
Project Overview for the NomCom Recruiting Services RFP

Request for Proposal

31 August 2022



1 Introduction

1.1 About this Document

This document provides an overview of the Request for Proposal (RFP) for the ICANN Nominating Committee (NomCom) Recruiting Services. It provides background and pertinent information regarding the requirements for the respondents. The RFP itself is comprised of this as well as other documents that are hosted in the ICANN sourcing tool (SciQuest/Jaggaer). Indications of interest are to be received by emailing nomcom-recruiting-services-rfp@icann.org. Proposals should be electronically submitted by 23:59 UTC on 10 October 2022 using ICANN's sourcing tool, access to which may be requested via the same email address as above.

1.2 About the Internet Corporation for Assigned Names and Numbers (ICANN)

The Internet Corporation for Assigned Names and Numbers (ICANN) mission is to ensure the stable and secure operation of the Internet's unique identifier systems. To reach another person on the Internet, you have to type an address into your computer - a name or a number. That address has to be unique so computers know where to find each other. ICANN helps coordinate and support these unique identifiers across the world.

See www.icann.org for more information.

2 Scope

2.1 Project Objective

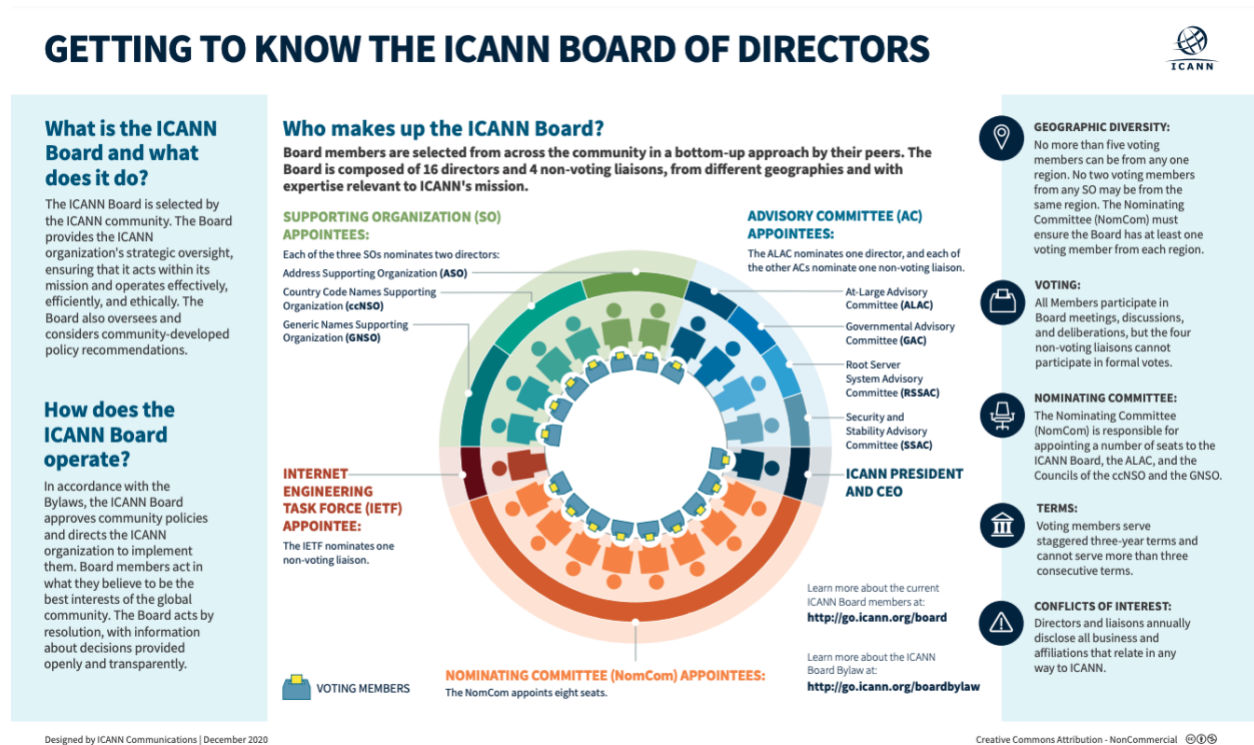
ICANN is soliciting proposals to identify a provider of recruiting services and consulting to help and support the NomCom in the recruitment of qualified candidates for consideration to fill key leadership positions (e.g., ICANN Board, Public Technical Identifiers (PTI) Board, At-Large Advisory Committee (ALAC), Country Code Names Supporting Organization (ccNSO) Council and Generic Names Supporting Organization (GNSO) Council).

