



**HQ CFO and COO Executive Search RFP  
Questions and Answers Document – September 15th, 2021**

Q. Will Mercy Corps entertain an agreement for search services for the CFO and COO separately or is it a requirement that the selected vendor conduct both searches? Is it preferable that the same firm conduct both searches?

A. We will entertain a combination of the two, firms can bid for both or one of the two.

Q. Are both searches to be conducted simultaneously?

A. The searches will run in parallel.

Q. Does Mercy Corps have a preferred provider of Executive Search services?

A. We do not have a preferred firm.

Q. Is the work to be conducted remotely? Will Mercy Corp entertain this work to be conducted remotely during the covid pandemic?

A. We may be open to remote but have a preference for a Mercy Corps location (TBD).

Q. Is it preferred that the selected vendor have nonprofit search experience?

A. It would be great to have a firm with nonprofit/ NGO search experience.

Q. Has Mercy Corps conducted a compensation analysis for the two roles within the last two years?

A. Yes

Q. While it is understood that the search for both roles will be taken simultaneously, does Mercy Corps have a preference for either of the roles to be filled first? Is there a preferred date by which each respective hire would be in place?

A. There is no preference on the searches and would be great to have someone hired by the end of the calendar year if possible.

Q. Please confirm whether there is an expectation that either or both searches will be a global search? Or a US national search? Does Mercy have the ability to provide visa sponsorship in the United States for an international hire provided all requirements are met?

A. These will be global searches and can consider visa sponsorship.

Q. Would the selected finalists be expected to relocate to and reside in/around Portland Oregon? How has Mercy Corps adapted to pandemic working situations and what is now defined as normal work arrangements for leadership level team members?

A. Does not have to be Portland based. Mercy Corps is currently remote and at this point will remain remote in the US until mid-January. With the uncertainty of the pandemic, this will be evaluated.

Q. What is the approximate number of staff, both in the United States, and internationally, that each role will supervise?

A. The COO position will be determined. Mercy Corps has never hired a COO, and this will be the first. The CFO will have approximately 12 direct reports (9 US based and 3 international).

Q. Taking into consideration the current state of the pandemic in the United States and worldwide, what are Mercy Corp's expectations regarding in-person vs. virtual meetings, both with respect to the contractor and to the eventual finalists for the roles?

- A. At this time, Mercy Corps is remote and not traveling with the exception of critical roles. Meetings are taking place virtually. With previous searches, we have facilitated virtual meetings.

Q. Regarding the Evaluation criteria: "Does the supplier have the right qualifications (registration, insurance, and experience?)" does Mercy Corps have specific requirements to with respect to registration and insurance? If not, should supplier respond with information regarding the specific registrations and insurance that it has, or summarize such information?

- A. For registration and insurance, it is the ability to conduct business in the country (of registration).

Q. Is the Supplier expected to supply a Tax Registration Certificate, and if so please indicate which document is preferred.

- A. Yes please, and the same as previous. An ability to conduct business in the relevant country (ies).