



**August 2021**

**REQUEST FOR PROPOSAL**  
**Board DEIA Consultant**

**Public Justice** is a public interest legal advocacy organization dedicated to pursuing high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. We are seeking an Equity Consultant to facilitate diversity, equity, inclusion, and accessibility (DEIA) training and planning with our Board of Directors. This work will begin as soon as possible.

**About Public Justice**

Founded in 1982, Public Justice is a national legal organization focused on systemic change by combining impact litigation with education, outreach, and policy advocacy. We take on the worst abuses of consolidated power by industry and institutions where litigation can play a unique role in holding bad actors accountable. We have an established track record of winning critical legal precedents that enable the pursuit of justice through the civil court system, as well as empowering citizens, communities, and movements to ensure lasting legal change. With offices in Washington, D.C., and Oakland, California, Public Justice has 19 highly accomplished attorneys on staff as well as experts in communications and base-building for our education and public advocacy work. Fundraising successes in 2017 and 2018 led to a roughly 40% increase in staff size over a two-year period.

Our day-to-day operations are guided by a four-person Management Team, which includes the Executive Director. In addition to its dedicated staff, Public Justice also draws on the financial support and skills of a nationwide membership base of 2,700-plus attorneys and advocates to enhance our capacity for social justice litigation and enduring change. We are supported by the Public Justice Foundation's 23-person Executive Committee and a 50-person Board of Directors drawn from within the organization's nationwide membership.

**Background**

Over the course of its history, Public Justice has worked with a variety of outside consultants to identify candidates for key positions, build consensus around our mission statement and strategic plans, and to help manage organizational change.

In January 2020, Public Justice held an all-staff retreat where we discussed various challenges and opportunities facing the organization in light of its rapid growth in staff size. One theme that emerged from that retreat was a need for the organization as a whole to engage in long-term strategic planning process to guide the direction of the organization. Another theme was the need to address DEI values in our organization's policies, practices, and programmatic work. We view this moment in time as an inflection point where we are poised to broaden the reach of our advocacy work, while at the same time we recognize the unprecedented challenges we now face.

In August 2020, Public Justice engaged a strategic planning and DEI team – Erik Peterson and Nico Chin - to lead the organization through a strategic planning and DEI planning process, which is currently underway.

During this process, there was a preliminary survey sent to the Board to identify cultural issues within the board and their understanding of the importance and role of DEI toward PJ's mission, and what the Board needs to do. Erik and Nico identified specific needs for coaching, training and planning for the DEI committee of the Board in response to this process.

While Erik and Nico continue their strategic planning and DEI work with the staff, the DEI committee seeks to retain a dedicated consultant to focus solely on the DEIA needs of the Board. This consultant would partner with the Board DEI Committee and Executive Committee to (1) identify their training, coaching and any other DEIA-related needs, (2) offer or coordinate the appropriate training, and (3) work with the DEI Committee and Executive Committee to suggest changes to Board policies, bylaws, practices, and procedures necessary to create a more diverse, equitable and inclusive Board of Directors.

This consultant would collaborate with a staff liaison and with Erik and Nico to ensure that Board DEI work is paced in conjunction with the evolution of staff engaged in strategic planning and DEIA work. This includes ensuring compatibility and cohesion between staff and Board trainings on diversity, equity and inclusion.

### **Desired Outcomes**

- Establish an effective consulting relationship with the Public Justice Board Diversity, Equity and Inclusion Committee to help them plan and grow into the future;
- Coach the Board Diversity, Equity and Inclusion Committee through processing the data of the initial 2021 survey referenced above;
- Conduct diversity, equity, and inclusion, and accessibility trainings, conversations or tools for the Board; and
- Evaluate Board policies, bylaws, practices, and procedures and make recommendations to maximize diversity, equity, inclusion, and accessibility.

### **Budget & Timeline**

The budget for this project is approximately \$25,000, inclusive of fees and reasonable costs. We anticipate the term of the contract is expected to last one year, with an expectation for renewal and multi-year support.

### **Response Requested**

Please submit a brief proposal that includes the following information:

- A resume or CV for all consultants and trainers in your team
- Bios or link to website bios for all consultants and trainers in your team
- A list of previous boards you have supported on diversity, equity, inclusion, and accessibility learning
- Your proposed budget and fee structure
- A one to two paragraph summary of the high-level approach you would take to this project in broad brush-strokes

### **Instructions For Submitting A Proposal**

Proposals will be considered on a rolling basis until the position is filled. Please email your proposal or direct your questions to Tammy Sun, Managing Attorney, at [tsun@publicjustice.net](mailto:tsun@publicjustice.net). When submitting a proposal, please include the subject line DEI Coaching Proposal.

*Public Justice is an equal opportunity employer and values a diverse workplace. We also promote diversity, equity, and inclusion in our organizational structures and policies, leadership, membership, and relationships with coalition partners and donors. We*

*strongly encourage proposals from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages.*