The goal of this project is to support the NomCom to identify and conduct outreach with potential candidates from all geographical regions in accordance with specific needed competencies.

2.2 Background

The ICANN [NomCom](#) is an independent committee tasked with selecting key ICANN leadership positions. The NomCom is designed to function independently from the Board, the Supporting Organizations, and Advisory Committees.

[See ICANN Board diagram below:](#)



ICANN's Board of Directors exercises the powers of ICANN, controls its property, and oversees its activities. Directors are duty-bound to act in what they reasonably believe are ICANN's best interests, and not as representatives of the entities that selected them, their employers, or any other organizations or constituencies. Directors are expected to support the ICANN mission and act in accordance with ICANN's commitments and core values. The NomCom selects eight ICANN Board members who serve staggered terms.

The role of the **PTI Board of Directors** is to oversee the activities of PTI, the legal entity that provides the IANA functions pursuant to contract with ICANN, and the staff that deliver the services. Directors hold the fiduciary responsibility to oversee and approve the annual budget and are duty-bound to act in the best interests of the organization – not as representatives of the entities that selected them, their employers,

or any other organization or constituency. The ICANN Board selects three of the five PTI Board members and the other two PTI Board members, who serve staggered terms, are selected by ICANN's NomCom.

The **At-Large Advisory Committee (ALAC)** provides advice on ICANN activities related to the interests of individual Internet users. ALAC members may represent their own interests or the interests of not-for-profit or for-profit entities. They act however as individuals. The NomCom chooses five ALAC members, one from each of the ICANN geographical regions who serve staggered terms.

The **Country Code Names Supporting Organization (ccNSO)** develops and recommends to the Board global policies for country code top-level domains (ccTLDs) and develops consensus across the ICANN community. It promotes operational and technical cooperation among ccTLD managers. The ccNSO Council administers the affairs of the ccNSO and manages the development of policy recommendations. The NomCom chooses three ccNSO Council members who serve staggered terms.

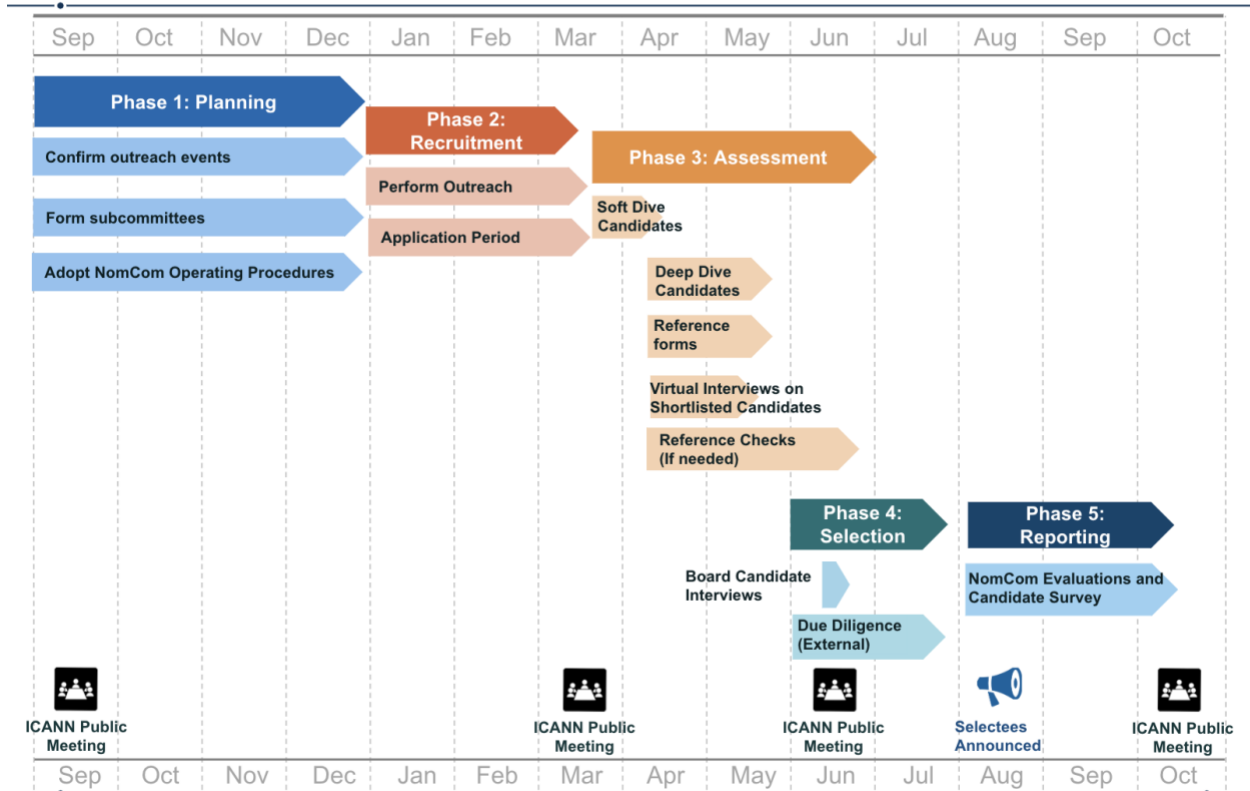
The **Generic Names Supporting Organization (GNSO)** develops and recommends to the Board substantive policies for generic top-level domains (gTLDs). The GNSO Council consists of members from constituencies representing particular groups of stakeholders that manage the GNSO's policy development and administrative processes. The NomCom chooses three Council members who serve staggered terms.

