Terms of Reference

Anti-Racism Consultant

General

Position Title: Anti-Racism Consultant
Location: Any (remote working)
Duration: Consultant to propose (guide: 3 months)
Total Days: Consultant to propose (guide: 15-20 days)
Reporting to: HR Director, plus staff forum representatives
Interview Panel: HR Director, plus staff forum representatives

We are seeking an external expert to work with staff to examine issues of institutional racism within the organisation, to conduct foundational training, and to make recommendations.

This consultancy will help us to tackle institutional racism. We view this as an initial formative step. We want to perform an analysis and understand challenges at the organisation.

The process to achieve these aims will be guided by the consultant. We envisage that the experiences of current and former staff may be beneficial to building understanding. Most of our staff are based in London but we also have staff in several overseas offices in different time zones.

We envisage that this consultant will help us assess and understand the challenges and problems at Conciliation Resources and that we will subsequently decide how to digest and act on that information alongside recommendations from the consultant. As an organisation, we may need continued external support after this initial process or we may choose to move forward internally.

B. Background

Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. Conciliation Resources was established in 1994. We currently have over 70 full and part-time staff members with a number of staff based outside the UK. In addition, we use a number of consultants to support our work.

Conciliation Resources has experienced a period of growth and substantial change within the organisation. We are currently in the process of considering the organisational structure and locations of roles and teams within the organisation.

There have also been a variety of exploratory discussions internally and with external facilitators on various topics where race and other diversity criteria have been raised. We would now like to dedicate resources to an intentional exploratory discussion about racism with a person/persons experienced in this specialism to help us formulate an action plan for the organisation to be actively anti-racist.
We recognise that among staff experiencing racism there will be differentials including position within the organisation, socio-economic status, gender, age, sexual orientation and (dis)ability that will also affect their ability to speak out or stay silent and also recognise that as a result, any research done by the consultant may not be complete and may only give a partial picture.

**Consultancy overview**

The Consultant will need to devise an approach which builds trust and ensures the confidence of staff in the process.

**Exploratory.** In examining issues of institutional racism within the organisation the consultant will need to ensure that there are a variety of spaces and mediums for staff to feed in, taking into account cultural considerations, power dynamics and a variety of timezones and locations of staff with different accessibility to telephone and internet. There is a need to consider those who are lone workers in a variety of contexts. An inclusive and transparent approach is required so all staff can achieve some ownership and input into this process from a place of safety.

**Foundational training.** In conducting foundational training, the consultant will need to consider the above factors, acknowledging that what is achievable within this proposed scope will be limited. This could involve awareness raising and/or challenging behaviours amongst other elements the consultant chooses to propose.

**Recommendations.** In making recommendations, the consultant should consider the size and capacity of the organisation and direct recommendations to appropriate accountable persons so that they can be actioned. As we are considering the structure of the organisation, we expect the consultant to comment on the implications of the proposed new structures to be implemented from March 2021.

We envisage the consultant reporting jointly to the organisational management and representatives of the staff forum, but are keen to take suggestions on this point to ensure actionable ownership and accountability of the subsequent process.

**Specific tasks and deliverables**

The below are indicative and suggestive only, we would welcome alternate suggestions from the consultant.

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<thead>
<tr>
<th>Project/Activity</th>
<th>Indicative deliverable</th>
<th>Proposed Number of Days</th>
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<tbody>
<tr>
<td>1. Exploratory</td>
<td>Complete an assessment across the organisation including conversations with staff (and possibly trustees) about their experiences past and present (in groupings or 1-1 to be decided by the consultant) of racism at the organisation and provide a written summary of findings to all staff.</td>
<td>12</td>
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2. Foundational Training

From the above deliver any required *initial* training for the organisation

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3. Recommendations

Design an anti-racism action plan for the organisation detailing accountabilities and measurable outcomes.

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**Total Days**

| 20 |

**Administration**

**Reporting**
The consultant will be contracted by Conciliation Resources and report to the Human Resources Director.

**Invoicing**
In addition to the requirements outlined in the consultancy agreement, please ensure your invoice is addressed to Conciliation Resources, 106 Burghley Road, London NW5 1AL, UK; and includes your transfer bank details.

**Expenses**
All expenses should be agreed in advance with the Human Resources Director.

**Person specification**

- Educational or lived experience background in sociology/social or cultural studies, institutional racism, bias or diversity and inclusion.
- Proven experience working with NGOs to understand racism / bias.
- Excellent facilitation skills of exploratory conversations.
- Knowledge of gender equality and intersectionality
- A clear communicator with an inclusive approach for staff across multiple teams, in a variety of locations and an understanding of power and cultural dynamics in inter-team relationships.
- Ability to formulate a clear action plan that can be facilitated by the organisation with accountability that is clearly measurable.

We would be particularly interested to read case studies of previously undertaken work.

**Applications process**
To apply for this consultancy please submit:

- A short narrative (1-2 A4 pages maximum) detailing suitability and approach
- Copies of any relevant CVs (two A4 pages maximum)
- Copies of relevant case studies from consultants own work experience
- Financial proposal

Please do not be overly restricted by the above indicative information. We welcome alternate suggestions.

All proposals should be emailed to Conciliation Resources’s recruitment email address at recruitment@c-r.org with the title ‘Anti-Racism’

The deadline for receipt of proposals is 9 am UK Time 9 October 2020.

Selected candidates will be informed of the decision by 16 October at the latest and the consultant will be expected to be able to start within a short period of time after the final decision is taken.