Diversity and Inclusion in Cochrane

Request for Proposals

Summary

We are seeking to commission a team from the Cochrane Community to undertake a consultation on diversity and inclusion in Cochrane. The team will bring qualitative research expertise to designing, running and analysing the consultation and will work alongside Central Executive Team colleagues to complete this task.

If you have those skills, have a passion for diversity and inclusion and would like to be part of this initiative, then please read on.

The selected team will have a significant role in the design of the initiative, so some elements of the request for proposals are not specific; this is deliberate to allow for this flexibility.

If you wish to talk about this before submitting an application, please contact Chris Champion cchampion@cochrane.org.

Background

Being global and diverse has always been an important part of Cochrane. Our Principles highlight the importance of diversity and inclusion within the organization through the objectives *Enabling Wide Participation Promoting Access* and *Striving for Relevance*. These principles were also picked up in Cochrane's *Strategy to 2020* with a stated objective to '*become a truly global organization by establishing a Cochrane organizational presence in all regions, building capacity in low- and middle-income countries; promoting gender, linguistic and geographic diversity; and enabling generational change*' (Goal 4, Global and Diverse).

The 2019 Colloquium in Santiago was scheduled to be an event centred around diversity and inclusion in Cochrane and there were many important sessions scheduled to explore the challenges that Cochrane faces in this area. Unfortunately, that colloquium was unable to go ahead and so we lost an important opportunity to have open conversations about diversity and inclusion in Cochrane as a community.

Despite this setback, diversity and inclusion has continued to be a priority for the Governing Board and the whole Cochrane leadership and following discussions about how we can make progress in this area we have decided that the first step is to undertake a process of reflection to understand the current state of diversity and inclusion in Cochrane before.

We hope that this process will generate the information we require to make decisions on where we can learn, improve and develop as an organisation and ultimately it will help us set out our ambition for what it means for Cochrane to be more diverse and inclusive.

We refer to diversity and inclusion throughout this document, as we believe that diversity without inclusion is not meaningful; we want to have a diverse community of people who feel included and able to fully participate.

For the purposes of this exercise, we understand diversity to be a very broad term that includes, but is not limited to, consideration of: gender, age, disability, race, religion, sexual orientation, socioeconomic status, language and place of residence or origin.

This project is the first step in a broader programme of work around diversity and inclusion that will be defined following completion of this project.

Aim

We are well aware that Cochrane could and should be a more diverse organisation, but, before taking on any initiatives to increase diversity and inclusion in Cochrane, we want to better understand the current situation and particularly people's experience of engaging with Cochrane from the perspective of diversity and inclusivity. Based on this we aim to identify areas where we can improve, learn and take action to be a more inclusive and diverse organisation.

Objective

1. To gain an understanding of how diverse the Cochrane community is

2. To gain an understanding of people's experiences of engaging with Cochrane from a perspective of inclusivity including consideration of how we enable beneficiaries of our evidence to participate in the production of reviews that affect them

3. To understand the barriers and enablers to creating a more diverse and inclusive Cochrane Community

4. To develop a series of recommendations for where the organization could take action to improve diversity and inclusion in Cochrane.

5. To outline key areas where the organisation needs to develop metrics or other measures to report on and communicate progress

Scope of consultation

Included:

1. A data gathering exercise that builds a picture of the state of diversity and inclusion as well as gathering personal experiences using desk research, surveys and interviews.

2. Development of recommendations for learning, action and measuring progress.

Excluded:

1. This project will make recommendations for change, but the actions to achieve change in the organisation will be part of subsequent pieces of work that will be funded separately.

Deliverables (overview)

1. A comprehensive report that outlines the state of diversity and inclusivity in Cochrane and people's experiences of diversity and inclusion.

2. A list of recommendations for the organization to improve, learn and take action.

3. Recommendations for areas where we can develop metrics or other measures for the organization to report on routinely to measure and communicate our progress in this area.

