



## REQUEST FOR QUALIFICATIONS: RACIAL EQUITY CONSULTANT

### 1. PURPOSE OF THE RFQ

Futurewise is seeking a consultant to lead our staff and board in the development of a set of racial equity guidance documents, including the following three elements:

**1. “North Star” Document**

A statement explaining our reasons for prioritizing the pursuit of equity between people of all races and the dismantling of structural racism in Washington’s land use planning policy and law;

**2. Racial Equity Outcomes**

A list of outcomes that our organization commits to pursuing and working with others to bring about; and

**3. Model Theory of Change Framework for One Outcome**

A theory of change model—focused on one of the racial equity outcomes—that will serve as a demonstration of how to operationalize the principle of racial equity in our work.

### 2. FUTUREWISE BACKGROUND

Futurewise is a 501(c)(3) non-profit organization that works throughout Washington State to support land-use policies that encourage healthy, equitable and opportunity-rich communities and that protect our most valuable farmlands, forests, and water resources. Founded in 1990 to help support implementation of Washington’s Growth Management Act, we focus on preventing the conversion of wildlife habitat, open space, farmland, and working forests to subdivisions and development, while directing most growth into our urbanized areas. Our mission also incorporates an important focus on the intersections of livability, housing affordability, public health, transportation, social justice, environmental justice and environmental quality in our urbanized areas.

Futurewise is a Washington State-based organization with a headquarters in Seattle and satellite offices in Spokane and the Tri-Cities. The organization consists of eight staff members—all of whom work remotely due to the current health risk posed by COVID-19. Futurewise is governed by a 16-member Board of Directors that includes planners, architects, engineers, civil servants, academics, attorneys, community activists, and staff at community-based organizations.

More information can be found at [www.futurewise.org/about](http://www.futurewise.org/about)





### 3. PROJECT OVERVIEW

Futurewise seeks a racial equity consultant to support us in developing a stronger foundation for our organization's racial equity work. Over the past decade, we have pursued a multitude of different projects and partnerships that prioritized racial equity outcomes. However, this body of work has always been dependent on the principled commitment of individual staff and board members, and on pressure from partners when we were not doing enough—rather than coming from a shared, organization-wide understanding of how this work is a critical part of our mission.

The goal of this RFQ is to select a consultant who has the necessary skills and experience to help us build that shared understanding and create a framework for adapting our work plan accordingly. The consultant will lead our Racial Equity Committee of staff and board members through the development of the three key documents outlined above (*i.e.*, a “North Star” document, a Racial Equity Outcomes list, and a model of a theory of change framework). In addition to meeting with the Racial Equity Committee in October, the consultant will also facilitate an exercise that engages the entirety of the organization at our Annual Board Retreat (December 6, 2020). The consultant will be responsible for producing draft and final versions of these documents, in collaboration with the executive director and Racial Equity Committee leadership.

While this RFQ does list a specific scope of services, we welcome applicants to propose alternative approaches during the interview phase of this hiring process.

### 4. SCOPE OF SERVICES

The selected consultant will demonstrate their qualifications to provide the following services:

- > Guide discussion at the October Racial Equity Committee Meeting (Oct. 29, 2020) to support the development of the “North Star” and “Racial Equity Outcomes” documents;
- > Facilitate an introductory-level theory of change exercise at the Annual Board Retreat (Dec. 6, 2020);
- > Develop draft versions of the three guidance documents and present them for feedback at the January Board of Directors meeting (date TBD);
- > Revise drafts and submit final versions by February 14, 2021;
- > Plan and consult with Futurewise's Racial Equity Committee leadership on this body of work; and
- > Independently research the ways in which land use policy and law have acted as a structurally racist system throughout the past and continue to perpetuate racial inequities today.





## 5. CONTRACT TERM & PRICING

The period of performance under this contract will be for **5 months**, beginning no later than **October 5, 2020** and concluding no later than **February 14, 2021**.

The budget for this scope of services is **\$8,500**. We recognize that our budget is relatively small, however we hope that this initial project will serve only as a starting point for an ongoing body of work.

## 6. RESPONSES

Interested consultants should send a **1-page letter of interest** containing the following elements:

- > Consultant name and contact information (if submitting a response as a firm, please identify the specific person who would work on this contact and provide their contact information);
- > Brief background on the consultant or firm;
- > Description of experience working with organizations with similar racial equity-related needs;
- > Explanation of why the consultant or firm is interested in working with Futurewise in particular.

Please submit letters of interest by email to [jobs@futurewise.org](mailto:jobs@futurewise.org). First priority will be given to proposals submitted by **5 PM (PST) on September 20, 2020**.

Qualified applicants will be contacted within 5 business days of the application deadline to schedule an interview with the Futurewise Racial Equity Committee leadership team.

For questions, please contact Tiernan Martin at [tiernan \[at\] futurewise.org](mailto:tiernan@futurewise.org)

