



REQUEST FOR PROPOSAL
EXECUTIVE RECRUITMENT CONSULTANT
RFP # VPSHR223

1. Overview and Purpose

1.1 Overview

The Voluntary Principles on Security and Human Rights (VPSHR or simply Voluntary Principles) are an internationally recognized set of principles that guide companies on how to conduct their security operations while ensuring respect for human rights.

The Voluntary Principles were created in 2000 when companies, governments, and NGOs committed to work together to address security-related human rights abuses and violations in the extractive sector. Today, the Principles help companies in various industries.

To promote the implementation of the Principles, the Voluntary Principles Initiative (VPI) was created. The Initiative is comprised of over 75 Members and Observers including companies, governments, and non-governmental organizations that share best practices and mutually support the implementation of the Principles. For additional information, please visit: <http://www.voluntaryprinciples.org/>.

The Voluntary Principles Association (VPA), with whom the successful bidder will formally enter into a contract, is the formal not-for-profit legal entity, domiciled in the Netherlands, designed to address the basic administrative and financial needs of the Voluntary Principles Initiative (VPI). The VPA is governed by the Articles of Association and the Board of Directors. The Secretariat, located in Ottawa, Canada, is responsible for the day-to-day business of both the VPI and the VPA.

1.2 Purpose and Context – Executive Director Recruitment

In March 2025, the VPI Board made the decision to hire the first Executive Director of the VPI, and subsequently created an Executive Search Committee. Reporting to the VPI Board of Directors, the purpose of the Executive Search Committee is to lead a global search for an Executive Director of the VPI, to evaluate and interview candidates and recommend a shortlist of candidates to the VPI Board of Directors.

The Executive Recruitment Consultant is expected to support the Executive Search Committee in fulfilling the following principal responsibilities:

- Developing a job description, position profile and advertisement for the position of Executive Director
- Recruitment of candidates to provide a strong and diverse applicant pool
- Development of an interview guide and candidate evaluation guide
- Screening candidates, conducting preliminary interviews and reviewing references; and
- Recommending a shortlist of three candidates for final selection by the Board of Directors

The Executive Search Committee is expected to provide a shortlist of candidates to the Board by Monday 17th November 2025. See Scope of Work in Annex A for further information.

1.3 The Executive Director

The new Executive Director will help the VPI sustain its position as the global leader in security and human rights. As the first permanent employee of the VPI, the Executive Director will lead the transition of the organization from a contracted to a permanent staff.

The Executive Director will report to the VPI Board of Directors and be responsible for the day-to-day operations of the Initiative and for managing the VPI Secretariat staff.

2. Timeline and Notifications

Publication of RFP	Wednesday 28 th August
Deadline for Submission of Questions	Friday 5 th September
Publication of Answers to Questions on website	No later than Friday 12 th September
Proposal Due date	Wednesday 17 th September
Review and evaluation	Thursday 18 th - Friday 26 th September
Notification of Shortlisted Bidders, Negotiation and Award notification	Monday 29 th September
Expected start date of Contract	Monday 13 th October

Please note that these dates are subject to change at the discretion of the Executive Search Committee.

2.1 Submission of Questions & Publication of Answers

Please send any questions regarding the RFP to tenders@voluntaryprinciples.org.

Responses to questions will be posted on the VPI website according to the timetable.

3. General Requirements

3.1 Communications

Any questions or other communications must be directed to tenders@voluntaryprinciples.org.

Any communication related to this RFP with parties not expressly named in this document may result in the disqualification of your organization from further consideration.

3.2 Eligibility

Any individual, or consultancy firm is eligible to bid, so long as demonstrates:

- Experience in executive recruitment, ideally non-profit executive recruitment.
- High degree of fluency in English.
- Proven ability to draft documents and communicate in English, with a high degree of proficiency.

Bidders must meet all of the above eligibility requirements.

4. Required Format and Submission

4.1 Proposal Responses

Proposal responses should be organized and submitted in accordance with the instructions in this section. Responses should be organized as follows:

- I. Technical Proposal
- II. Detailed Budget
- III. Signed Declaration (Annex B)

I. TECHNICAL PROPOSAL

The technical proposal should be drafted in English and should respond to Annex A: Scope of Work and include the following:

- a) CV(s) for the consultant or each member of the consulting team, demonstrating experience, knowledge and ability to deliver the project.
- b) Proposed process to find a successful candidate. Please detail how you will accomplish the annexed scope of work. Include examples from similar searches and what networks you are able access on behalf of this search.
- c) An estimated timetable for the recruitment process
- d) Three short examples of past success in placing ED-level candidates and references

II. DETAILED BUDGET

The Bidder should provide a separate document related to the pricing of its proposal.

All proposals must address the following financial requirements:

- a) All prices should be quoted in USD, excluding VAT and other taxes.
- b) Bidders are strongly encouraged to submit cost proposals calculated on a fee basis including the following (as applicable):
 - The name of each person who may perform services
 - Hourly rate for each person
 - Expected level of effort and activities for each person
 - Any other costs that may be incurred, such as disbursements and taxes
- c) The Bidder shall indicate its invoicing schedule.
- d) Bids should not exceed \$30,000 USD (thirty thousand American dollars).

III. SIGNED DECLARATION

The Declaration in Annex B must be signed by a duly authorized representative of the bidder and included in the bid.

4.2 Electronic Submission

Proposals shall be submitted electronically in pdf format to tenders@voluntaryprinciples.org.

