

Request for Proposals from Executive Hiring Firms

Recruitment of Executive Director (2022-2025)

Commission for Environmental Cooperation

The Commission for Environmental Cooperation (CEC) is requesting proposals from prospective executive hiring firms to carry out the search for its next Executive Director, a US national.

The Commission for Environmental Cooperation (CEC) was established in 1994 by the governments of Canada, the United Mexican States (Mexico), and the United States of America (United States) through the North American Agreement on Environmental Cooperation, a side agreement concluded in connection with the North American Free Trade Agreement (NAFTA).

The CEC is led by a Council comprised of the highest cabinet-level environmental officials from Canada, Mexico, and the United States, and receives administrative, operational and technical support from a Secretariat located in Montreal, Canada.

As of 2020, the CEC operates in accordance with the Agreement on Environmental Cooperation among the Governments of the United States of America, the United Mexican States, and Canada (ECA), which entered into force at the same time as the new trade agreement known as CUSMA, T-MEC and USMCA. The CEC brings together a wide range of stakeholders, including the general public, Indigenous people, youth, nongovernmental organizations, academia, and the business sector, to seek solutions to protect North America's shared environment while supporting sustainable development for the benefit of present and future generations. Find out more at: www.cec.org

Overview and Scope

The CEC Secretariat not only supports the CEC Council, but also committees and groups established by the Council. It comprises 41 staff and manages an approximate annual budget of 8 million dollars (USD), including Parties' contributions and any additional resources.

The Executive Director is the principal officer of the Secretariat and reports directly to the CEC Council members or their designated representatives (the Alt Reps). The Executive Director is a consensus-builder and a skilled facilitator who can build relationships and strengthen a collaborative approach to deliver on the CEC's strategic priorities and activities. This is an outstanding career opportunity in a highly visible role for an executive to lead the only trinational environmental organization in the region and contribute to the improvement of the common North American environment. The Executive Director is a 3-year term appointment commencing 17 July 2022.

The next Executive Director will have the requisite leadership and operational management track record of experience and success and professional gravitas, in addition to the bilingual language requirements. Given the appointment is for a 3-year term, it will be optimal for this individual to be able to begin his/her term in mid-2022.

To support the recruitment and selection of the next Executive Director the hiring firm should:

- Be a trusted advisor to CEC Council;
- Invest in robust interactive client meetings to gain full understanding of:
 - The short and long-term strategic priorities of the CEC and the Secretariat;
 - The organizational structure;
 - Key responsibilities and accountabilities of the Executive Director role,
 - Key required competencies (leadership, technical, behavioral, language);
 - Key elements of the mandate and expected deliverables of the role;
 - The ideal background;
 - The timeframe for delivering key outcomes/results associated with the recruitment.
- Prepare of a Position Profile aligned to the information and messaging gained from initial client meeting(s), a well-articulated market-facing document approved by the Search Committee; a position posting announcement approved by the Search Committee to be placed in agreed upon media/website vehicles;
- Develop and executed a research/search strategy, tailored to the mandate that will incorporate a heavy component of direct sourcing and referral/nomination follow up and a lens on diversity;
- Carry out partner-led interviews of prospective candidates; developing the longlist for client review; facilitating the decision with the CEC Council of a shortlist candidate roster (the 3 top candidates);
- Undertake a search process that entails frequent communication with the CEC Council, leading up to specific milestones;
- Consistent due diligence and assessment applied to both internal and external candidates;
- Develop an interview guideline (i.e. recommended interview questions) for the Search Committee to support shortlist candidate interviews; preparation of an assessment matrix to complement the approved interview questions;
- Facilitate interviews of shortlist candidates at a location to be determined;
- Ensure thorough follow up respecting the finalist candidate – reference checking (including verification of academic credentials/professional designation and if client requested, criminal/credit checks), offer negotiation and conclusion;
- Ensure timely follow up communication to candidates not selected;
- Draft a summary review with the CEC Council regarding the search and the process – eliciting feedback;
- Ensure ongoing follow up with the CEC Council respecting the integration of the appointed Executive Director.

Proposed Project Plan

The proposal from the executive hiring firm should include key activities and deliverables, who is involved and an estimated timeframe for the hiring process. Note that the selection of the Executive Director should be completed by end of May 2022.

Reporting Requirements

Throughout this work, the executive hiring firm will collaborate closely with a point of contact at the US Environmental Protection Agency (to be determined).

Requirements

To be eligible for further consideration, all consultants must fulfill the following basic requirements.

