

Race Equality Task Force External Consultant Brief



University of Oxford
Contact: Daisy Hung, REtaskforce@admin.ox.ac.uk

Background

The University of Oxford has launched a new Race Equality Task Force in November 2020, following the Vice Chancellor's oration and announcement in October 2020.

The Task Force will develop a University-wide strategy and business plan to promote racial equality within our institution, ensuring that we are actively antiracist at all levels. We are committed to addressing systemic racism within our own community. The Task Force will build on the existing activities across the collegiate University and will focus on identifying actions that can accelerate change to ensure that staff and students from all ethnic backgrounds benefit fully from the opportunities the University affords.

The Task Force comprises a membership from across the collegiate University, including staff and students. It will be active throughout the course of the 2020/2021 academic year, with a number of streams of activity reflecting the staff and student needs. We will review, recognise and promote existing activities across the divisions, central university (including our gardens, libraries and museums), and colleges, including student-led initiatives, that advance racial equality. We will provide an opportunity for staff and students across the collegiate University to draw on their own experiences, identify priority issues and contribute to the shaping of key actions. Building on the University's existing Race Equality Charter (REC) Action Plan, the Task Force will create a clear programme of measurable actions to accelerate the University's race equality efforts and contribute to the next REC application. To fully inform our activities, we will review and draw upon qualitative and quantitative data, and consider good practice in other Universities and in other sectors, including internationally.

Together with a comprehensive report and strategy based on the Task Force's findings, the group will present a business plan for change to Council at its strategic away day in September 2021.

More information can be found here: <https://edu.admin.ox.ac.uk/race/task-force>

Project plan and timeline

To progress with this work, we are seeking an external consultant to support the Task Force to identify good practice and examples of race equality strategies and actions from both higher education and other sectors. This information will help inform the Task Force recommendations and action plan. We will be conducting an internal mapping exercise to fully understand all of the existing race equality related activity across our University and colleges, and we will engage with our local community. Alongside this work, we would like to learn from innovative and successful action taken elsewhere.

We wish to learn from others in the Higher Education (HE) sector both within the UK and internationally who are further along this journey and have identified clear action pathways. It is likely that there are other sectors from which we can learn where anti-racism and diversity programmes have successfully changed the workforce, culture and working environment.

By reviewing existing academic research, HE sector and other reports, and reaching out as needed to institutions, we would like a report produced that helps the Task Force gain a clearer understanding of the ongoing and recent race equality related activity occurring in the HE sector.

In addition to HE sector information, we would like the report to include good practice identified in other sectors. Along with the consultant's suggestions, Task Force members will help to identify companies, government agencies, and other organisations that we can learn from. Staff and student race equality issues are wide ranging, and the consultant will work with the team to determine the scope of the report and prioritise issues to research.

The plan is to have the consultant complete the necessary research and information gathering in February and March, with the goal of having a final report by mid April 2021, and sooner if at all possible.

Team members

Co-chairs of the Task Force: Professor Martin Williams, Pro-Vice-Chancellor, Education, Professor Anne Trefethen, Pro-Vice-Chancellor, People and GLAM and Dr Rebecca Surender, Advocate for Equality and Diversity

Programme Manager: Daisy Hung

Tasks and outcomes required

To deliver the project outcomes, it is anticipated that the following services will need to be provided by the consultant.

1. Work with team members to decide the range and nature of the content to be included in the report.
2. Conduct any necessary research to gather examples of strategies/initiatives/campaigns/actions and recommendations, and complete the report to a high standard.
3. Contact and approach external contacts as needed to gather insights and information for the report.
4. Produce full content/text of publishable quality for the report.
5. Liaise with team members regularly, and produce an estimated submission timeline for when report drafts will be ready for review.
6. Make edits and changes to the report as directed.

Budget

We welcome proposals to include all fees, expenses, any travel costs, and VAT if applicable. The budget is currently left open, but one of the criteria for selection will be value for money. Funds will be distributed in two separate payments, one at the start of the consultancy, and a final payment received after the full report is submitted and deemed of publishable quality, and final edits are agreed and completed. (Amounts will be agreed and adjusted depending

on proposal received and actual costs/expenses arising; alternative arrangements can be discussed.)

How to apply

To apply, please provide the following items via email to: REtaskforce@admin.ox.ac.uk by **1 February 2021**.

1. Cover letter explaining your relevant experience.
2. CV if applicable, or evidence of previous work in this area.
3. Proposal outlining the following (not to exceed 1500 words):
 - a. Description of your vision and approach for the report;
 - b. Proposed contents/sections;
 - c. Thoughts on the universities you plan to research and/or contact;
 - d. Thoughts on companies and organisations outside of the higher education sector that you plan to research and/or contact;
 - e. Examples of any research you have conducted and/or any previous reports, documents or resources that you have drafted related to race equality issues;
 - f. A detailed timeline for expected project progression.
4. An outline budget with estimated costings.

Conclusion

We are very excited to begin the work of the Task Force and accelerate the pace of change within the University. Your expertise and input will be a significant contribution to the work of the Task Force.

If you have any questions, please contact Daisy Hung at REtaskforce@admin.ox.ac.uk.