

Expressions of Interest Invited: AJBCC Gender, Equity, Diversity and Inclusion (DEI) Benchmarking Study

Expressions of Interest (Eoi) are invited to carry out the project described below.

Scope of Work

The Australia-Japan Business Cooperation Committee (AJBCC) and the Japan Australia Business Cooperation Committee (JABCC) celebrate 60 years of partnership in 2023. As the two-way flows of business and investment have increased and diversified, the profile of participating companies and organisations has also changed. Both organisations are committed to improving the visibility and the levels of gender equity, diversity and inclusion in their own organisations and supporting the efforts of their members to do so.

To mark the 60th anniversary milestone, the AJBCC is offering to assist AJBCC and JABCC members accelerate the effectiveness of their Diversity, Equity and Inclusion (DEI) programs through a pilot study to benchmark current levels of gender DEI across companies and sectors working in Australia-Japan business and investment.

A de-identified summary of results of this study would be reported back to the 60th Annual Joint Business Conference to be held in Melbourne from 8-10 October 2023. Participating organisations would be given access to findings applicable to themselves on a confidential basis.

In addition to analyzing how gender equity and diversity is represented at the executive level and on Boards in participating organisations, the study will also ask about talent pipelines and initiatives to grow more diverse workforces to ultimately contribute to productivity gains.

The project anticipates a 2023 pilot in benchmarking, followed by annual updates (subject to budget availability). The intent is to learn from member organisations and track improvements over time through annual data collection and analysis.

Methodology

- The Eoi should outline a methodology and data collection methods that would help participating organisations self-evaluate their DEI maturity, in business processes including hiring, training, and promotion as well as workplace culture initiatives.

- The data collection design should provide for AJBCC and JABCC member organisations to participate on a voluntary (opt-in) basis and to choose whether to be identified or de-identified in the reporting of results.
- The design should generate a meaningful sample of the total memberships (statistically significant opt-in levels are not required for the pilot study).
- AJBCC will act as the point of contact for this project. Initial communication with member organisations will be facilitated by AJBCC/JABCC.
- The proposal should outline:
 - a communications plan; and
 - actions required from AJBCC/JABCC for the data collection to succeed.
- A business presence in both Australia and Japan will be advantageous for this project but is not required.

Data required

- The project should generate data and analysis sufficient to evaluate:
 - current levels of gender equity and diversity on corporate boards or organisational executives;
 - Current approaches and strategies to develop gender equity and diversity in the company or organisation hiring, training, promotion and culture
 - Level of diversity equity and inclusion maturity by organisation and business sector

Analysis and Reporting

- Results for individual organisations should be available for, and provided to, those organisations in either English and Japanese (or both where required). The proposed format for that reporting should be indicated in the proposal.
- A draft consolidated report of the data and analysis will be provided to the AJBCC as the secretariat for the project and once approved, provided in final form and in a format that can be used for public presentations.
- Both the draft and final reports should be presented in English and Japanese.

Branding

This project will be sponsored by one or more AJBCC/JABCC member organisations and the branding of the final report will need to reflect this; AJBCC will advise on the format.

Data stewardship

The proposal should include a proposed approach to data privacy and stewardship.

Timeline

The project must commence within a week of the contract being concluded in June 2023 and data analysis and a draft report must be completed by **1 September, 2023**. The final report must be available by **1 October 2023**.

Budget range

The indicative budget range for this pilot project is AUD 25,000-AUD 80,000

Submission of EoI

- EoIs should include a description of no more than 10 pages total covering the project methodology, indicative timeline and indicative budget.
- EoIs will be evaluated by the AJBCC Gender Equity Diversity and Inclusion Sub-Committee and the CEO.
- Criteria for evaluation will be:
 - Understanding of the brief and demonstrated experience in similar projects;
 - Demonstrated ability to work with both Australian and Japanese companies and organisations in the field of diversity, equity and inclusion;
 - Ability to produce work in English and Japanese;
 - Demonstrated capacity to delivery within the project timeframes; and
 - Value for money.
- Questions about the project will be accepted by the AJBCC CEO, Richard Andrews up to COB 9 June 2023.
- Complete EoIs are due by **5pm 15 June 2023**. Please submit by email to: contact_us@ajbcc.com.au