

Terms of Reference (ToR) for Consultant DEI Policy and Action Plan

Title: Consultant for Development of Diversity, Equity, and Inclusion (DEI) Policy and Action Plan

Background

The Swiss Tropical and Public Health Institute is a leading public health institution committed to fostering a diverse, equitable, and inclusive environment. Recognizing the importance of addressing DEI challenges, Swiss TPH seeks a consultant to facilitate the development of a comprehensive DEI policy and action plan.

Objectives:

The primary objective of this consultancy is to support Swiss TPH in creating a robust and sustainable DEI policy and action plan through a participatory and consultative approach. This will be achieved through a collaborative and inclusive process, leveraging the expertise of the consultant in the domain of DEI policies and their effective implementation.

Scope of Work:

The consultant's responsibilities will include, but are not limited to:

1. Compiling and analyzing the essential requirements for DEI from the perspective of funders to ensure Swiss TPH is aligned with future expectations and standards.
2. Designing and supporting the implementation of a participatory process with relevant stakeholders (internal and external) to gather insights and perspectives on DEI within the institution.
3. Facilitating collaborative sessions or workshops to co-create the policy and action plan.
4. Provide guidance, recommendations and validation for a DEI policy and action plan based on best practices and successful DEI models for the public health research sector.

Qualifications and Expertise Required:

- Demonstrated expertise in developing DEI policies and implementation strategies within the public health or research sector.
- Experience in facilitating participatory processes, workshops, and stakeholder engagements.
- Strong analytical skills to assess organizational DEI needs and develop tailored solutions.
- Excellent written and verbal communication skills.
- Good intercultural communication skills.
- We encourage consultants with diverse backgrounds and experiences with diverse clients to apply.

Outputs:

The consultant is expected to deliver the following key outputs:

- Design of a consultative process to draft DEI policy and action plan
- Facilitation of 2 workshops with DEI members, students and staff
- Short synthesis of the workshop discussions
- Validated DEI policy
- Recommended action plan document.

Key dates:

- Start of the consultancy: 01 February 2024
- Workshop with DEI network – first draft DEI policy – March 2024
- Workshop with staff and students – April 2024
- Deadline for final DEI policy draft - April 2024
- Deadline for recommended action plan - May 2024

Reporting:

The consultant will report to the Diversity, Equity and Inclusion network at Swiss TPH and will collaborate closely with them in this endeavor.

Budget:

The budget for this consultancy is 9'000 CHF. This financial provision is intended to cover all consultancy fees, potential travel expenses (if applicable), and other associated costs relevant to the successful execution of the project

Application Process:

Interested consultants are invited to submit their CV, a cover letter detailing their experience relevant to this ToR, and a proposed methodology and timeline for the consultancy.

Email for application: diversity@swisstph.ch

Deadline: 26th of January 2024