



**Scope of Work
Consultant/Trainer for Cultural Competency Training Program
September 2023**

Consulting Organization: WI-HER, LLC

Description of the activity:

WI-HER is seeking the services of consultants to design and execute a potential cultural awareness training program aimed at improving cultural awareness among staff members at a partner agency. The consultant's services will be required over a period of 12 months and will build capacity of the partner organization's staff in a variety of areas including awareness and understanding of Tribal history, culture, and traditions, Tribal cultural competency and communication strategies, among others. The customized cultural competency training program will be informed by discussions, already conducted, with the executive leadership, managers, and staff across all departments at the partner agency. The training program will include three quarterly trainings (in-person and remote), as well as two electronic-courses (e-courses) each quarter, and will include nine modules.

The thematic areas to be covered in the trainings include but are not limited to:

1. Tribal 101: Contemporary issues and frameworks that have had an impact on Indigenous people and communities.
2. Cultural Competency: Training on tribal history, customs, and culture to improve the quality of tribal engagements and customer service.
3. Tribal Sovereignty: In-depth look at treaties, sovereignty and the importance of understanding and respecting self-governance and Indigenous ways of knowing and doing.
4. Administering Federal Programs with Tribes: Training to introduce the most relevant information needed to better serve and support Tribal partners administering federal programs.

WI-HER will work with the consultant to ensure that the trainings are interactive and activity-based.

Consultant role:

- Hold initial meetings with WI-HER to understand the clients' needs and develop the modules for each training.
- Support the design, development and execution of three trainings and two e-courses on the areas discussed above including the development of modules.
- Design and support the evaluation of the trainings.

Qualifications

- Bachelor's degree required; Advanced degree (Masters or equivalent) preferred
- 10+ years of experience; leadership, management consulting
- Experience working with USG
- Experience coaching leaders and mentoring leadership programs
- Proficient in English, spoken and strong writing and communication skills
- Ability to work collegially within a high-performing diverse, multicultural team
- Cultural humility in working with diverse global teams
- Dedication and commitment to diversity, equity and inclusion



Deliverables:

1. Design training agenda and develop content for each training module
2. Design and conduct a pre- and post evaluation survey
3. Conduct the trainings in partnership with WI-HER
4. Draft final report

If interested, please submit your resume, cover letter and a writing sample to fsaeed@wi-her.org by **September 15, 2023**. Applications will be reviewed and interviews scheduled on a rolling basis, so we encourage interested applicants to apply as soon as possible.

WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.