The DG Search Committee (DGSC)

Issue Date: 19 September 2019

Closing Date and Time: 7 October 2019

IUCN Contact:
Raymundo Juan
CHRO a.i.
IUCN Headquarters
raymundo.juan@iucn.org

PART 1 – INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. About IUCN
IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Headquartered in Switzerland, IUCN Secretariat comprises around 950 staff in more than 50 countries.

Created in 1948, IUCN is now the world’s largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,500 Member organisations and some 10,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people’s well-being.

www.iucn.org
https://twitter.com/IUCN/

1.2. Summary of the Requirement
IUCN invites you to submit a Proposal for the IUCN Director General’s Executive Search. The detailed description of the Requirement can be found in Part 2 of this RfP.

1.3. The procurement process
The following key dates apply to this RfP (take note of the time zones as reflected):

<table>
<thead>
<tr>
<th>RfP Issue Date</th>
<th>19 September 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>RfP Closing Date and Time</td>
<td>7 October 2019; 23:59 GMT+7</td>
</tr>
</tbody>
</table>
1.4. Conditions
IUCN is not bound in any way to enter into any contractual or other arrangement with any Proposer as a result of issuing this RfP. IUCN is under no obligation to accept the lowest priced Proposal or any Proposal. IUCN reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RfP, Proposers accept the conditions set out in this RfP.

Proposers must sign the “Proposer’s Declaration” and include it in their Proposal.

1.5. Queries and questions during the RfP period
Proposers are to direct any queries and questions regarding the RfP to the above IUCN Contact. No other IUCN personnel are to be contacted in relation to this RfP.

Proposers may submit their queries no later than 7 October 2019; 17:00 GMT+7.

As far as possible, IUCN will issue the responses to any questions, suitably anonymised, to all Proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. Amendments to RfP documents
IUCN may amend the RfP documents by issuing notices to that effect to all Proposers and may extend the RfP closing date and time if deemed appropriate.

1.7. Proposal lodgement methods and requirements
Proposers must submit their Proposal to IUCN no later than 23:59 GMT+7 on 7 October 2019 by email to: Raymundo.juan@iucn.org. The subject heading of the email shall be [RfP – DG Executive Search - [Proposer Name]]. Electronic copies are to be submitted in PDF and native (e.g. MS Word) format. Proposers may submit multiple emails (suitably annotated – e.g. Email 1 of 3) if attached files are deemed too large to suit a single email transmission.

IMPORTANT: Submitted documents must be password-protected so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. After the deadline has passed and no later than 17:00 GMT+7 on 8 October 2019, please send the relevant password to the same email address as used for submitting your Proposal. This will ensure a secure bid submission and opening process. Please DO NOT email the password before the deadline for Proposal submission.

Proposals must be prepared in English and in the format stated in Part 3 of this RfP.

1.8. Late and Incomplete Proposals
Any Proposal received by IUCN later than the stipulated RfP closing date and time, and any Proposal that is incomplete, will not be considered. There will be no allowance made by IUCN for any delays in transmission of the Proposal from Proposer to IUCN.

1.9. Withdrawals and Changes to the Proposal
Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

1.10. Validity of Proposals
Proposals submitted in response to this RfP are to remain valid for a period of 90 calendar days from the RfP closing date.
1.11. Evaluation of Proposals

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in part 3 of this RfP.

PART 2 – THE REQUIREMENT

The International Union for Conservation of Nature, IUCN, hereby invites Proposals from executive search firms and/or individual search consultants/headhunters (“Bidders”) to assist the organisation with the search for the Director General. The contract will only cover an exclusive mandate for the Executive Search of the IUCN Director General’s vacancy. The selected Contractor will work with the Chief Human Resources Officer (CHRO) a.i., and the DG Search Committee (DGSC).

The selected Contractor will be required to carry out the following tasks:

- Consultations with the DGSC to review the position requirements, activities and milestones for the position.
- Produce regular reports for the CHRO a.i. and Succession planning Committee SPC with data related to applications.
- Propose a recruitment strategy and timelines for the overall process.
- Identify and approach suitable candidates, both active and passive through targeted mechanisms and outreach.
- Conduct pre-screening interviews where necessary.
- Review all applications received through IUCN’s application channel and combine with headhunted candidates to prepare a full dossier of 'potentially qualified' candidates (no more than 10 candidates) including CVs, motivation letters and other relevant information. The full dossier must include all applications and contain justifications for inclusion/non-inclusion of each candidate.
- Develop personal and competency profiles of potentially qualified candidates.
- Screen and evaluate candidates through telephone/Skype interviews. Verify credentials and evaluate individual strengths and weaknesses.
- Provide a report of all 'potentially qualified' candidates and propose a short-list of no more than 5 candidates for interviews.
- 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, among others.
- Negotiate contractual conditions with the selected candidate in coordination with the CHRO a.i.

The Contractor must have experience in working with a wide variety of public and private sector leaders thus supporting the executives as they build important internal and external relationships, define critical strengths and needs, and build a strategic plan.

