

Request for Proposals for Consulting Services: Recruitment

NATURE OF SERVICES: Full service recruitment for positions in the international non-profit global public health sector, especially for senior management and executive roles such as Regional Director, Country Director, Deputy Country Director, Finance Director, and for Key Personnel for active projects and proposals such as Project Director (Chief of Party) and technical leads in areas relevant to mission of Helen Keller.

It is our intent to select one primary vendor: additional vendors with expertise and/or networks in niche markets may also be selected for occasional work.

CONTRACTING ENTITY: Helen Keller International

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

PLACE of PERFORMANCE: Flexible

Consultant(s) must be available to accommodate business hours in Africa, Asia, and the US.

TIMEFRAME

The anticipated period of the resulting award is expected to be one year beginning on or about February 1, 2025, with an option for two one-year renewals.

The timeline for each individual recruiting assignment will be set in consultation with the hiring manager and/or a Helen Keller Talent Management liaison, and will be calibrated to take into account elements such as: the schedule of the hiring manager; proposal recruitment deadlines; whether the position is considered “hard to fill;” etc.

The Consultant(s) will be assigned to specific recruitments with varying frequency. The typical volume of new assignments for the primary vendor is expected to be 3-4 per month.

SCOPE of WORK

For each assigned recruitment the Consultant will typically review the posting and consult with the hiring manager to clarify requirements and define composition of interview panels; review and assess incoming resumes and cover letters; source additional candidates with a specific effort to identify diverse candidates; prepare lists of prospects for review by hiring manager; review prospects with hiring manager to select who will be screened; schedule and conduct phone screens; prepare written summaries of screenings with recommendations for next steps, schedule panel interviews and interview preparation and debriefing meetings in consultation with hiring manager. Consultant may conduct reference checks, as requested.

Consultant will act as a primary point of contact for all candidate communications, provide hiring managers and Helen Keller Talent Management liaison with regular status reports, and maintain organized and auditable files on Helen Keller systems for effective knowledge management and compliance, prior to handing over to Helen Keller staff for final decisions and employment offers.

REQUIRED QUALIFICATIONS and EXPERIENCE

- Significant experience recruiting diverse leadership and senior level technical staff for:
 - the global public health sector;
 - projects funded by institutional donors such as USAID; FCDO; EU, etc.
 - positions based in Africa and Asia
- Knowledge of INGO donor landscape and selection criteria for Key Personnel for successful proposals.
 - Solid track record of identifying Key Personnel for winning proposals
- Ability to develop and lead collaborative yet efficient recruiting processes and to effectively juggle multiple assignments.
- Experience collaborating with senior leaders and Subject Matter Experts in a multi-cultural environment to clearly articulate core competencies to guide selection process.
- Demonstrated existing network of candidates to reach out to, particularly within technical areas associated with Helen Keller's mission.
- Credible track record of sourcing technical specialists in niche areas on tight deadlines.
- Excellent interpersonal skills including active listening skills, and the ability to communicate effectively across cultures.
- Sound judgment in evaluating resumes and candidates. Ability to clearly articulate reasons for recommendations.
- Ability and willingness to work under pressure with a positive attitude. Collaborative, flexible and solution oriented.
- Comfortable using Microsoft Teams, SharePoint, Applicant Tracking Systems and other platforms for virtual collaboration, as well as technical skills to support effective sourcing such as Boolean search.
- French language skills a plus.

SPECIFIC REQUESTS for INFORMATION

To submit a response to this proposal, please email consultants.recruitment@hki.org, noting the title "Recruitment" in the subject line, and request the complete copy of the request for proposals for further details on qualifications, scope of work, submission instructions, and other relevant information.

Please follow the Proposal Instructions to submit your complete proposal (cover letter, technical offer, and financial offer). The deadline for submissions is December 16, 2024.

EVALUATION and AWARD PROCESS

This RFP is open to all persons or entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics.

The award(s) will be made to the Seller representing the **best value** to the project and to Helen Keller. For this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the "best value" awardee.

**In the spirit of our founder and namesake,
Helen Keller places diversity and partnership at the core of our work.**

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**We encourage small minority, women, or veteran-owned businesses to submit proposals.**