

Annex 1: Expert Consultants in Gender, Diversity and Inclusion in the Workplace

Consultant – GDI Best Practice Toolkits			
Action Plan Objective	Deliverable	Activity	Anticipated no. of days
3.1	Operating TOR for the GDI Network	By 01 March Research and prepare a draft operating architecture for the new CGIAR GDI Network, based on best practices from non-profit and R4D sector. Draft to be shared with the HR COP in advance of and discussed at the GDI kick-off meeting	3 days
1.2.1	Standard descriptions of staffing categories against which CGIAR Entities can map gender representation to ensure accurate cross-System reporting	By 01 March Liaise with the external US-based Consultants, who have been contracted by the HR COP to develop the Single Spine and prepare a draft set of staffing descriptions against which CGIAR Entities can accurately map gender representation. Draft to be shared with the HR COP in advance of and discussed at the GDI kick-off meeting.	10 days
1.2.2	Report on recommendations for CGIAR diversity dimensions is produced	By 12 March Research, analyze and prepare draft recommendation report on possible CGIAR diversity dimensions for immediate focus, using lessons learned from R4D and other comparators. Findings to be presented at the GDI kick-off meeting.	5 days
1.4.1 & 2	A CGIAR Best Practice Guidance Note and toolkit on diversity-positive job design, job descriptions, vacancy announcements and application processes	By 30 April Research, analyze and prepare: (i) A draft CGIAR Best Practice Guidance Note and Toolkit on diversity-positive job design, job descriptions, vacancy announcements and application processes, supported by a repository of prevention of selection bias tools. The output will be reflective of the R4D reality and will require consultation with the HR COP. (ii) Diversity-sensitive recruitment materials (print and online) in support of CGIAR's brand	20 days
1.5	A CGIAR Best Practice Guidance Note and toolkit on diversity-positive selection	By 30 May Research, analyze and prepare: (i) A CGIAR Best Practice Guidance Note and Toolkit on diversity-positive selection, supported by a repository of relevant tools. The output will be reflective of the R4D reality and will require consultation with the HR COP. (ii) An online cross-system training module for interview panel members on eliminating selection bias.	20 days

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1.6 & 1.7	A CGIAR Best Practice Guidance Note and toolkit on diversity-positive orientation and exit	<p>By 30 June <i>Research, analyze and prepare:</i></p> <p>(i) A CGIAR Best Practice Guidance Note and Toolkit on orientation, supported by a repository of appropriate tools.</p> <p>(ii) A CGIAR Best Practice Guidance Note and Toolkit on exit interviews, supported by a repository of appropriate tools.</p>	15 days
4.2	A CGIAR Best Practice Guidance Note and toolkit on diversity-positive performance management	<p>By 30 July <i>Research, analyze and prepare:</i> A CGIAR Best Practice Guidance Note and Toolkit on diversity-positive performance management, supported by a repository of appropriate tools.</p>	20 days
Total days February to 30 July			93

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Consultant – ERGs, Code of Conduct and Procurement			
Action Plan Objective	Deliverable	Activity	Anticipated no. of days
1.3	ERG Baseline set, documenting which ERGs exist, proposes which to establish, and lays out recommendations for launch	<p><i>Phase 1: By 01 March</i> Creation of ERG concept paper, conduct appropriate consultation, establish baseline data, develop draft project plan in a participative manner. Draft paper and project plan to be presented at the GDI kick-off meeting.</p> <p><i>Phase 2: By end of April</i> Recommendation paper submitted with detailed next steps, including project plan for pioneering ERGs to be launched</p>	<p><i>Phase 1:</i> 10 days</p> <p><i>Phase 2:</i> 3 days</p>
2.1	GDI lens provided to the CGIAR Code of Conduct under development and documented in an output report	<p><i>During Feb – April as needed</i> Ensure appropriate representation of GDI work in the development of the CGIAR Code of Conduct, as part of the work to develop the CGIAR Ethics Framework. Ensure a GDI lens is applied to all products developed.</p>	1 day
1.1.3	A draft format of a CGIAR GDI Scorecard	<p><i>Between March and end July</i> Work with the Consultant – GDI Data and Scorecard to support the draft format and accompanying concept paper for a CGIAR GDI Scorecard. This Scorecard will include a mechanism for measuring and sharing success against GDI targets. Draft to be shared with the HR COP in advance of and discussed at the GDI kick-off meeting.</p>	4 days
5.3	(a) Baseline of GDI practices in CGIAR procurement policy (b) Report completed that includes learnings and best practice guidance.	<p>With the full participation of the relevant Communities of Practice:</p> <p><i>Phase 1. By end March</i> Conduct a review of current Entity approaches to procurement policy and procedures to establish a baseline of GDI sensitive approaches;</p> <p><i>Phase 2. By end May</i> Draft a best proactive guidance note on GDI-sensitive procurement in R4D development organizations and consult appropriately to bring to final draft stage.</p>	<p><i>Phase 1:</i> 7 days</p> <p><i>Phase 2:</i> 2 days</p>
<i>Total days February to 30 July</i>			27

