

Request for Proposals

Executive Search & Placement Professional

Organization Overview

World Renew, an agency of the Christian Reformed Church in North America (CRCNA), is a nonprofit, international development and disaster response organization. We work with vulnerable communities in over 30 countries in Asia, Latin America and Sub-Saharan Africa. In many of the countries where we work, we promote integrated economic livelihoods approaches, which lift poor communities out of extreme poverty. We have home offices in Burlington, Ontario, Canada, and Grand Rapids, Michigan, USA.

Key Consultancy Objective

World Renew seeks to engage a seasoned Executive Search & Placement expert to provide full-cycle professional recruitment services towards the hiring of:

1. Comprehensive Fundraising Campaign Director position open on our Systems Team based in either our Grand Rapids, MI or our Burlington, Ontario office
2. US Donor Relations Team Leader position open on our Constituency Relations Team based in Grand Rapids, MI

Consultancy Requirements *(see Terms of Reference for more detail)*

- Identify the core responsibilities and qualifications needed for a given role; assist in finalizing the job description and successful candidate “profile”
- Place advertisements and/or a set of phone calls/emails to uncover candidates
- Develop an outreach strategy to identify candidates outside of World Renew’s networks
- Develop a diverse candidate pool
- Assess how candidates’ skills, experience, and personalities match up against the open position
- Carry out pre-screens and first round interviews
- Bring forward 2-4 highly qualified and diverse candidates for each position for presenting to World Renew search committee by mid-June
- Conduct reference checks
- Facilitate the search committee’s final deliberations and decision process for the successful candidates
- Provide recommendations for onboarding, orientation and support of new employees

Please submit a letter of interest (proposal) that references all of the elements in the attached Terms of Reference on or before March 19, 2018 to World Renew with attention to Laura Chiarot at lchiarot@worldrenew.net.

Letters of interest (proposals) should be no more than four (4) pages in length, excluding the required references. Thank you!

World Renew is not bound to accept any or all of the proposals received.

Terms of Reference

I. Introduction

World Renew seeks **two** experienced and dynamic individuals to provide leadership for the organization's fundraising efforts.

*Position One: **Comprehensive Fundraising Director.*** World Renew seeks an experienced and dynamic individual to spearhead our Comprehensive Fundraising Campaign that results in elevating revenue by 12-15% per year for the next four years.

*Position Two: **US Donor Relations Team Leader.*** World Renew seeks an experienced leader to oversee the work of a growing team of energetic major donor connectors and to manage a personal portfolio of major donors.

To that end, World Renew invites proposals from qualified search firms to assure the successful hiring of the experienced candidates.

II. Scope of Work for Search Group

World Renew pursues a search group to complete a full-scale recruitment process for two separate positions. This includes reviewing the position description, creating a process (advertising, screen, interviewing, assessing) to find suitable candidates for this position, ending with a presentation of no less than two qualified candidates for each position being recruited. The search group will seek for candidates in both the U.S.A. and Canada for position one (Comprehensive Fundraising Campaign Director) and position two, in the US (US Donor Relations Team Leader).

III. Roles and Responsibilities

The work of the consultant will be coordinated and managed by World Renew's US Director.

IV. Expected Timeline

- Requests for Proposals due by March 19, 2018
- Executive Search firm is finalized and contracted by March 30, 2018
- Position One (Comprehensive Fundraising Campaign Director) search completed and qualified candidates are identified for interviews by June 12, 2018
- Position Two (US Major Donor Team Leader) search completed and qualified candidates are identified for interviews by June 12, 2018
- Final interviews and references are complete and letter of hire accepted by June 20, 2018

V. Deliverables

The following is an illustrative list of the deliverables that the successful search firm will be required to provide to World Renew.

