



Terms of Reference

Executive Searches for the International Union for Conservation of Nature

About IUCN

The International Union for Conservation of Nature ([IUCN](#)) is a democratic Union that brings together the world's most influential organisations and top experts in a combined effort to conserve nature and accelerate the transition to sustainable development. IUCN harnesses the experience, resources and reach of its more than [1,400 Member organisations](#) and the input of more than [15,000 experts](#). This diversity and vast expertise makes IUCN the global authority on the status of the natural world and the measures needed to safeguard it.

The [IUCN Secretariat](#) serves Member organisations and moves the vision of IUCN's membership into action. The Secretariat has a staff of 1000 based in more than 50 countries and runs projects in over 160 countries.

Purpose

IUCN invites qualified executive search providers to submit proposals to assist the organisation with several of its executive searches for the next three years (May 2023 to May 2026). The contract will cover vacancies at the leadership level, including an exclusive mandate for the Executive Search of IUCN next Director General to start in May/June 2023.

Activities

The selected Contractor will be required to carry out the following activities for each Executive Search mandated by IUCN:

1. Propose a sourcing and recruitment strategy to IUCN Chief HR Officer that can deliver a final candidate within 6 months from the initiation of the search.
2. Develop a candidate brief and profile and ensure its publication and dissemination.
3. Identify and approach suitable candidates, both active and passive, through a targeted and global outreach, including those that may have applied through IUCN application system where the position will be posted.
4. Conduct screening interviews and assessments, and verify credentials to develop a diverse long-list of applicants.
5. Prepare a long-list report that includes all applications and contain justifications for inclusion/non-inclusion of each candidate in the list of potentially qualified candidates.
6. Assist the recruitment committee and hiring manager with the development of the selection criteria and interview questions.
7. Propose a short-list of no more than 5 candidates for interviews and prepare a full dossier of these candidates including CVs, motivation letter, candidate profile and other relevant information.
8. Perform in-depth reference and background checks for final candidates.



9. Liaise with and keep selection committee and/or hiring manager updated on the status of the search throughout the process.
10. Facilitate all necessary logistical arrangements with regard to the entire process including, but not limited to, contacting candidates for initial/final interviews, arranging meetings and interview schedules, locations, and travel.
11. Negotiate contractual conditions with the selected candidate in coordination with IUCN Chief HR Officer.

Requirements

- The executive search provider must have extensive experience in working with a variety of not-for-profit international organisations leading executive searches for C-suite executives, including successful CEO searches.
- They must be recognized as a leader in global executive searches with a strong commitment to diversity and an inter-continental pipeline of possible applicants.
- They will be expected to provide the required level of staffing and other resources to sustain and complete the search successfully within the agreed timeline.