



Request for applications

For delivery of allyship training to Senior Leaders from CPG and Retail Partners

July 2024

REF: LN-AIP24

Confidentiality

The information herein is provided on the strict understanding that it is confidential and must be treated by you as such. If you read beyond this point you do so on the basis that you accept that the contents are confidential and that you will keep them strictly confidential. You will only distribute the contents of this document on a need-to-know basis and you, and your employees or agents will endeavour to maintain the information herein as confidential. If you do not accept this restriction, you must delete this document without taking or retaining any copies of it.

About LEAD Network

01

LEAD Network is a non-profit and volunteer-led organisation committed to attracting, retaining and advancing all women in the Consumer Goods and Retail sector in Europe. Our vision is a diverse and equitable workforce where everyone can contribute and grow, and where organisations thrive.

With more than 19k Members, 15 regional and functional Chapters, and 67 industry-leading Partner companies – we are committed to creating more diverse and equitable workplaces.

We offer our Members access to award-winning educational programmes, communities through which to learn and connect, and an array of virtual, hybrid and in-person events throughout the year.

73% of our members attribute their professional growth to the network and 60% reported career growth in 2023.

For further information, please visit our website: <https://theleadnetwork.net>

Objectives

02

This document serves as a formal means by which LEAD Network is approaching experienced facilitators with expertise in Diversity, Equity & Inclusion (DEI) to help pilot our '**All In Programme**' to Senior Leaders from a selection of Partner companies in 2025.

The objectives of the programme are as follows:

- Broaden participant understanding of gender equity, intersectionality, and allyship behaviours.
- Prepare participants to take on issues of gender equity without fear.
- Enable participants to make decisions and take actions that positively impact gender equity.
- Enlist and motivate participants to prioritise gender equity in their role, and to impact gender equity at the individual, organisation, and industry level.
- Create a movement of active, visible allyship where participants are equipped and motivated to positively impact gender equity.

The role will include the delivery of in-person workshops alongside a second facilitator. Participants will also have access to digital micro-learning and will be enrolled into action learning circles for ongoing support and development.

All Senior Leader training will be delivered in 2025, commencing in the Spring; however, there may also be a requirement in the second half of 2024 to:

- a) review our course content as it is being developed and advise on improvements; and
- b) help us recruit a team of external facilitators to deliver a similar course to Middle Managers later in 2025.

For Senior Leaders, we will be offering a cross-company course for up to 100 participants (likely 4 x cohorts of 25) which includes a 6-hour in-person workshop.

Whilst LEAD Network is registered in The Netherlands, in-person courses may be held in various locations across Europe. Therefore, some international travel is to be expected.

Whilst this reflects LEAD Network's current view of services required, we are keen hear of any additional expertise that you offer.

This contract will initially be for 2025 only (to evaluate the working relationship and quality of service provided), with a view to potential extension thereafter.

Criteria & requirements

Applicants will be evaluated based on their CV and supporting information, plus a panel interview (which may be conducted virtually depending upon location); however, LEAD Network may use information other than that provided by the applicants in its evaluation.

We will also be considering factors such as cost (hourly/day rates for facilitation, course content review etc.), geographical location and availability in 2025 to deliver the pilot.

Role requirements are as follows:

Skills	Strong facilitation skills
	Creating a safe space for learning – non-judgemental, accepting of all perspectives while reducing harm to marginalised groups (and teaching others to do the same)
	Demonstrating empathy
	Handling the root cause of DEI challenge whilst 'doing no harm'
	Diffusing tension
	Adapting to different learning styles
	Ability to be 'theoretical' and 'practical' at the same time
Knowledge	Strong DEI knowledge (specifically gender equity & woman empowerment)
	Allyship
	Psychological safety (theory & application)
Experience	Application of learning & development best practices (incl. active learning methods)
	Facilitating DEI sessions
	Facilitating sessions with Senior Leaders
	Engaging with majority groups on DEI topics
	Working with marginalised groups
	Working with those with the power to influence change
Experience (Desired only)	Facilitating sessions on the topic of allyship
	Working in CPG and/or Retail
	Training others to facilitate
	Facilitating 'Train-The-Trainer' sessions

Application process

05

To apply, please send your CV, supporting information (including examples of previous courses that you have designed or delivered) and any questions, to catherine.bullen@theleadnetwork.net by the dates shown below. You must also provide details of 3 clients who may be contacted for a reference.

Once all documentation has been received and evaluated by LEAD Network, all applicants will be notified of the outcome. If successful, you will be invited to attend a panel interview.

LEAD Network reserves the right to reject any, or all, applications which are deemed to be late in submission or unsatisfactory in any way.

LEAD Network shall not be responsible or liable for any costs incurred in preparation and submission of your application, or any other costs associated with participating in the application process.

Timescales

06

The following timescales have been identified for various actions:

Submission of application	End July 2024
Evaluation & invitation to interview	w/c 12 th August 2024
Interview with LEAD Network panel	w/c 19 th August 2024 or w/c 26 th August 2024
Decision communicated	Early September 2024
Contract signed	Early September 2024

Although LEAD Network will make every effort to remain within these timescales, operational circumstances may result in slight delays. We apologise in advance for any inconvenience this may cause.

Administration & references

07

All Contractors must operate in line with LEAD Network payment, invoicing and billing terms and conditions.

LEAD Network operates a 30-day payment term from the date an invoice is received.

All appointed Contractors must provide the following information:

- Registered address as an independent contractor/entrepreneur – either home or business, including the Country where they are based (which must be in the UK or in Europe).
- Evidence of the right to work in the Country where they are based – either their registration number as an entrepreneur with the relevant Chamber of Commerce or equivalent, or number evidencing they are registered with the relevant tax authorities, or similar.

This information is required for all Contractor engagement and will be outlined in any contract issued. Successful applicants will also be provided with advice on what information to include on their invoices.

Please note, that in addition to an hourly/daily rate, Contractors are entitled to reasonable expenses associated with attending an in-person event, which must be approved in advance. All other costs associated with performing the role, including but not exhaustively, suitable IT equipment, insurance, home office operating costs etc. are the responsibility of the Contractor.

Contact name (for accounts purposes only): Sam Tunney

Email: operations@theleadnetwork.net

Telephone: +31625498002



Thank you

For further information, please contact:
catherine.bullen@theleadnetwork.net

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