

**LBDI Board of Directors**  
Request for Proposal  
for recruitment services for the position of  
**President & Chief Executive Officer (CEO)**

### **1.0 Background**

The Liberian Bank for Development & Investment is requesting proposals from interested, qualified, and experienced professional firms to provide recruitment services for the position of Chief Executive Officer (CEO) of the Bank... A Request for Proposals (RFP), which includes instructions for its completion, is attached. Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with "Proposal for Recruitment Services - No. 002" and the name of the firm submitting the proposal. An original and two (2) copies of the proposal must be submitted by 4: 00 p.m. on November 19, 2021, to the following address:

Madam Regina T. Elliott, Corporate Secretary & Legal Counsel, Liberian Bank for Development & Investment, 9<sup>th</sup> Street , Sinkor, Monrovia, Liberia.

Email copies can also be sent to: [regina.Elliott@lbdi.net](mailto:regina.Elliott@lbdi.net)

If you have any questions about the RFP, please submit your inquiries in writing, preferably via e-mail to: [regina.elliott@lbdi.net](mailto:regina.elliott@lbdi.net) or [john.davies@lbdi.net](mailto:john.davies@lbdi.net)

The Liberian Bank for Development & Investment was established in 1961 and has operated as a hybrid commercial and development bank in the Liberian Banking Industry. The Bank is in the process of selecting its 11<sup>th</sup> Chief Executive Officer in its history and with the evolution of times and events have resolved to begin the process by first advertising the request for selecting a firm. The Bank is requesting proposals from management advisory and Audit Firm s to conduct the recruitment of the next CEO of the Bank. This assignment is a time sensitive assignment and the firm when selected will be required to work in close consultations with the Board of Directors. The Board of Directors given the importance of this assignment has set out the terms of reference, and criteria which the successful firm would be required to meet. Accordingly, this document sets out the sequence activities, the process required as well as the terms of terms reference of the new officers for which the recruitment process is earmarked.

### **2.0 Purpose**

**The Board of Directors of the Liberian Bank for Development & Investment is seeking proposals from interested, qualified, and experienced professional search firms to provide recruitment services for the executive position of President & CEO. The request for proposals does not obligate the Board to award a contract to any applying firm to complete the recruitment, and the Board reserves the right to cancel the RFP if it is considered to be in its best interest.**

### **3.0 General Scope and Submission Required**

The Board is seeking the assistance of a professional search firm to conduct a recruitment process to fill the position of President & CEO. The scope of service includes:

- Meeting with Board / Management to obtain information regarding the expectations, challenges, requirements and responsibilities of the position.
- Development of a position profile and advertising brochure.
- An aggressive recruitment program design taking into consideration time.
- Advertisements are to be placed in selected appropriate professional publications and on Internet bulletin boards.

- Thorough screening of applicants, including through face to face or videoconferences of viable candidates. Screening is to include background, criminal and credit checks, references, and media checks to ensure the finalists have backgrounds of highest integrity.
- Creation of a list of quality finalists.
- Meeting with the Board of Directors on final recommendations and assistance with the selection process, including attending one round of interviews with finalist candidates. The recruitment firm may propose additional tasks as deemed necessary to complete the assignment.

#### **4.0 PROPOSAL SUBMISSION REQUIREMENTS**

The Recruitment Firm shall be responsible for preparing an effective, clear, and concise proposal. It is recommended that proposals contain the following information:

- A cover letter introducing the company and the individual who will be the primary contact person.
- On no more than one printed page, a statement of the firm's understanding of the service to be performed and a positive commitment to provide the service as indicated in this RFP.
- A statement that the consultant can meet the financial requirements to conclude the assignment timely:
- Specific qualifications regarding experience in conducting professional search/recruitment services, including the names of clients for which similar assignments have been executed
- A reference list should be attached to the proposal, with client names, contact persons, and phone numbers.
- A detailed timeline for completion of each phase and the total project.
- A description of the firm's organization and staff's qualifications.
- A proposed fee schedule including any incidental or hourly fees.
- The signature of an authorized individual to bind the firm. The proposal must be a firm offer for a ninety-day period.
- Submit one original and two (2) copies of proposals.
- Evidence that the Recruitment Firm is a duly registered business entity operating within the Republic of Liberia and or a member of a professional organization with the Republic of Liberia (Example the LICPA)

#### **5.0 SELECTION PROCESS**

Each of the proposals received will be evaluated and determined if it meets the stated requirements. Failure to meet these requirements will be a cause for eliminating the firm from further consideration. The Board shall not be liable in any way for any cost incurred by any applying firm or in the preparation of its proposal in response to this RFP nor for obtaining any required insurance.

The Board reserves the right to reject any and all proposals, to waive any technicalities, informalities and irregularities, to accept or reject all or part of proposals, and to be the sole judge of the suitability of the proposals offered. In addition to evaluating written proposals, oral interviews may be requested. Final selection may be made by the Board of the Bank.

- Proposals will be evaluated generally on the following criteria, which is neither weighted nor prioritized:
- Demonstrated understanding of the service requested
- Prior experience in performing similar work
- Qualifications of the firm and assigned individuals
- Methodology and scope of the proposed study

- Fees charged and cost effectiveness of the proposed service
- Reference check

## **6.0 Timelines**

**Proposal Period – November 5, 2021 to November 19, 2021**

**All inquiries and questions regarding this proposal should be sent** in writing, preferably via e-mail to:  
[regina.elliott@lbd.net](mailto:regina.elliott@lbd.net) (0886568968) or [john.davies@lbd.net](mailto:john.davies@lbd.net) (0886609876)