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Consultant – GDI Data and Scorecard			
Action Plan Objective	Deliverable	Activity	Anticipated no. of days
1.1.3	A draft format of a CGIAR GDI Scorecard	<p>Phase 1: By 1 March Based on best practice learning, develop a detailed draft format and accompanying concept paper for a CGIAR GDI Scorecard. This Scorecard will include a mechanism for measuring and sharing success against GDI targets. Draft to be shared with the HR COP in advance of and discussed at the GDI kick-off meeting.</p> <p>Phase 2: By end April Support the creation of the mechanism to efficiently collect the diversity data that will power the GDI Scorecard</p> <p>Phase 3: By end May User testing of CGIAR GDI Scorecard completed and first GDI data report completed</p> <p>Phase 4: By end July Refine GDI Scorecard further based on lessons learned and user feedback</p>	<p>Phase 1: 15 days</p> <p>Phase 2: 15 days</p> <p>Phase 3: 15 days</p> <p>Phase 4: 3 days</p>
1.1.1	Common GDI questions for use in CGIAR Engagement Surveys	<p>By 12 March Research, analyze and prepare draft report on best practice approach for GDI inclusion in Staff Engagement surveys in R4D environments, to include recommendations for CGIAR workplaces. Draft to be presented at the GDI kick-off meeting.</p>	5 days
1.1.2	Common formats for Entity GDI surveys	<p>By 12 March Research, analyze and prepare report on best practice approach for Entity GDI surveys, to include recommendations for CGIAR workplaces. Findings to be presented at the GDI kick-off meeting.</p>	5 days
4.3	A report that identifies appropriate ways to incorporate UN guidance on integrating Human Rights and Equality into Evaluations	<p>By 30 June Research, analyze and prepare a draft report on best practice approaches for incorporating UN guidance on integrating “GDI in the workplace” into Evaluation in R4D environments This work will be completed in consultation with appropriate stakeholders, including the CGIAR Evaluation Community and the Gender Research Platform.</p>	15 days
Total days February to 30 July			73

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Consultant – Strategy and Inclusion			
Action Plan Objective	Deliverable	Activity	Anticipated no. of days
4.1	A CGIAR Best Practice Guidance Note and Toolkit on developing an Entity GDI Strategy and Action Plan	<i>By 1 March</i> Research, analyze and prepare: A CGIAR Best Practice Guidance Note and Toolkit on developing an Entity GDI Strategy and Action Plan, supported by a repository of appropriate tools. The output will be reflective of the R4D reality and will require consultation with relevant stakeholders.	10 days
1.1	A CGIAR Best Practice Guidance Note and Toolkit on workplace Inclusion practices	<i>By 1 March</i> Research, analyze and prepare: A CGIAR Best Practice Guidance Note and Toolkit on Workplace Inclusion, supported by a repository of appropriate tools. The output will be reflective of the R4D reality and will require consultation with relevant stakeholders.	10 days
2.1	A report that identifies best practice approaches to supporting LGBTQIA+ rights in R4D workplaces	<i>By 1 April</i> Research, analyze and prepare: A detailed report on best practice approaches to supporting LGBTQIA+ rights in R4D workplaces, in a manner that is culturally and contextually sensitive. The report will include recommendations for CGIAR workplaces, supported by a repository of relevant tools. The output will be reflective of the R4D reality and will require consultation with the HR COP and other appropriate stakeholders.	15 days
4.2	A CGIAR Best Practice Guidance Note and toolkit on diversity-positive flexible work arrangements	<i>By 1 April</i> Research, analyze and prepare: A CGIAR Best Practice Guidance Note and Toolkit on diversity-positive flexible work arrangements, supported by a repository of appropriate tools.	5 days
<i>Total days February to 30 July</i>			40

