



NEWFOUNDLAND & LABRADOR ORGANIZATION OF
WOMEN ENTREPRENEURS

Request for PROPOSALS

Executive Search Firm

The Board of Directors of the Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) invites proposals from qualified executive search firms to conduct the candidate search for the position of Chief Executive Officer (CEO). The selection process is being managed by a committee of the NLOWE Board of Directors (Hiring Committee) and reports to the full board.

About NLOWE

NLOWE's mandate is to provide approved programs and services that connect and support women within Newfoundland and Labrador to start, grow and advance their businesses. Our programs and services focus on business growth, job creation and increased economic development through the starting, expansion and sustainability of businesses led by women.

We receive funding from, and partner with, a variety of provincial and federal government departments. Our services are supported through funding from the Atlantic Canada Opportunities Agency (ACOA) and the Self-Employment Assistance (SEA) Program, administered by the Department of Advanced Education Skills and Labour (AESL), Government of NL. We also deliver projects with funding from the Department of Tourism, Culture, Industry and Innovation (TCII), Government of NL, and through Status of Women Canada, Government of Canada. We have partnered with community and corporate supporters throughout the province to deliver various projects.

NLOWE provides a number of programs & services to support women entrepreneurs:

- Business Advisory Services
- Professional and Personal Development, Mentoring and Recognition
- Exporting Consulting & Sector Development
- Membership Services

CEO Roles and Responsibilities

The Chief Executive Officer is responsible for strategically leading and representing the organization on a Provincial, National, and International level. The CEO is responsible for the day-to-day management of the organization, including all administration, human resources management, securing operational funding and program delivery. The CEO reports to the NLOWE Board of Directors.

Scope of work

The Consultant will provide the following services to the Hiring Committee:

- Develop a timeline for the search process;
- Conduct a broad market search for suitable candidates;
- Conduct search-related advertising;
- Pre-screen resumes;
- Provide a diverse slate of candidates;
- Make initial contact with declared and potential applicants to conduct preliminary interviews (pre-screen for interest and suitability);
- Assist with the drafting of questions for the interview process;
- Assist candidates through the selection process; conduct reference checks; and manage responses to unsuccessful candidates.

Anticipated Timeline

The Hiring Committee aims to advertise the position by **late January, 2019** with a goal to have the new CEO in place by **March 31, 2019**.

RFP Submission Requirements

Interested parties are asked to submit a proposal outlining their qualifications by 4:00 p.m. on **Wednesday, January 9th, 2019**.

Please ensure the proposal includes the following information:

1. Description of the qualifications of the firm in relation to this project and why your organization would be well suited to provide the required services.
2. Proposed project schedule.
3. Work Plan outlining the approach to be used.
4. Detailed fee structure for services, including whether based on a flat fee or a percentage fee, and outlining the total cost expected.
5. Name and contact information for three (3) client references which would support the work to be completed.
6. One digital copy of the proposal submitted in PDF format.

The following criteria and ratings will be used to review and select a proposal submission:

- Relevant knowledge, experience and qualification of firm and team members (20%)
- Proposed methodology and work plan to be used in the process (25%)
- Understanding of the project and overall completeness of submission (25%)
- Proposed project costs and fee schedule (25%)
- References (5%)

Firms shall disclose any potential conflicts of interest and existing business relationships they may have with NLOWE, and/or the Board of Directors.

The Board of Directors reserves the right to exclude any proposal received from a firm/person having a real or perceived conflict of interest.

Instructions for Submission

Proposals must be received by **4:00 p.m. on Wednesday, January 9th, 2019.**

Email your submission to:

Sarah Lynn Russell
Vice-President, NLOWE Board of Directors
sarahlynn@thinkdistinctive.com

1. By submitting a proposal for consideration, it is understood that you may be contacted by NLOWE for follow-up and more information on your submission, however; only those applicants selected for further consideration will be contacted.
2. Selection of submission(s) will be based on the evaluation criteria, as listed above. NLOWE reserves the right to make the final decision.
3. A decision will be made by NLOWE and the successful applicant notified no later than **January 18th, 2019.**