This year, the 2023 NomCom will invite applicants for the following positions:

- Two members of the ICANN Board of Directors.
- One member of the PTI Board of Directors.
- Three regional representatives to the At-Large Advisory Committee (ALAC) – one each representing the Africa region, the Asia, Australia, and Pacific Islands region, and the Latin America and Caribbean region.
- Two members of the Generic Names Supporting Organization (GNSO) Council – one representing the Contracted Parties House and one representing the Non-Contracted Parties House.
- One member of the Country Code Names Supporting Organization (ccNSO) Council.

The NomCom schedule has five phases: planning, recruitment, assessment, selection, and reporting. During the recruitment phase, NomCom delegates are expected to publicize the call for applications, identify and recruit qualified candidates. See general timeline below:

Nominating Committee Timeline



On 14 March 2019, the ICANN Board accepted the NomCom Review [Independent Review of the ICANN Nominating Committee: Final Report](#) and the NomCom Review Implementation Planning Team’s [Feasibility Assessment and Initial Implementation Plan](#).

On 7 November 2019, the ICANN Board accepted the [NomCom Review Detailed Implementation Plan](#) and directed the NomCom Review Implementation Working Group to commence implementation, in accordance with the Detailed Implementation Plan and to provide updates to the Organizational Effectiveness Committee of the ICANN Board (OEC) through six-monthly written implementation reports on progress.

The [NomCom Review Detailed Implementation Plan](#) includes three recommendations related to recruitment:

- **Recommendation 5:** A professional recruiting consultant should continue to be involved in the role of identifying potential Board candidates. The role of the recruiting consultant should be clarified and published.
- **Recommendation 15:** The NomCom should publish detailed job descriptions for Board, SO/AC, and PTI Board positions. The job descriptions, in combination

with specific needed competencies identified each year by the NomCom, should form a basis for recruiting and evaluation efforts.

- **Recommendation 19:** ICANN staff and the recruiting consultant, along with NomCom members, should leverage the detailed job description and desired competencies and experience to develop a marketing plan to better target prospective candidates.

The goal is to increase transparency and accountability of the NomCom processes and may further increase community confidence in the NomCom's appointments. The more details the NomCom can provide on the requirements for potential candidates, the better candidates it will be able to select and the more effective it can serve the ICANN community.