1. Identify the core responsibilities and qualifications needed for a given role; assist in finalizing the job description and successful candidate “profile”
2. Develop an outreach strategy to identify candidates outside of World Renew’s personal networks
3. Place advertisements, employ digital strategies, and more personal approaches such as phone calls and/or emails to uncover new candidates—including potential candidates not actively job hunting
4. Ensure a diverse candidate pool
5. Assess how candidates’ skills, experience, and personalities match up against the open position
6. Carry out pre-screens and first round interviews
7. Bring forward 2-4 highly qualified and diverse candidates for presenting to World Renew search committee by mid-June
8. Conduct reference checks
9. Facilitate the search committee’s final deliberations and decision process for the successful candidate
10. Provide recommendations for onboarding, orientation and support of new employee
11. Maintain confidentiality

The deliverables will be reviewed and approved by World Renew prior to approving submitted invoices.

VI. Materials to be Provided to the winning firm by World Renew

World Renew will provide the successful search firm with all of the relevant information that is required to fulfill the terms of the Consultancy, including, but not exclusive of, the following:

- Current position description for the role
- Preliminary meetings to obtain further information about World Renew and the role to be filled
- Access to World Renew’s search committee for additional information, questions, meetings as required

VII. Selection

A. Selection Criteria

The individual or organization that is selected to perform the Consultancy will demonstrate the following characteristics:

- Demonstrated successful track record of recruiting from the US and Canada
- Demonstrated successful experience working with faith based not for profits
- Demonstrated successful experience recruiting similar positions
- Able to guarantee successful placement for at least 12 months

The submitted proposal will be the primary document upon which the suitability of each offeror will be evaluated. World Renew reserves the right to waive any minor or technical defects or irregularities, and reserves the right to reject any or all submissions.

B. Proposal Submission Requirements

The offeror must submit a proposal that includes the following:

1. Budget for the proposed Consultancy (expressed in either US dollars or Canadian dollars)
The proposal should specify if the rate is a flat fee, or if there will be additional expenses.
2. Resume or curriculum vitae that includes a detailed summary of the consultant's past data analysis experience with recruitments of a similar nature.
3. Proposed process and time frame
4. Three letters of reference from organizations that the offeror has performed consulting work for in the past.
5. Any guarantees that are offered by the consultant (time frame, guarantee of placement etc.)

VIII. Conditions

By providing a proposal that is responsive to the terms of this RFP, the offeror is confirming that it will abide by the following conditions:

Late Submissions

Proposals that are received after the Closing Date will not be considered, unless there are, in World Renew's sole discretion, exceptional circumstances which contributed to the submission delay.

Correspondence

All communications from respondents to World Renew regarding this RFP must be in writing and addressed to the individuals that are identified in the RFP.

Partial Acceptance of Submitted Proposals

World Renew reserves the right to, unless the offeror expressly stipulates against doing so in its submitted proposal, accept whatever portion of a submission that World Renew deems to be most responsive to the stated Objective of the Consultancy. World Renew is under no obligation to accept any proposal that is submitted in response to this RFP.

Alternative Offer

If the offeror wishes to propose modifications to the Terms of Reference because the offeror believes that such modifications may better enable World Renew to achieve the specifications that are outlined in the RFP, such modifications may, at World Renew's sole discretion, be considered as an Alternative Offer. The offeror must make any Alternative Offer in a separate letter which accompanies the offeror's submitted proposal. World Renew is under no obligation to accept Alternative Offers.

Prices

If the offeror is based in the U.S. or Canada, all prices/rates quoted must be exclusive of all taxes. In the event that an offeror's proposal is selected, the offeror agrees to pay all applicable income taxes.

No Reimbursement for Proposal Development Expenses

Any expenses which are incurred in the preparation of proposals that are submitted in response to this RFP will not be reimbursed.

Intellectual Property

If selected, the offeror agrees that all Intellectual Property that is developed in the course of providing the services that are described under the Terms of Reference shall be the property of World Renew.

Confidentiality

The offeror agrees to treat the RFP, contract and all associated documentation (including the Terms of Reference) and other information related to World Renew's employees, officers, volunteers, partners, business or affairs as confidential. The offeror agrees to:

- Respect the confidence placed in the offeror by World Renew by maintaining the secrecy of confidential information;
- Not use any portion of World Renew's confidential information without World Renew's prior written consent;
- Not use their knowledge of confidential World Renew information in any way that would be detrimental or harmful to World Renew;
- Employ all reasonable and appropriate efforts to prevent the disclosure of confidential information to third parties &
- Notify World Renew immediately of any possible breach of the provisions of this Section and acknowledge that damages may not be an adequate remedy for such a breach.

