STATEMENT OF WORK (SOW) – FACILITATOR FOR

DECOLONIAL ANTI-RACIST EQUITY (DARE) WORKING GROUP – PHASE 2

Project: DARE Working Group – Advancing Equity, Anti-Racism, and Decolonial Practices (Phase 2)

NOTICE:

This draft Statement of Work is provided in connection with a non-competitive procurement for the services described hereunder. Legal Aid BC (LABC) reserves the right and full discretion with respect to directing the procurement process and the final selection of the preferred proponent(s). LABC may modify the scope of this draft Statement of Work or terminate the procurement at any time.

Only successful proponent(s) will be notified. The selected facilitator will execute LABC standard services agreement, under which this Statement of Work will be incorporated.

Please note, at this time, we are unable to consider or accept goods or services from U.S. vendors/suppliers.

1. PURPOSE

The **DARE Working Group – Phase 2** is the next iteration of LABC's pilot initiative to build capacity among LABC staff to apply a decolonial, anti-racist, and equity-oriented lens to workplace problems and recommend solutions.

It builds upon lessons learned from Phase 1 and deepens alignment with LABC's Truth & Reconciliation Impact Plan (TRIP) and Global Diversity, Equity, and Inclusion Benchmarks (GDEIB).

The Phase 2 project will engage a second cohort of DARE Working Group members comprised of LABC staff from different departments, and design and deliver a series of 4 to

5 workshops that build capacity of the members to analyze workplace challenges from a decolonial and anti-racist lens, and to recommend ways to decolonize and embed anti-racism in policies and processes.

The goal of this work is to advance LABC's maturity in Truth & Reconciliation and EDI, and advance a safe and respectful work and client service environment.

This SOW outlines the facilitator's role in delivering advanced level learning workshops, supporting co-development of the DARE Implementation Framework, and helping with high-level planning of implementation derived from recommendations to decolonize and embed anti-racism in organizational practices.

2. SCOPE OF WORK

The facilitator will collaborate closely with LABC's T&R and EDI teams to support Phase 2 execution of the DARE project through the following core activities.

KEY RESPONSIBILITIES:

a. **Design and Deliver between 4 and 5 DARE Challenge-Based Workshops (Phase 2 Cohort)**
   - Develop and deliver between 4 and 5 trauma-informed, challenge-based workshops tailored to the new DARE Working Group cohort.
   - Introduce advanced concepts in decolonizing workplace policies, processes and embedding anti-racism in the workplace.
   - Apply experiential learning methods that reflect Indigenous pedagogies and center lived experience of historically accumulated oppression.
   - Adapt session design to achieve intended outcomes based on emerging participant needs, prior feedback, and lessons learned.

b. Support Cohort Onboarding and Team Development

- Support onboarding of new DARE Working Group members by co-developing introductory materials and grounding tools.
- Facilitate trust-building and shared purpose among new members, ensuring a culturally safe, non-hierarchical learning environment.
- Guide the group through steps of consensus-building and capacity building in decolonial and anti-racist approaches to addressing workplace challenges, with the goal of identifying recommendations to embed decolonial approach and anti-racism in policies and processes.

c. Design and Deliver Challenge-Based Learning Workshop Sessions

- Develop content and structure to achieve workshop outcomes of:
  - o capacity building in decolonizing and embedding anti-racism in workplace policies and processes; and,
  - o application of learning to address workplace challenges and recommend ways to embed a decolonial approach and anti-racism in the workplace.
- Identify challenges or simulations of workplace challenges to facilitate applied learning and formulate relevant recommendations to advance a decolonial and anti-racist workplace.
- Provide guidance to working group members on incorporating anti-racist and decolonial principles into policy review, decision-making models, and internal training guides.
- Ensure cultural safety and Indigenous ways of knowing are embedded into the design and outputs of the working group.

d. Cross-Functional Collaboration and Engagement

- Collaborate with impacted areas of business and related policy owners to identify issues and impact, with project Steering Committee members, Project Manager, EDI Manager, and T&R Manager to align project outputs with broader organizational strategy.

- Support clarification and refinement of participant insights into relevant and applicable policy and process recommendations.
- Build buy-in from non-EDI leaders by co-presenting Working Group findings, benefits and showcasing working group outcomes.

e. **Final Recommendations and Knowledge Transfer**
- Participate in synthesis and delivery of Phase 2 learnings and recommendations.
- Advise on long-term sustainability, including options for scaling, replication, or embedding DARE practices.
- Contribute to drafting of closeout reporting deliverables where relevant.

3. **DELIVERABLES**

a. **Workshop Plan, Materials and Delivery:**
- Plan, agendas, facilitation guides, and tools for each session.
- Successful delivery of between 4 and 5 challenge-based workshops with a cross-section of up to 10 workshop participants focused on supporting a safe and equitable work and client service environment.

b. **Cohort Support Materials:**
- Input into onboarding guide or orientation session for new Working Group members.
- Tools to support shared purpose, facilitation, and decision-making.

c. **Framework Contributions:**
- Written or visual inputs to the DARE Implementation Framework, as assigned.
- Culturally safe methods for equity-based analysis of organizational policies.

d. **Closing Report and Recommendations**
- Findings and recommendations section of the working group members.

- Findings and recommendations for improving the delivery of DARE Working Group in future.
- Equity-informed recommendations to support the sustainable integration of DARE practices across the organization.

e. **Knowledge Transfer Support:**
- Participation in synthesis and recommendations meetings.

4. WORKSHOP OBJECTIVES

Phase 2 workshops will:

- Apply challenge-based methods to a current LABC equity or policy issue.
- Strengthen participants' capacity for analyzing systemic racism and colonial legacies in institutional processes.
- Introduce frameworks for implementing equitable solutions at the policy and governance level.
- Foster collaboration across roles while grounding in decolonial and anti-racist values.

5. TIMELINE AND MILESTONES

MILESTONE	TARGET DATE
Workshop Planning and Design	August 30, 2025
DARE Workshop #1	September 12, 2025
DARE Workshop #2	September 26, 2025
DARE Workshop #3	October 3, 2025
DARE Workshop #4	October 10, 2025
Implementation Framework contributions	October 24, 2025
Process Improvement Recommendations	October 24, 2025
Knowledge Transfer / Project Wrap	October 31, 2025

6. BUDGET AND PAYMENT TERMS

Estimated Budget: $20,000

6.1 PAYMENT SCHEDULE

Payments will be made in two equal installments:

- Upon successful delivery of both workshops; and,
- Upon submission of Implementation Framework inputs and participation in project wrap-up.

7. SUCCESS METRICS
a. High engagement and positive feedback from the DARE Working Group members.
b. Delivery of high-quality workshops aligned with DARE learning objectives.
c. Workshop plans and delivery that achieve intended objectives of member capacity building and applied, challenge-based learning.
d. Increased capacity among DARE participants in applying a decolonial, anti-racist and equity lens to advancing equity at LABC.
e. Engagement of Indigenous and racialized staff and staff from other equity-denied groups in addressing workplace challenges.
f. Strong buy-in from staff from equity-denied groups that recommendations will benefit those from their communities.
g. Strong buy-in from policy/process owners to adopt recommendations to decolonize and embed anti-racism in policies and processes.

8. HOW YOU WILL BE SUPPORTED

The facilitator will be supported by the Project Manager, the EDI Manager, and the T&R and EDI department to be onboarded to the project, connected with relevant policy and process owners, to manage their scope, and to remove roadblocks to success.

The facilitator will be working with an established DARE Working Group with Terms of Reference.

9. TERMS AND CONDITIONS

The facilitator must:

a. Adhere to trauma-informed and culturally safe engagement principles.
b. Ensure confidentiality and ethical participation practices.
c. Work within the project scope, timeline, and collaboration protocols established by LABC.

Full terms and conditions will be outlined in LABC's standard services agreement.

9.1 RECOMMENDATIONS AND CONTRIBUTIONS TO FINAL DELIVERABLES:

The facilitator's role in shaping and finalizing recommendations will be considered complete when the following criteria are met:

a. **Recommendations are grounded in workshop outcomes:** The proposals must reflect the consensus, priorities, and insights raised by DARE Working Group members during the workshops.
b. **Recommendations align with organizational structures:** Outputs should consider the operational realities of LABC and be framed in a way that supports adoption by policy owners, leadership, and the GDEIB Steering Committee.
c. **Recommendations include clear equity and decolonial rationale:** Each recommendation must articulate how it supports TRIP, GDEIB, and DARE principles, including the use of decolonial, anti-racist, and trauma-informed approaches.

d. **Recommendations are implementation-ready or direction-setting:** Where feasible, facilitator contributions should support LABC in either:
   - Advancing concrete implementation steps (e.g., language for new practices, policies, or processes); or,
   - Offering a clear pathway for decision-makers to operationalize the recommendation (e.g., through scenario-based frameworks or implementation options).

e. **Inputs are documented for integration into project closeout and framework materials:** The facilitator will provide written or verbal contributions to help project leads consolidate Phase 2 recommendations into the final project report and DARE Implementation Framework.

CLOSING DATE FOR APPLICATIONS: Until filled.

To apply, please e-mail your resume and 2 references from supervisors of similar work delivered previously to:

Camille Narayan

Manager, Equity, Diversity, and Inclusion

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