



Global Expertise. Local Solutions.  
Sustainable Democracy.

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Date: **February 2, 2018**

Ref: **RFQ-18-013**

Subject: **Request for Quotations for Executive Search Firm**

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale/delivery of the following services for the IFES office in Arlington, VA. IFES reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

#### **BACKGROUND**

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America and based in Arlington, Virginia. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies to mature democracies.

#### **DESCRIPTION OF SERVICES**

The Executive Search Firm will work directly with IFES' Board of Directors' Nominating Committee and shall assist the committee in recruiting a President and Chief Executive Officer (CEO) for IFES. Attached is the proposed job description for the position.

The services that will be required shall include:

- Develop an assessment and recruitment strategy, process, and timetable for completion of work under the direction of the Nominating Committee;
- Make recommendations to the job description;
- Distribute the job description; source job candidates through a number of different channels, proactively reach out to candidates in the marketplace;

- Receive and review resumes of applicants determining which candidates meet minimum qualifications and following up with telephone interviews to clarify each applicant’s qualification and experience;
- Prepare and present a written summary of the qualified candidates (top 20) to the Nominating Committee;
- Meet with the Nominating Committee to select 8 to 10 candidates for interviews;
- Coordinate the candidates’ schedules and participation in interviews;
- Debrief the Nominating Committee following candidate interviews;
- Verify selected candidate’s educational background and employment record; perform appropriate reference and background checks;
- Notify applicants not selected;
- If requested, assist the Nominating Committee and IFES’ Human Resources department with compensation negotiations;
- Compile data and documentation per the Department of Labor’s Office of Federal Contract Compliance programs (OFCCP) and Equal Employment Opportunity Commission (EEO) requirements and deliver to IFES’ Human Resources department; this may include:
  - CV/Resumes
  - Gender
  - Race
  - Disability Status
  - Veteran Status
  - Proof that disability and veteran questionnaires were sent
  - Application date
  - Application status
  - All interview dates, times, and names of interviewers (including phone interviews)
  - All interview notes
  - Affirmative Action Program data tables

<b>REQUIREMENTS</b>
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Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor’s history, experience and focus of work, and size/type of firm including whether it is a regional or national firm.
3. Name, location, and pertinent background of the person in the firm who will be primarily responsible for the work of this search.
4. Robust description of how the search will be conducted, as well as the ways in which appropriate candidates will be identified.
5. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor’s offer being removed from consideration.
6. A brief outline of the company, including:
  - a. Full legal name and address of the company or individual;
  - b. Corporate and tax registration documents;

- c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
  - d. Name of any individuals or entities that own 50% of more of the company;
  - e. Year business was started or established; and,
  - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned).
7. No subcontracting is allowed under this solicitation without prior approval.
  8. Contain detailed cost in U.S. Dollars, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
  9. Detailed description of past experiences providing similar services to international NGOs, including a list of successful searches.
  10. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
  11. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits, and government approvals necessary for performance of the work.

<b>EVALUATION</b>
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IFES will evaluate bids based on the following criteria:

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|--|-----|
| 1. ORGANIZATIONAL CAPACITY (i.e. networks used, size/type of firm, timeline)               | 20% |
| 2. INDIVIDUAL RESPONSIBLE FOR SEARCH (staffing plan)                                       | 20% |
| 3. EXPERIENCE  | 20% |
| 4. PRICE   | 20% |
| 5. TECHNICAL PROPOSAL (i.e. does the quote address the key points of the Services section) | 20% |

**Evaluation Criteria Grading for Each Criterion:**

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

After the initial evaluation, the Nominating Committee will interview the top firms before making a final selection.

<b>SCHEDULE OF EVENTS</b>
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Release of RFQ	February 2, 2018
Questions Due	February 8, 2018 by 5pm EST
Answers from IFES	February 13, 2018
RFQ Closes – Responses Due	February 22, 2018 by 5pm EST
Interview of Top Firms	Thursday, March 8 & Friday, March 9

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Elisa Velasco at [evelasco@ifes.org](mailto:evelasco@ifes.org). Please reference “**RFQ-18-013 Executive Search Firm**” in all communications.

#### GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for a minimum of 90 days.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts or activities, please contact IFES’ Compliance Hotline at [compliance@ifes.org](mailto:compliance@ifes.org) or at +1 202-350-6791.

## **SEARCH FOR PRESIDENT AND CHIEF EXECUTIVE OFFICER OF INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEM (IFES)**

**Location:** Arlington, Virginia (Metropolitan Washington D.C.)

**Application Deadline:** to be determined

**Salary Range:** approximately \$280,000 (in addition IFES provides a generous benefit package)

### **About IFES:**

The International Foundation for Electoral Systems (IFES) is an international, nonprofit organization that supports the promotion of democracy and the building of democratic process worldwide. IFES provides targeted non-partisan technical assistance to strengthen transitional democracies in the areas of elections, rule of law, civil society, and governance. IFES supports citizens' right to participate in free and fair elections. IFES' independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, IFES advances good governance and democratic rights by providing technical assistance to election officials, empowering the underrepresented to participate in the electoral process and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries developing and implementing comprehensive democracy support. IFES' budget for FY 18 is \$46.4 million. In the Arlington headquarters, IFES has 113 staff and worldwide IFES has 20 work sites with 220 staff. For more information, visit [IFES.org](http://IFES.org).

### **Duties and Responsibilities of President and CEO:**

The President/CEO reports to the Board of Directors and is responsible for the overall management of IFES. Working together with the Board of Directors, the President/CEO plays a leading role in establishing the strategic vision for the organization and is responsible for implementing this vision. The President/CEO will ensure IFES meets its mission in support of citizens' rights to participate in free and fair elections. Specific duties include working with the IFES Board to achieve the mission; managing the executive, programmatic, and administrative operating teams; establishing and growing relationships with stakeholders including international and federal elected officials, civil society leaders, donor governments, philanthropists, and potential corporate donors. The President/CEO leads the executive management team and focuses on innovative approaches to accomplishing the overall mission of IFES.

The President/CEO devotes a significant amount of time maintaining strong relationships with current IFES funding partners such as USAID and developing relationships with new partners and new funding sources with bilateral, multilateral development agencies, philanthropic foundations, and corporate individual donors. The President/CEO works actively, in a constantly changing environment, to develop IFES' relationship with other governmental and non-governmental partners at all levels. This includes international organizations such as the United Nations, bilateral and multilateral development agencies, electoral commissions, governments, and civil society organizations in other countries. While the

position is primarily based in Washington, DC, extensive international travel is expected. The President/CEO serves as the organization's primary spokesperson.

**Qualifications:**

The strong candidate will have (the order presented is not intended to suggest a priority or emphasis):

1. A genuine interest in the mission and values of IFES.
2. Knowledge and sensitivity on how support is garnered and decisions are made in Washington, including on the Hill and in the Executive Branch, particularly USAID and the U.S. Department of State. Exposure to campaigns/elections.
3. Experience and success in line management of an organization with complexity of mission and program, budget, personnel management, real estate leases, etc.
4. International knowledge and experience, including in developing countries, and comfort in working internationally. Knowledge about technical election assistance systems and technologies would be very helpful.
5. Experience working with governments and bilateral organizations, including knowledge about government contracting. Experience and success in raising money from the private sector including individuals and corporations. Fund raising including identification, cultivation and sustaining donor relationships, preparation and delivering/closing on proposals.
6. Capacity to effectively communicate with public speaking experience and capacity to intellectually engage inside and outside the organization.
7. Expected capacity, if not experience, in working with boards to engage and facilitate their contribution to the organization.
8. Capacity for vision, strategic thinking, and achieving organizational change and a record of these capabilities in leading or as part of the leadership of an organization.
9. Inspiration, energy and drive to lead the organization.
10. Commitment to diversity in race, gender, sexual orientation and differently-abled, as well as to creating an inclusive program and work environment.
11. Interest in and openness to new ideas and capacity to lead the development of significant new programs within an organization and sustaining them.
12. A commitment to running the organization with integrity and transparency.

**TO APPLY**

Please send letter of interest and a cv or resume to (the search firm to be selected by nominating committee). IFES is an Equal Employment Opportunity Employer.