Detailed scoped of deliverables

1. A comprehensive report that outlines the state of diversity and inclusivity in Cochrane and people's experiences of diversity and inclusion including good practice identified as well as areas where Cochrane needs to improve.

    a. We are particular interested in understanding the view from someone engaging with Cochrane to understand how welcoming we are, how open our opportunities are, how inclusive the language we use is, and whether our other institutional practices are inclusive.

    b. The report should make use of the limited diversity and inclusion data we have e.g. country of origin, language; and should collect further data as relevant to provide an overview of how diverse the Cochrane Community is as it stands.

2. A list of recommendations for the organization to improve, learn and take action.

    a. Recommendations should be based on evidence from the qualitative assessment of feedback

    b. Recommendations should be specific, where possible, so that we can clearly measure whether any action in response has had an impact.

3. Recommendations for areas where we can develop metrics or other measures for the organization to report on routinely to measure and communicate our progress in this area.

    a. We want to report routinely on diversity and inclusion in Cochrane, but there are many metrics we could use and we want to understand what matters most to the Cochrane Community to establish a set of meaningful metrics. We don't expect to develop metrics from this project, but we would like recommendations for what areas the metrics should focus on.

Methodology

We are open minded as to how this consultation should be approached and would expect the selected Group to work with us to design an appropriate methodology. We would expect the process to involve surveys and interviews, but the way in which these or other tools are used can be defined by the team to best achieve the objectives.

In addition to survey and interview data collection, we will need to undertake analysis of other data sources, such as our membership database. We would expect to work with the selected team to establish what sources of data need to be interrogated to produce the most useful end report on diversity and inclusion in Cochrane. Interrogation of Cochrane systems can be undertaken by Central Executive Team

members, but we would jointly agree what the parameters should be of any data gathering from systems.

Language barriers may prevent some people from contributing to this process, so we will need to think creatively about how we make the consultation work accessible, which may involve collaboration with other Groups in the Cochrane Community.

Timelines

24th Nov	Request for Proposals (RfP) published
15th Dec	Deadline for expressions of interest to the RfP
22nd Jan	Deadline for full proposals
TBC	Deadline for submission of all deliverables
TBC	Final deadline for all work to be complete to be confirmed once a project plan has been agreed with the consultants.

Competency and Expertise Requirements

The team is expected to have the following expertise:

- Proven experience in research, data analysis, evaluation, and developing consultation documents for similar organisations;
- Professional interest and commitment towards diversity and inclusion in Cochrane

How to apply

Fees:	Bids for this contract are expected to be in the region of GBP £15,000 - £20,000. Please provide a detailed breakdown of the quoted fee.
Process:	Applications should be sent to Chris Champion (cchampion@cochrane.org).
Target date for deliverables:	TBC, but we would like this to take no longer than 6 months.
Deliverables:	Consultation, Analysis and Recommendations and Full Report.
Starting work:	TBC
Project plan:	TBC
Applications:	Applications should consist of the biographies of team members who will be involved in the project along with what their role will be, and a clear statement (maximum 400 words or 10 slides) of how the applicant meets the competency and expertise (see above) requirements, along with details of how the applicant would undertake the project, and how any constraints would be overcome.
Deadline:	If you are interested in applying to take on this work then please contact Chris Champion (cchampion@cochrane.org) to express

interest in the work by **12pm GMT on 15th December 2020**. Full proposals will then be invited to be completed by 22nd January.

Reporting requirements

The team will be expected to work closely with Chris Champion (cchampion@cochrane.org), the Head of People Services to report on progress, highlight any difficulties or challenges which may delay progress, or to seek information as and when required.

Given the short timescale of this project there will be no requirement for interim written reports. Verbal progress updates will be required at key points, e.g. after initial interviews are conducted, so that we can ensure that the feedback we are receiving is in line with what is required.

Project Board

There will be a Project Board overseeing this initiative which will comprise of Tracey Howe (Governing Board Co-Chair), Juan Franco (Governing Board Member), Miranda Langendam (Council Co-Chair) and Chris Champion (Senior Management Team).

Project Advisory Group

There will be an advisory group of community members to provide advice and guidance to the project team throughout this process. This group is yet to be recruited.