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Consultant – GDI Communication and Outreach			
Action Plan Objective	Deliverable	Activity	Anticipated no. of days
1.1	A detailed “in-reach” campaign and tool kit, ready for dissemination to HR Directors in celebration of International Women’s Day	By 1st March Create an innovative campaign and toolkit to be used by HR Directors in celebration of International Women’s Day on 8 th March.	10 days
1.1	A GDI social media strategy	By 1st March A draft GDI social media campaign is prepared to share CGIAR’s commitment to GDI in the workplace, and the associated activities	10 days
3.2	Appropriate mechanisms to recognize and rewards GDI action and advocacy	By 30 April Research and develop a series of draft in-Entity and cross-System tools to recognize and reward GDI action, based on best practice, suitable for CGIAR workplaces.	20 days
1.1	A series of GDI in the workplace videos and podcasts on key topics	By end July Four workplace videos and Four podcasts on key topics, dates of release to be agreed, are consecutively created and launched to support the dissemination of the products being created by other GDI Consultants.	40 days
Total days February to 30 July			95

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Consultant – Pay Parity			
Action Plan Objective	Deliverable	Activity	Anticipated no. of days
2.2.1	A detailed report on best practice for pay parity, including recommendations for CGIAR workplaces.	<p><i>By mid-June</i></p> <p>Research, analyze and prepare a detailed report on best practice approach to supporting pay parity in R4D workplaces, in a manner that is culturally and contextually sensitive, to include recommendations for CGIAR workplaces, supported by a repository of relevant tools. The output will be reflective of the CGIAR reality and will require consultation with the HR COP and other appropriate stakeholders.</p>	20 days
<i>Total days February to 30 July</i>			20

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Consultant – GDI Learning and Capacity Building			
Action Plan Objective	Deliverable	Activity	Anticipated no. of days
3.3	A cross-System CGIAR learning module on (i) and introduction to GDI and (ii) unconscious bias	<i>By 01 April</i> Research, analyze, develop and user-test an interactive, online learning module on: (i) an introduction to GDI in CGIAR Workplaces and (ii) reducing unconscious bias in CGIAR Workplaces, with an accompanying suite of relevant tools.	30 days
3.3	An online Knowledge Hub to house and share all GDI best practices and learning opportunities	<i>By mid-April</i> Using CGIAR standards, and in consultation with appropriate internal stakeholders, design and develop an online GDI Knowledge Hub. The Hub will be user-friendly, cost effective, sustainable and act as a “one-stop-GDI in the workplace” shop for CGIAR Entities.	20 days
3.3	A module-based GDI training program for HR professionals, that can also be delivered to non-HR senior managers	<i>Phase 1: By 01 May</i> Research, analyze, develop and user-test a CGIAR training program for HR professionals on GDI in the workplace that adopts a blended learning approach and results in an accreditation. <i>Phase 2: By 30 May</i> The program is piloted and revised to updated user feedback <i>Phase 3: By 30 July</i> The program is fully launched and delivered at least once more.	<i>Phase 1:</i> 15 days <i>Phase 2:</i> 15 days <i>Phase 2:</i> 10 days
5.4	A review of all CGIAR scholarship and internship approaches	<i>By 30 June</i> Research, analyze and prepare a draft report on all CGIAR scholarship and internship approaches, which identifies opportunities for alignment, as well as learning from best R4D practices.	20 days
<i>Total days February to 30 July</i>			20