The consultant, as well as all their personnel and subconsultants, must reside and be authorized to work legally in the United States of America. If travel is required, the consultant must possess valid documentation to travel within these countries.

The proposal should not exceed five (5) pages, exclusive of applicant resume or corporate brochures. It should include a detailed cost breakdown, including number of person/days of key and other personnel, direct and indirect costs, travel costs and applicable taxes.

Potential consultants must also submit any additional information that will assist the CEC in the evaluation of their proposal, such as samples of previous work and letters of recommendation from previous assignments. This information is not subject to the three (3) page limit.

The CEC Secretariat intends to use its standard milestone-based contract for these services. A sample is available upon request.

The consultant will be paid in the following manner:

- Upon signature of the contract and invoice
- Upon receipt and approval of deliverables and invoices

Payment shall be made only for *bona fide* consultant fees and legitimate expenses incurred in accordance with the contract for professional services, and only upon receipt and documented acceptance by the Secretariat of statement(s) of account/invoice(s) from the consultant. Settlement of invoices that are acceptable for payment will normally be made 30 days from the date of receipt by the Commission.

The budget for the proposal **should not exceed US\$90,000 (United States dollars)**, including professional fees and expenses. Reimbursable expenses are detailed in the CEC standard contract, available upon request.

Conflict of Interest

“Conflict of interest” means, but is not limited to, a situation where a consultant’s personal interest is sufficiently connected with professional duties under the contract, such that it results in a reasonable apprehension that said personal interest may influence the exercise of professional responsibilities under the contract. For example, a direct conflict of interest exists when the consultant is also a CEC government official or is related to or closely affiliated with a CEC government official, CEC staff member or third party involved with the performance of the services.

The consultant will inform the CEC Secretariat of any circumstance that existed prior to the execution of this contract or that could manifest during the performance of this contract, which could constitute a conflict of interest. The consultant will complete and sign, on behalf of all his or her personnel, the attached *Declaration of Acceptance and Impartiality and Independence* (see Annex).

Deadlines for Proposal Submission and Decision

The proposal, including all relevant attachments, must be received by the CEC Secretariat offices by **17:00 EDT on 18 February 2022**. Proposals submitted after this deadline will not be considered.

Proposals must be submitted via e-mail to hong.nadtya@epa.gov. Proposal format may be in Microsoft Word or Adobe PDF format. Once the proposal has been submitted electronically, a confirmation of receipt will be sent within three business days. If receipt is not confirmed by e-mail within this time, applicants may contact Ms. Hong directly.

The CEC intends to select the consultant and notify the applicants by 17:00 EDT on 25 February 2022.

ANNEX (see also Schedule D in CEC standard contract)

CONSULTANT'S DECLARATION OF ACCEPTANCE AND IMPARTIALITY AND INDEPENDENCE FOR CONTRACT

I, the undersigned,

Last Name: _____ First Name: _____

ACCEPTANCE

hereby declare that I accept to serve as consultant in the subject contract.

IMPARTIALITY AND INDEPENDENCE

(If you accept to serve as a consultant, please check one of the two following boxes. The choice of which box to check will be determined after you have taken into account, inter alia, whether there exists any past or present relationship, direct or indirect, with any of the Parties to the Agreement on Environmental Cooperation among the Governments of the United States of America, the United Mexican States, and Canada or their Commission for Environmental Cooperation ("CEC") representatives, Secretariat staff, and/or third parties involved in the performance of this contract, whether financial, professional, familial, or of another kind and whether the nature of any such relationship is such that disclosure is called for pursuant to the criteria set out below. Any doubt should be resolved in favor of disclosure.)

I am impartial and independent with respect to the NAAEC Parties and their CEC representatives, CEC Secretariat staff, and third parties involved in the performance of this contract, and intend to remain so; to the best of my knowledge, there are no facts or circumstances, past or present that need be disclosed because they are likely to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest.

OR

I am impartial and independent with respect to the NAAEC Parties and their CEC representatives, Secretariat staff, and/or third parties involved in the performance of this contract, and intend to remain so; **however**, I wish to call your attention to the following facts or circumstances which I hereafter disclose because they might be of such a nature as to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest. Where facts or circumstances exist that might give rise to the latter such doubts, I may set out measures I intend to take to mitigate or eliminate any doubts regarding my impartiality and independence, and/or a possible conflict of interest. (Use separate sheet and attach.)

Date: _____

Signature: _____