

Training Provision Proposal

Invitation to Tender to deliver:

METRO Charity Race Equality Training

Prepared by
Shari Norman

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This invitation to tender is designed for organisations and individual trainers outside of METRO to design and deliver a comprehensive training provision proposal for METRO charity Staff and trustees. The invitation has been developed with the intention to source appropriate race equality training for all METRO staff and trustees.

Key METRO staff involved in developing this proposal:

Gwen Bryan: Chair of Trustees

Dr Greg Ussher: CEO

Helen Barnes: Head of HR and Volunteering

Shari Norman: Training and Development Manager
Staff in the METRO Race Equality Forum

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This proposal will be circulated through key METRO Charity networks and partners.



Introduction

METRO Charity is a diversity organisation with approximately 100 staff members and 70 volunteers and trustees that engages with a very diverse client base across 5 domains: Sexual and reproductive health, HIV, Mental Health and Wellbeing, Community and Youth.

As a charity, METRO's vision is for a world where diversity is celebrated, difference respected and valued, and where optimum health and wellbeing for all is a collective goal. This is achieved through working collaboratively with our staff, volunteers, users, partners and supporters to make a difference to people's lives, champion equality, nurture aspiration, embrace difference and challenge others to do so.

We promote health and wellbeing through our transformative services to anyone experiencing issues relating to sexuality, gender, equality, diversity and identity, and use our unique insight from these services and our diverse heritage to influence decision makers and effect positive change.

In response to a number of recent highly publicised events that exposed the continued impact of systemic racism and the health inequalities highlighted by the Covid 19 pandemic, METRO facilitated a number of conversations to consider our responses in line with the charities vision and mission. This resulted in a commitment to recognise and confront disparities within the organisation and to take action. METRO Charity strongly believes it has a responsibility to ensure that all its staff, volunteers and service users are supported with equity and that any disparities based on race and ethnicity are eliminated. One of the agreed commitments is to develop and implement a sustained and responsive Race Equality training programme for staff, trustees and volunteers. METRO would like to ensure that such a programme will identify and respond to disparities in race equality concerns across different levels of the organisation and consults with staff, trustees and the newly formed Race Equality Advisory Group.

METRO Charity invites individuals and organisations to submit proposals for the development and delivery of the planned Race Equality training programme. Each proposal will be considered on its merits and ability to meet and anticipate METRO's requirements and desire to enact a lasting, multi-faceted cultural change.

Although cost is a key consideration, it is not the determining factor on which a proposal will be chosen. More weighting will be given to proposals that demonstrate experience, knowledge, training and development skills and an ability to meet METRO's individual needs. This decision process may include a consultation meeting to discuss and agree learning outcomes and to develop a clear action plan for the delivery of the proposed training package.



Aim for the proposed Race Equality training programme

It is the aim of METRO Charity to ensure all staff and board members have a clear understanding of the dynamics of racism, how it plays out within the organisation, the work METRO carries out and in the role METRO takes in challenging racism at all levels in society. It is imperative that the proposed Race Equality training programme will support the organisation to meet expectations in line with this and the charities mission, vision and values. As an equality and diversity charity, METRO holds a clear responsibility to ensure that it integrates a robust agenda to address race equity and disparities within the organisation. METRO considers it fundamental to the work being done across all 5 domains to acknowledge and address the impact of race inequality, particularly the intersections of race, sexuality, gender and disability.

The Black Lives Matter movement provides a fulcrum for discussion, reflection, introspection and analysis. In response to recent high profile events, METRO developed and began implementing a Race Equality Action Plan (REAP) that arose from pan-organisational consultations. The REAP includes a range of recommendations, some of these are:

- METRO has a responsibility to ensure that all its staff, volunteers and service users are supported with equity and that any disparities based on race and ethnicity are eliminated, and this Action Plan is the first step towards this collective goal. METRO also has a responsibility to ensure that BAME staff and volunteers have confidence that any issues of race inequality or disparity are being genuinely addressed.
- Develop and deliver a training agenda on issues related to: History of racism, unconscious bias, anti-racism, White privilege
- Adopting the NHS Workforce Race Equality Standards (WRES) for use within METRO
- Developing strong external alliances with external providers and commissioners focused on race equity and disparity
- Adding a Race Equality program of work to the Research Working Group agenda
- Developing forums for the ongoing discussion of race and intersectionality

It is anticipated that the Race Equality training programme will support recommendations set out in the REAP, aid in a sustained and continued change to the burgeoning cultural shift within METRO and offer opportunities for staff, volunteers, trustees, clients and partners to continue to reflect, own, engage and be empowered by this change. The training program should be anticipatory, where possible, and sensitive to the needs of the staff, volunteers, trustees, clients and partners. The overarching role of the proposed training programme is to ensure METRO is responding appropriately to needs, concerns and that the wellbeing of staff, volunteers, trustees and clients are considered paramount.