The successful Bidder’s Proposal in response to this RfP will be incorporated into the final agreement between IUCN and the successful Bidder.
PART 3 – THE EVALUATION MODEL

The proposals shall be reviewed and evaluated on the thematic below which have been split into various sections:

1. Technical Competences and Experience (total of 100%)
   a. General experience and qualifications (total of 15%)
      • Experience in targeted headhunting for executive search (10%)
      • Qualifications and certifications (5%)
   b. Experience with similar organisations (total of 35%)
      • Number of years of experience in non-profit sector (10%)
      • Number of executive level positions contracted per annum over the last 3 years – please provide the list of positions and the name of the organisations (15%)
      • Provide references (name and contacts of organisations) that contracted you within the last 12 months (10%)
   c. Review and analysis of the services proposed (total of 50%)
      • Competitive advantages: outline why you stand out in comparison to your competitors (10%)
      • Approach: Please provide details on your approach and strategy for this type of executive search (10%)
      • Reports: Provide information of the progress reports that you intend to submit to the CHRO a.i. and the DGSC (10%)
      • Communications: please provide details of what, when and how you intend to communicate with the CHRO a.i. and the DGSC (10%)
      • Timelines: Please provide information on the expected timelines for the search (10%)

Please note that scores from 1 (one) to 5 (five) will be given to each item and then converted into the respective percentage. Any score of less than 3 (three) to any of the above sections means that the proposal will be discarded.

2. Financial competitiveness (100%)
   a. For percentage-based fees (100%)
      • Provide the percentage that will be applied
      • Provide the list of items on which the percentage will apply (e.g. base salary, relocation package etc.)
      • List all charges that will have to be covered as part of the search and the expected amounts for each
   b. For fixed service fees (100%)
      • Provide the list of services that are included

Note that travel can either be shown as a separate cost item or built in your overall pricing structure. Just make sure that it is clearly identified that you provide the necessary details on what will be included.

Applicants must possess a strong ethical and professional approach to providing the requested services.

PART 4 – INFORMATION TO BE PROVIDED BY PROPOSERS

By participating in this RfP, Proposers are indicating their acceptance to be bound by the conditions set out in this RfP.

This Part details all the information Proposers are required to provide to IUCN. Submitted information will be used in the evaluation of Proposals. Proposers are discouraged from sending additional information, such as sales brochures, that are not specifically requested.

Each of the following must be submitted as a separate document, and will be evaluated separately.
4.1. Declaration

Please read and sign the Declaration in Annex 1 and include this in your proposal.

4.2. Technical information/Service Proposal

Proposals should be structured as follows:
- Executive Summary of Proposal
- Bidder’s Background
- History of practice and types of clients served
- What makes the proposed service stand out from others
- List of recently completed executive searches and names of sectors served
- A list of 3 clients (not older than 12 months) that can be contacted for reference if needed
- Proposed approach to conducting the process for executive searches
- Proposed report(s) to be provided throughout the process
- Process for communicating with the client
- Timelines to complete recruitment process

4.3. Pricing information

Prices include all costs

Submitted rates and prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, risk and other items necessary for the performance of the Requirement. Any charge not stated in the Proposal as being additional, will not be allowed as a charge against any transaction under any resultant Contract.

Applicable Goods and Services Taxes

Proposal rates and prices shall be exclusive of Value Added Tax.

Currency of proposed rates and prices

Unless otherwise indicated, all rates and prices submitted by Proposers shall be in Swiss Francs.

Rates and Prices

Please provide detailed information regarding your pricing structure on how you wish to bill us for your services as detailed in part 3. The service contract will be established based on the information provided in the bidding document. No extra fees or charges will be applied.
### PART 5 – DEFINITIONS

For the purposes of this Request for Proposal (RfP) the following definitions apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>Means any contract or other legal commitment that results from this Request for Proposals.</td>
</tr>
<tr>
<td>Contractor</td>
<td>Means the entity that forms a Contract with IUCN for provision of the Requirement.</td>
</tr>
<tr>
<td>Instructions</td>
<td>Means the instructions and conditions set out in Part 1 of this Request for Proposals.</td>
</tr>
<tr>
<td>IUCN</td>
<td>Means IUCN, International Union for Conservation of Nature and Natural Resources.</td>
</tr>
<tr>
<td>IUCN Contact</td>
<td>Means the person IUCN has nominated to be used exclusively for contact regarding this Request for Proposals and the Contract.</td>
</tr>
<tr>
<td>Proposal</td>
<td>Means a written offer submitted in response to this Request for Proposals.</td>
</tr>
<tr>
<td>Proposer</td>
<td>Means an entity that submits, or is invited to submit, a Proposal in response to this Request for Proposals.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Means the supply to be made by the Contractor to IUCN in accordance with Part 2 of the RfP.</td>
</tr>
<tr>
<td>RfP</td>
<td>Request for Proposals</td>
</tr>
</tbody>
</table>