections in Toronto including cis and trans gay, bisexual, and other queer men, women at increased risk for HIV (including African, Caribbean, and Black cis and trans women) and young people at increased risk for HIV. ACT's Board of Directors consists of 12 members, a management team of 8, 34 full and part time staff, and an additional 4-6 contract staff. In addition to our Finance and Fund Development department, staff (often assisted by volunteers) provide a range of free, confidential programs and services across areas such as counselling, social support, group-psycho-educational and other support groups, meal programs for people living with HIV, employment services, as well as HIV and sexual health education and outreach within our priority communities.

### **The Request:**

ACT is committed to equity and reconciliation through dismantling anti-black and anti-Indigenous racism as well as the removal of other forms of oppression. Recent global and local events and the very troubling incidents and pain experienced by Black, Indigenous, Jewish, Muslim, Asian, and Queer communities point to the need to raise awareness for all systemic racism and colonial aspects embedded in all social institutions. We are committed to creating an organization where diversity, equity, inclusion, and decolonisation (EDID) is celebrated for all who work, volunteer, or receive our services.

ACT's Board of Directors is requesting consultancy support to conduct a whole agency equity audit – including governance (Board of Directors), management and staff – to review ACT's communication, culture, practices, and policies/procedures in order to make recommendations which support EDID in ACT's workplace, employment practices, boardroom, and communications, and to identify barriers or challenges to achieving EDID objectives. This work will also help inform ACT's ongoing strategic planning process.

There will be a separate process considering EDID relating directly to the delivery of ACT's programs and services, including a service user survey, which will be undertaken as part of the strategic planning process, and is therefore not part of the current RFP scope.



We are seeking proposals from consultants/organizations that have a proven track record of doing collaborative EDID work with not-for-profit community-based organizations.

**Proposals should adhere to the following format:**

1. Cover page (one page): A cover page should include information regarding the applicant including a brief description of the organization/individual, previous experience conducting equity audits within not-for-profit organizations, contact person, and contact information.
2. Project Proposal (three pages): The rationale must provide persuasive background and demonstrates the needs for the proposed project. A comprehensive plan must include clear details on what types of information will be collected and how, as well as the description of how they will be analyzed and by whom. Project proposals must highlight expected outcomes and a clear knowledge translation and dissemination plan following the completion of the audit. A listing of all team members and their expected roles.
3. Project Timeline (one page): Proposals must have a timeline for completion of up to, but not more than 6 months. Projects of shorter duration accompanied with a smaller budget will also be considered. This document may be formatted accordingly to fit all the contents on a single page.
4. Budget (one page): Proposal requests should be proportional to the scope, complexity, and impact of the audit, while reflecting reasonable, good faith estimates of the true operational costs related to the project. This document may be formatted accordingly to fit all the contents on a single page.

**Key Dates:**

Application will be received up to 5:00pm on Friday, May 13, 2022.

Please email your proposal to Andrew Brousse, Secretary – ACT Board of Directors at [boardsecretary@actoronto.org](mailto:boardsecretary@actoronto.org)

For more information about ACT please visit our website at [www.actoronto.org](http://www.actoronto.org)