Anticipated training content, delivery and structure

The finalised training content and structure delivered will be agreed on by key individuals at METRO Charity. It is anticipated that this decision will be achieved through a collaborative process and may require initial meetings with key METRO contacts and a steering group to ensure staff have a voice in the training content delivered. In this way, it is also intended that the needs of METRO clients will also shape the training content. The delivery plan will need to include review and feedback points to ensure the training continues to meet the learning outcomes agreed. Careful consideration of the final training content agreed is required to ensure the Race equality training is embedded as part of METRO policies and procedures ensuring a robust, sustainable approach that supports METRO's intention to foster a cultural shift.

The following are some content suggestions for consideration in terms of sessions that may be delivered. This list is neither complete nor compulsory for inclusion in the training proposal being offered, it is a list of ideas.

- History of racism and anti-racism education
- Systemic and structural racism
- Race equality and disparities, health inequalities, disproportionate impact of Covid19
- Leading and developing an anti-racism approach in an organisation
- Being anti-racist, working in an anti-racist organisation
- Supporting a Race Equality Action Group, and effective implementation of a Race Equality Action Plan
- Unconscious bias
- White privilege
- Embedding intersectional approaches
- Consideration of faith and culture in working with clients – culturally specific support
- Addressing language use and micro-aggressions
- Being active allies

In making the final decision, the trainer or organisation doesn't need to be required to cover all areas of the content. Partnerships or delivery of different content areas by different parties will also be considered.

Initially, the structure of training delivery will need to be online in regard to restrictions due to Covid 19 and METRO Charity staff working from home. It is hoped this could change and in these circumstances sessions can be delivered from METRO offices. As METRO staff work in varied locations, predominately across South East London, the location of sessions need to be a consideration. The 2 main offices are based in Woolwich and Vauxhall. In these cases the trainers will need to communicate with the Training and Development manager



on attendee numbers, rooms and resources requirements and proposed training dates. As METRO staff have been working from home for most of 2020, there is already significant IT infrastructure in place to be able to deliver training in an online space. Currently meetings are held over Zoom and Microsoft Teams.

Training Administration

It is proposed that METRO would like to start the delivery of training session by February 2021 and be completed within 12 months. The number, frequency and types of sessions delivered over that time period will be agreed with METRO Charity.

Following an initial consultation period, it is anticipated that the first session would be delivered to the Board of Trustees then subsequent sessions for senior management, managers, staff and some volunteers. The composition of attendees for each session should be taken into consideration and it may be advantageous to consider delivery by domain area and/or organisational level. Attention should be paid to the length of sessions and whether they will be delivered online or in person. Also to how proposed sessions will flow and fit with each other to form part of a wider strategic framework for the entire organisation. All sessions should refer back to key points of the Race Equality Action Plan.

As sessions may be distressing for some, please consider how this can be mitigated. METRO Charity considers the wellbeing of all staff to be a high priority.

It is essential that all sessions include evaluation and feedback opportunities. This should be designed by the trainer in consultation with and approved by METRO Charity. Attendance records should be maintained and any observations made in training sessions communicated with the Training and Development Manager.

A process that measures and evaluates the impact of the training should be included. Regular opportunities for review should be in place in the final agreed training delivery plan. All information gathered from reviews, feedback, evaluations, training session observations, attendance and any additional data should be communicated to the Training and Development Manager.

A final report with recommendations would be requested to determine how to take the process forward and to develop a more sustainable approach to race equality for METRO. The format of this final report can be determined by the trainer, however, METRO is strongly encouraging of the use of more accessible forms, particularly visual, including film/video. It may be helpful to discuss options with the METRO's Director of External Affairs.

During the development, delivery and review phases any requests or questions by trainers should be directed to the Training and Development Manager.



Submission Requirements

Any requests for additional information, clarification or to further discuss of any points from this invitation to tender to provide the training can be directed to:

Training and Development Manager. shari.norman@metrocharity.org.uk

Please email submissions detailing your proposed approach to the delivery of Race Equality training for METRO Charity in writing to:

recruitment@metrocharity.org.uk by **18 January 2021 9am.**

METRO Charity will conduct a shortlisting process and may require additional information to make the best decision. This may involve a meeting or presentation, via zoom, in February 2021. Following the shortlisting process, the Training and Development Manager will be in contact with a decision and any subsequent requests for additional information.

Your submission can be as detailed as you choose but **must include:**

- A proposed timeline for delivery
- Key actions with suggested dates
- Number, frequency and types of sessions
- Proposed training sessions with brief content suggestion
- Potential Learning outcomes
- Number of sessions and how the delivery will cover all staff and trustees
- Training budget, including a breakdown of costs
- Experience and knowledge of proposed trainers
- Indication of previous delivery experience in line with content in your proposal, with feedback, testimonials or references

If your submission is offering to deliver the training in part, please be explicit as to which are your areas of expertise, delivery and if any content areas need to be sourced from other trainers or organisations. This will not negatively impact you in METRO's consideration of your submission as it is anticipated that there may be a need for expertise to be accessed from a range of areas to ensure a more comprehensive approach.