



## **MERCY CORPS**

Request for Proposal – CFO and COO Executive Search

Date – September 3<sup>rd</sup> 2021

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# I. Mercy Corps Overview

Mercy Corps is a global team of humanitarians, working together on the front lines of today's biggest crises to create a future of possibility, where everyone can prosper.

Our mission: to alleviate suffering, poverty and oppression by helping people build secure, productive and just communities.

In more than 40 countries around the world, our nearly 6,000 team members work side by side with people living through poverty, disaster, violent conflict and the acute impacts of climate change. We're committed to creating global change through local impact — 85 percent of our team members are from the countries where they work.

We bring a comprehensive approach to every challenge, addressing problems from multiple angles. Thanks to support from our extended global community, we've provided \$4 billion in lifesaving assistance to meet the urgent needs of more than 220 million people over nearly 40 years. In addition to emergency aid, we partner with local governments, forward-thinking corporations, social entrepreneurs and people living in fragile communities to develop bold solutions that make lasting change possible.

## Through our impact, influence and innovations, in 2020 we:

- Reached nearly 37 million people in more than 40 countries.
- Raised \$60.5 million for our COVID-19 Resilience Fund and have reached 15.1 million people so far through our response.
- Provided 1.8 million people with emergency cash assistance.
- Our work in the Democratic Republic of the Congo alone reached more than 4.9 million people
- Secured \$490 million in revenue from institutional and private funders in 2019.
- Piloted the use of 3D printing to support children with disabilities in Jordan's Za'atari refugee camp.
- Sponsored the Global Fragility Act, together with a coalition of 70 grassroots organizations, which created the first-ever U.S. government strategy to tackle alarming levels of global violence around the world. The act was signed into law in December 2019 after receiving bipartisan support in Congress.
- Launched FInX with a \$10M contribution from Ripple and Rippleworks with the goal to accelerate global financial inclusion by advancing innovative, responsible distributed ledgers, digital assets, cryptocurrencies and other digital financial solutions that help people join the global economy and lift themselves out of poverty.

See more details about our impact in 2020: <http://www.mercycorps.org>

## II. Project Background and Context

We are looking to engage with an executive search firm to recruit for our open CFO (chief financial officer) and COO (chief operating officer) roles.

## III. Desired Services & Scope of Work

Descriptions of the CFO and COO roles:

### CFO Role

As CFO you will lead all finance functions in a leading international relief and development organization towards the goal of ensuring our resources are deployed strategically and maximized to their full potential. You have experience helping finance departments and leadership teams through times of growth and change. You also welcome the opportunity to re-engineer systems and processes. You will serve as a conduit between finance departments, the Board and leadership team and global programs. You must be able to connect, establish relationships, build trust, and facilitate tradeoffs and difficult decisions with key stakeholders and identify next steps as the organization responds to internal and external demands.

### COO Role

Mercy Corps is a thriving, fast-growing, dynamic organization that has continued to support the needs of the communities it serves through COVID, the effects of climate change, and crisis. In the last two years, Mercy Corps has bolstered key systems to support its entrepreneurial growth including the creation of an Ethics and Compliance infrastructure, the launch of a comprehensive plan to improve gender, equity, diversity, and social inclusion in the organization and our programming, new community accountability mechanisms, and a larger and more robust safeguarding operation to ensure that staff and participants remain safe and protected in their interactions with the organization. Against this backdrop and the recent onboarding of a new CEO, Tjada D'Oyen McKenna, Mercy Corps is developing a new, 10-year strategy to guide its path towards maximizing the impact it can achieve in the world as an international NGO.

Mercy Corps is seeking a global, dynamic, highly effective, and experienced Chief Operating Officer (COO), who will partner with the CEO and broader global organization to forge the next chapter for Mercy Corps. Reporting and serving as a key thought partner to the CEO, the COO will be responsible for operational leadership and change management at Mercy Corps. The COO will focus on improving our systems and operations towards the goals of increasing alignment, accountability, and the efficient allocation of resources as we work to execute against a new strategy. The COO will play a key role in 1) driving a change management process to implement the new strategy, 2) creating improvements and efficiencies in our operating and service models to allow our talented employees to do their best work, and 3) working with the organization to develop processes and systems to increase alignment and accountability against its strategic goals.