If selected, the offeror also agrees to not at any time or in any manner, either directly or indirectly, use any information that it acquired in the course of rendering services pursuant to this RFP for its own benefit, or divulge, disclose or communicate in any manner any information to any third party without prior written consent from World Renew. The selectee shall protect information that it acquires in the course of rendering services pursuant to this RFP as confidential, both during the period where it is engaged as a consultant to World Renew, and after the period of the Consultancy has terminated.

IX. Unsuccessful Offerors

World Renew reserves the right to consider any reasonable request from any unsuccessful offeror for feedback on its proposal submission and, where it is appropriate and proportionate to do so, provide the unsuccessful offeror with reasons why their submission was rejected. Where applicable, this information will be provided within 30 business days from (but not including) the date on which World Renew receives said request.

X. Exclusion Criteria

The presence of any of the following will disqualify an offeror from consideration:

- The offeror, or any related entity that it regularly partners with or subcontracts to, is insolvent, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any

analogous situation arising from a similar procedure provided for in national, state or provincial legislation or regulations

- The offeror, or any related entity that it regularly partners with or subcontracts to, has been convicted of fraud, corruption, involvement in a criminal organization, money laundering offences, offences concerning professional misconduct, breaches of applicable labor law or labor tax legislation or any other activity judged illegal by a court of law
- The offeror, or any related entity that it regularly partners with or subcontracts to, has failed to comply with obligations related to the payment of taxes in accordance with the geographic jurisdiction in which offeror operates

Any offeror will be summarily excluded from consideration if it is found that they are guilty of misrepresentation.

XI. Conflict of Interest

The offeror certifies that it is not aware of any prior connection with World Renew that may bias the outcome of the selection process. If the offeror has prior connection(s) with World Renew, or its employees, the offeror is required to disclose those connections in its proposal submission.

XII. Equipment

If selected, the offeror agrees to supply all standard equipment which may be needed to fulfill the terms of the consultancy, including a computer, software, telephone, internet and e-mail account.

XIII. Indemnification

If selected, the offeror agrees to indemnify and hold harmless World Renew from all claims, losses, expenses, fees (including attorney fees), cost and judgments that may be asserted against World Renew that result from the acts of omissions of the selectee during the period of the Consultancy.

XIV. Injuries

If selected, the offeror acknowledges its own obligation to obtain appropriate insurance coverage and provide evidence of coverage to World Renew prior to commencing work, including insurance for health, accident and illness, as well as general liability. If selected, the offeror waives any rights to recovery from World Renew for any injuries that it may sustain while performing services associated with these Terms of Reference and that are a result of negligence. Failure to obtain any such insurance coverage is determined to be an acceptance of personal liability on behalf of the selectee and is covered by the above Indemnification clause.

XV. Relationship of Parties

If selected, the offeror understands and acknowledges that it is an independent contractor with respect to World Renew, and not an employee of World Renew. World Renew will not provide fringe benefits, including health insurance benefits, travel insurance, medical insurance, liability insurance, paid vacation or any other related benefits.

XVI. Resolving Differences

If selected, the offeror agrees to resolve any disputes via mediation prior to litigation. The selectee is solely responsible for paying its own legal expenses, should it wish to pursue legal action.

XVII. Breach of Contract

If selected, the offeror agrees that if it is unable to fulfill the requirements of the RFP, World Renew will be able to terminate immediately without further obligation.

XVIII. Termination

If selected, the offeror agrees that any contract which may be issued pursuant to this RFP may be terminated by either World Renew or the selectee upon 30 days written notice to the other party. In such an event, there shall be no claim against the party terminating the contract other than payment of expenses actually committed under the contract to the date of termination, less any payment previously paid in account.