Submissions should include the RFP number in the subject line. Please attach Technical and Budget Proposals as separate pdf documents.

4.3 Receipt by Bid Due Date

The Evaluation Team must receive the Proposal no later than 5:00pm EDT on the Proposal Due Date set forth in Section 2.0 of this RFP.

4.4 Bidder Contact Information

Bidder is to enter its correct entity name and full address in their Proposal, followed by the signature and designation of the person authorized to bind the Bidder in this matter, and the date. The name and title of each signatory shall be typed or clearly printed below the signature.

4.5 Declarations

Each Bidder shall include a signed Declarations form (Annex B) confirming that they meet the eligibility requirements and will comply with VPA expectations regarding proper conduct. To avoid any potential conflicts of interest, any successful bidder must disclose any and all commercial relationship(s) with existing VPI participants and VPA members and propose a plan for mitigation.

5. Evaluation Criteria

Proposals will be assessed by the Evaluation Team according to the following criteria:

1. Experience, knowledge and ability in executive recruitment.
2. Likelihood that proposed approach will result in an effective recruitment process.
3. Overall value for money, appropriateness of the budget and the implementation timetable.

Proposal evaluation will be weighted 80% technical and 20% financial. Financial proposals will only be scored if the bidder receives a minimum score of 70% upon evaluation of the technical proposal.

6. Reservation of Rights

This RFP should in no way be construed as an offer of purchase, but rather is a request for services, products, fees, and expenses information, which will assist the Evaluation Team (on behalf of the VPA) in selecting a vendor for supplying the scope of services listed in the RFP. The VPA reserves the right to alter the timeframes published in this RFP. The VPA hereby assumes no financial responsibility, direct or indirect, for the cost of preparing any proposals, or amendments thereto. The VPA has the right to retain all proposals submitted in response to this RFP. The VPA makes no commitment in or by virtue of this RFP to purchase any services.

7. Debriefing

An unsuccessful bidder may request a debriefing within 10 business days of award notification.

Annex A: Scope of Work

The Executive Recruitment Consultant will work in conjunction with the Executive Search Committee in a global search for the Executive Director of the VPI, to evaluate and interview candidates and recommend a shortlist of candidates to the VPI Board of Directors.

The Executive Search Committee is expected to provide three shortlisted candidates to the Board by 17th November 2025.

The Board of Directors will then conduct a final interview with each candidate and make the final decision on which candidate to make an offer to.

The Executive Recruitment Consultant responsibilities will include:

- Propose an interview approach for the global recruitment of the Executive Director.
- Propose timeline to enable the Executive Search Committee to provide three shortlisted candidates to the Board of Directors by 17th November 2025.
- Liaise with Executive Search Committee to gain an understanding of the key aspects and expectations of the position.
- Guide the Executive Search Committee in developing a salary range, compensation package and terms of employment for the successful candidate, including salary and benefits.
- Support the Executive Search Committee in developing a job description, position profile and advertisement for the position of Executive Director.
- Develop an interview guide and evaluation criteria for each step of the interview process.
- Ensure the job posting is adequately advertised.
- Conduct a global search from as wide a field as possible for potential candidates through consultation with appropriate organizations, interested bodies and advertising, ensuring a strong and diverse pool of applicants.
- Identify prospective candidates.
- Under the guidance of the Executive Search Committee, screen candidates, develop a candidate long-list (eight-ten) and interview five selected candidates.
- In conjunction with the Executive Search Committee, assess and select the final three candidates for Board-level interviews and finalist selection.
- Support the Board of Directors in shortlisted candidate interviews.
- Conduct reference checks.
- Advise the Executive Search Committee and Board of Directors in developing a final offer to the selected applicant commensurate with the candidate's experience, including salary and benefits, for Board approval.
- Support negotiation of compensation and employment terms with selected applicant, if required.

Annex B: Declaration

We, the undersigned, offer to provide the services for Executive Recruitment Consultant in accordance with your Request for Proposal No. VPSHR217 and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that we meet all eligibility requirements as set out in section 3.2. We declare that we have a corporate sexual harassment policy in place or will have one before entering any contract that may result from this process.

We hereby declare that our firm, its affiliates or subsidiaries, including any joint venture/consortium /association members (as applicable):

- a) will comply with all applicable laws in our jurisdictions of registration and operation, including, without limitation, laws against bribery of foreign officials;
- b) have no conflict of interest and/or any potential conflict has been declared (e.g. a commercial relationship with a member of the VPA) and a plan for mitigating provided;
- c) have not declared bankruptcy, are not currently engaged in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- d) undertake not to engage in illegal practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, funding of terrorism, or any other practice that exposes the VPA to undue financial, operational, reputational or other risk;
- e) are not under sanction for an offence involving fraud, bribery or corruption imposed by a government or an international organization; and
- f) are not engaged in practices or transactions that would violate the sanctions laws and regulations of the United Nations, the European Union, or the United States.

We declare that all the information provided, and statements made by us in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the VPA. We offer to provide services in conformity with the Bidding documents and in accordance with the Statement of Work. Our Proposal shall be valid and remain binding upon us for 120 days upon receipt. We understand that you are not bound to accept any Proposal you receive.

We declare that any supplier or subcontractor to be used in connection with this project shall be contractually required to make representations substantially similar to the declaration set out herein.

I, the undersigned, certify that I am duly authorized to sign this Declaration on behalf of the Bidder.

Name:
Title:
Date:
Signature: