

# Request for Qualifications

**Title:** Equity Assessment Manager

**Letter of Interest and Qualifications Due Date:** September 24<sup>th</sup>

**Organization:** Metro Denver Nature Alliance (Metro DNA)

## Project Overview

Since 2017, the [Metro Denver Nature Alliance](#) (Metro DNA) has served the seven-county metro Denver region in advancing cross-sector collaboration, healthy communities, and equitable access to nature. As a coalition, Metro DNA has brought together dozens of non-profit, government, research, and private partners; co-hosted community events and stakeholder convenings; established guiding [Equity Principles](#); and made significant progress towards a co-created [Regional Vision for People + Nature](#). The hope is that this vision will be adopted by governmental, private, public, and nonprofit sectors and built out into a network of strategic actions, programs, and policies supporting a thriving region.

Coming out of 2020, our collective goal is to further develop this evidence-based, equity-centered Regional Vision for People and Nature—a landscape-scale conservation vision for the Denver region that will enable regional prioritization of investments in ecological conservation and green infrastructure. We are working to prepare a regional ecological assessment and a regional social equity assessment, which together will inform the Regional Vision.

Separate from the roles and responsibilities of this RFQ, but critical to the background of the overall project, is an ecological assessment (known as the Regional Conservation Assessment or RCA), a Metro DNA project that is being led by The Nature Conservancy. This assessment will combine multiple data layers to create a tool that will help assess habitat quality, wildlife corridors, climate change impact, and other ecological indicator to better understand the seven-county metro Denver area.

The Regional Equity Assessment social assessment is in the early stages. We expect this work will be done by the end of 2022. This Regional Equity Assessment is pivotal to the success of the Regional Vision for People and Nature and is the core purpose of this RFQ. Currently in the process of formation, Metro DNA's Equity Assessment Team (including an Equity Assessment Team Manager, Equity Working Team, and Equity Research team) will:

- Help elevate our network's capacity to embody our equity principles in all our work
- Meet regularly to shape an equity-centered research approach in conducting our regional conservation assessments

- Define regional equity metrics that will support Metro DNA in assessing its priorities and progress in efforts create a region where *all* people and nature thrive
- Develop a first draft of a Regional Equity Assessment

Metro DNA is searching for a consultant that will collaborate with their Executive Team and Working Group to coordinate and facilitate our Equity Assessment Team, including the Equity Working Team and the Equity Research Team. The primary project team for this work is the Executive Team and will be the primary connection point. This work is being funded by the Colorado Outdoor Regional Partnerships Initiative grant through Colorado Parks and Wildlife. The Equity Assessment Team (EAT) is comprised of two different but connected groups.

### **Equity Working Team (EWT)**

The EWT will be comprised of organizations, agencies, and businesses that are committed to addressing equity issues throughout the seven-county metro Denver area. The individuals that sit on this team will be provided a \$500 stipend to participate for a year and will lay the foundation for the Regional Equity Assessment (REA) to complement the RCA. This team will also provide guidance to the Equity Research Team.

### **Equity Research Team (ERT)**

The ERT will be comprised of professors, students, interns, and others in the academic field that will synthesize existing research and create original data in service to an assessment of the equity needs and challenges of the seven-county metro Denver area. The work of the ERT will be directed by the EWT and in service to their identified needs for the REA. The ERT will work closely with the RCA team to find ways to overlay both social and ecological data into a tool for decision makers.

## **Project Goals**

- To clarify and convene the EWT and ERT, building them into functional and intersecting teams
- To develop a first draft of the Regional Equity Assessment
- To meet the deliverables of the Colorado Outdoor Regional Partnerships Initiative grant

## **Scope of Work**

The Equity Taskforce manager will be responsible for the management of the Equity Taskforce. The work will be completed by the contractor and/or their team as delegated and defined to the best of their ability in the proposal. The duties for this portion of the project will include:

- Coordination of a 2.5-hour meeting, approximately every 2 months among all members
- Facilitation and notetaking of all meetings
- Optionally recording of all meetings and uploading to a central database

- Creating action items for the EAT (which includes the EWT and ERT) and ensuring items are completed between meetings
- Working with Metro DNA Executive team to search for potential members of the ERT and EWT and onboarding new team members
- Keeping clear and open lines of communication among the EAT, Executive Team, and Working Group once a month
- Working alongside the Communications Director to ensure information is getting out to Metro DNA partners and stakeholders quarterly on the progress of the EAT
- Developing and delivering presentations to highlight the progress, actions, and deliverables of the Equity Taskforce to various audiences at bi-annual Stakeholder Convenings held by Metro DNA and at 4-6 other presentations as directed by Metro DNA Executive Team.

The Equity Assessment Manager will also be responsible for completing the deliverables outlined in the Colorado Outdoor Regional Partnerships Initiative grant:

- Attending monthly Outdoor Partnership Meetings
- Semi-annual (every 6 months) grant reports providing the status of coalition and progress made
  - Reports due December 1<sup>st</sup> and May 1<sup>st</sup> via email to:  
[dnr\\_cpwpartners@state.co.us](mailto:dnr_cpwpartners@state.co.us)
  - Report should include a narrative description of work, percent of work completed and billed, statement of status, list of grant funds expended, and reimbursement requests
- Annual attendance at the Partners in the Outdoors Conference
- Co-development of a Recreation Plan along with CPW and the Colorado Outdoor Regional Partnership. This includes informing the Recreation Plan through the Equity Assessment Team work

## **Timeline**

September 30<sup>th</sup>, 2021 – September 30<sup>th</sup> 2022

## **Budget**

\$65,000 for time and services

Up to \$9,000 in reimbursable funds for facilitating meetings, conferences, and materials

## **Selection Criteria**

- Experience with meeting scheduling and facilitation
- Ability to communicate effectively with multiple teams internally and externally



- Working with diverse stakeholders such as academic, community-based, equity, and conservation organizations
- Ability to write reports for grantors

Please send a letter of interest detailing your skillsets to [info@metrodna.org](mailto:info@metrodna.org) by Friday, September 24<sup>th</sup> and we will reach out to schedule a meeting.

If you have any questions please send them to the same email address and we will address them during our Executive Committee meeting on September 15<sup>th</sup>.