



TERMS OF REFERENCE FOR DEVELOPING EQUAL OPPORTUNITIES AND DIVERSITY POLICY

J-FLAG is seeking to contract the services of a Consultant to develop an Equal Opportunities and Diversity Policy to complement the organisation's strategic objectives and mandate with transparency, fairness and diversity at its core.

Background and Context

J-FLAG is the foremost organisation advocating for, and working to improve the human rights situation of lesbian, gay, bisexual and transgender (LGBT) persons in Jamaica. The organisation promotes social change by empowering the LGBT community and building tolerance for, and acceptance of LGBT people to increase tolerance and create the foundation for policy and legislative reform.

LGBT advocacy is intersectional, and J-FLAG is dedicated to ensuring that it meets international standards where diversity and equal opportunity are concerned. Our commitment to respecting the diversity of everyone and to providing equal opportunities are paramount to the operation and management of the organisation.

The organisation seeks to eliminate and prevent processes, attitudes, and behaviours that amount to direct discrimination, associative discrimination, discrimination by perception, indirect discrimination including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping.

The Equality and Diversity Policy being embarked on will provide a clear framework for translating the policy into action. It should outline the responsibilities of the Board of Directors, Executive Director, Managers, officers, and volunteers to comply.

Scope of the Equal Opportunities and Diversity Policy

J-FLAG is contracting the services of a consultant to develop the *Equal Opportunities and Diversity Policy*. The *Equal Opportunities and Diversity Policy* should aim to do the following.

1. Promote equality, in particular the elimination of discrimination on the grounds of age, ability, gender, race, ethnicity, colour, religious belief, and sexual orientation or any combination of these statuses.
2. Encourage a diverse workforce that understands and responds to the diverse and expanding needs of the LGBT community, and ensure equality in all aspects of recruitment and employment.



3. Encourage procurement from vendors who respect, and are tolerant of the LGBT community and other minority groups, when acquiring goods and services for the organisation.
4. Embed equality and diversity within our contracting, commissioning and monitoring arrangements - promoting fairness in all our engagements in this regard.
5. Support equality and inclusion, and respect diversity in the selection of beneficiaries in the implementation of the organisation's community-driven programmes, support services and activities.

The resulting policy will be adopted and used at an organizational level in both the internal and external service delivery practices and components to:

- ensure that all individuals who come into contact with the organisation, whether as staff, consultants, clients, beneficiaries or in other capacities are treated with dignity and respect;
- ensure that the opportunities the organisation provide for learning, personal development and employment are made available on a non-discriminatory basis;
- provide a safe, supportive and welcoming environment for staff, clients and visitors.

Required Competencies

- ✓ A BSc. in Public Policy, Human Resource Management, Law, Social Development or related Social Science field
- ✓ Minimum one year's experience in developing policies, manuals, protocols and guides for the workplace
- ✓ Specific experience in conducting desk research related to human rights and gender and sexual minorities
- ✓ A strong commitment to delivering timely and high-quality results, and comprehensive reporting (i.e. credible baseline study and baseline report for dissemination and programmatic justification)
- ✓ Good written and oral communication skills including the ability to communicate with various stakeholders and the ability to concisely and clearly express ideas and concepts

Key Deliverables & Timeframe

The consultancy will last for a total of ten (10) days. The following deliverables are expected:

- A discussion paper on the necessity and the proposed implementation of the Equal Opportunities and Diversity Policy
- A draft policy which includes a framework for translating the policy into action to be



discussed with staff and additional stakeholders

- A finalized policy following consultations

Expression of Interest

Interested individuals should submit the following documents.

- Curriculum vitae outlining specific and relevant experience
- A sample of a policy, protocol or guide previously developed
- A detailed plan outlining proposed activities and outcomes
- Details of the expected budget to undertake the consultancy

Applicants who do not submit all required supporting documents will not be considered for the consultancy.

Priority will be given to qualified young people below 29 years. All applications will be treated with the strictest confidence.

ALL APPLICATIONS MUST BE SUBMITTED TO JOBSATTHEFORUM@GMAIL.COM BY 3PM ON OCTOBER 23, 2015.

For further information contact Karen Lloyd at 787-2934.