## IV. Evaluation of Proposals

Proposals will be scored using the following technical criteria. Points for each question will range from 0- 25 the maximum technical score is 100 points. Proposals should address each evaluation criteria.

- Adherence to the RFP Requirements: Did the bidder conform to all requirements and product or service specifications in the RFQ or RFP? (0-10)

- Technical Criteria: Includes the bidder's understanding of the service or procurement required, bidders' management plan, supplier's qualifications and bidders' overall resources. Does the supplier have the right qualifications (registration, insurance, experience)? (0-35)
- Management Criteria: Includes the bidder's experience on similar projects, bidder's performance on similar projects, bidder's available facilities and resources for the project and the bidder's plan for management and control of the project. (0-30)
- Cost Criteria: Is the cost within any pre-determined price range, such as cost estimates from a market analysis? In most cases cost is evaluated using value for money unless otherwise directed by donor requirements. (0-25)

## V. Proposal Format & Requirements

In order to secure information in a form, which will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format listed below. Standard proposal formats are acceptable provided the following information is included:

1. Name, address, telephone number and email address for principal contact.
2. A brief outline of your organization and services offered, including:
  - Full legal name, jurisdiction of organization or incorporation and address of the company
  - Full legal name and country of citizenry of company's President and/or Chief Executive Officer, and all other officers and senior managers of the company
  - Year business was established
3. Name and professional qualifications of personnel who would provide the services.
4. Names, addresses, phone numbers and email addresses of at least two clients of similar industry and scope of operations as Mercy Corps that can be contacted as references.

### CONTACT FOR BID INQUIRIES

All inquiries concerning this solicitation shall be addressed to the following Designated Contacts:

- Mark Spencer | [mspencer@mercycorps.org](mailto:mspencer@mercycorps.org) | Global Procurement

Please email an electronic version of your response (via e-mail), including all supporting documentation, and direct questions about the RFP to each of the designated contacts.

All questions should be submitted in writing (via email) citing the particular bid section and paragraph number. Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid.

Only questions received during the Question and Answer period (as outlined in the RFP Calendar) will be addressed. No telephone questions will be answered. Official answers to the questions will be posted on Mercy Corps website at [www.mercycorps.org/tenders](http://www.mercycorps.org/tenders)

### RFP CALENDAR/TIMELINE

- RFP published September 3, 2021
- Questions and Answers period September 3-13, 2021
- RFP responses due October 15<sup>th</sup>, 2021
- Vendor meetings week of TBD
- Vendor selected and notified October 2021

## VI. Other Terms & Conditions

### WITHDRAWAL OF RFP

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

### **RFP COSTS**

All costs incurred in the preparation and presentation of proposals to the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the Mercy Corps. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

### **AWARD BASIS**

At the option of the Mercy Corps, finalists for the Agent designation may be selected for a final round of negotiations; however, applicants are encouraged to present their best offers with their initial submission. Mercy Corps reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which Mercy Corps, acting in the sole and exclusive exercise of its discretion, deems to be in Mercy Corps best interest.

### **CONTRACTUAL DEVELOPMENT**

Once an applicant is approved as the exclusive Agent, the successful respondent will enter into a contract with the Mercy Corps. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP, or developed subsequently during the selection process.

### **CONTRACT TERMS**

Firms that are selected as the exclusive Agent are eligible to enter into a service contract. Mercy Corps may terminate the contract upon written notice to the Agent of not less than thirty (30) days.

### **EQUAL OPPORTUNITY**

Mercy Corps emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age or sexual orientation. Minority and women-owned firms are especially encouraged to respond to this RFP.

### **LIMITATIONS**

Mercy Corps reserves the right to reject any and all Proposals and to waive any informality in the solicitation process. Total proposal length excluding cover letter, details of professionals who will provide services, and contact information of client references, should not exceed 12 pages.