2.3 Scope of Work

2.3.1 Required - Recruitment Services for Board members (ICANN and PTI)

The objective is to identify a provider of recruiting services to help and support the NomCom in the recruitment of qualified candidates for consideration to fill key leadership positions for the ICANN Board and PTI Board. The following services are required:

1. Meeting with the NomCom to obtain additional requirements.
2. Identifying and conducting outreach and engagement with potential candidates in line with specific criteria. See below examples from the previous year where such criteria are set forth:
 - a. [2022 NomCom Job Descriptions](#)
 - b. [Board and Community Recommendations to NomCom](#)
 - i. [ICANN Board: Guidance from the ICANN Board to the Nominating Committee Regarding Important Skills for Board Members](#)
 - ii. [PTI Board: Skill Set information](#)
 - iii. [GAC: Criteria Agreed by the GAC for Submission to the NomCom](#)
3. Providing outreach to candidates from all geographic regions. When the NomCom makes its nominations for ICANN Directors, the NomCom is required to ensure that the total number of Directors from each ICANN Geographic Region does not exceed five and that at least one Director is from each of the five ICANN Geographic Regions. [See Article 7 Board of Directors - Section 7.2\(b\)](#).
4. Screening of Board applications as per key criteria agreed with NomCom Leadership team.

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5. Mapping and identification of new candidates, including outreach and solicitation of interest of candidates to be nominated.
 6. Presenting ten (10) qualified ICANN Board candidates for consideration by the NomCom.
 7. Presenting five (5) qualified PTI Board candidates for consideration by the NomCom.
 8. Ensure candidates submit complete application forms.
 9. Delivering matrix of candidate assessments as required.
 10. In-person participation and presentation of candidate assessments during NomCom meetings, as required.
 11. Conducting follow-up calls with candidates if required.
 12. Performing reference checks upon request of the NomCom.

2.3.2 Optional Services

The services listed below are optional for this RFP. It will be determined at the time of contracting if the services below will be included.

A) Recruitment Services for ALAC, ccNSO and GNSO

B) Board Assessment Services

A) Recruitment Services for ALAC, ccNSO, and GNSO. The objective is to support the NomCom in the recruitment of qualified candidates for consideration to fill key leadership positions.

1. Meeting with the NomCom to obtain additional requirements.
2. Identifying and conducting outreach and engagement with potential candidates in line with specific criteria. See below examples from the previous year where such criteria are set forth:
 - i. 2022 NomCom Job Descriptions
 - ii. Board and Community Recommendations to NomCom
 - (2) ALAC: NomCom Description for ALAC
 - (3) ccNSO Council: Specific Requirements for the NomCom appointee to the ccNSO Council
 - (4) GNSO Council: Criteria for 2021
- b) Providing outreach to candidates from all geographic regions.
- c) Screening of applications as per key criteria agreed with NomCom Leadership team.
- d) Mapping and identification of new candidates, including outreach and solicitation of interest of candidates to be nominated.
- e) Presenting three (3) prequalified candidates for consideration by the NomCom for each position.

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- (3) ALAC
 - (3) ccNSO Council
 - (3) GNSO Council
- f) Obtaining complete application forms from candidates.
 - g) Delivering matrix of candidate assessments as required.
 - h) In-person participation and presentation of candidate assessments during NomCom meetings, as required.
 - i) Conducting follow-up calls with candidates if required.
 - j) Performing reference checks upon request of the NomCom.

B) Candidate Board Assessment: The objective is to support the NomCom in the assessment of the final shortlisted Board candidates.

- 1) Conduct in-depth assessments with those candidates focusing on both personal skills and business skills.
- 2) Provide a scorecard for each evaluated candidate on professional experience and field of competencies, including a brief evaluation of strengths and weaknesses of the candidate.
- 3) Evaluate applications (including those via the recruitment firm and direct applications to NomCom) based on the competencies matrix for further consideration by NomCom.

3 High Level Selection Criteria

The decision to select a provider as an outcome of this RFP will be based on, but not limited to, the following selection criteria:

- 1. Understanding of assignment
- 2. Knowledge and expertise
- 3. Approach
- 4. Assessments
- 5. Project team
- 6. Flexibility
- 7. Financial Health
- 8. Conflict of interest
- 9. Customer References
- 10. Pricing

4 High Level Business Requirements

The provider must be able to adhere to the complete list of business requirements as listed in SciQuest/Jaggaer. A summary of the key business requirements is listed below:

- 1. Ability to present qualified candidates based on position specifications by the designated due date.

2. Must have prior experience in recruiting Board members in non-profit sector or experience in executive searches.
3. Must have experience working with international and globally diverse communities.
4. Must understand ICANN's Mission and the global Internet community and be able to apply these to its selection process.
5. Ability to attend meetings outside of regular business hours to accommodate different time zones.
6. Ability to meet tight timelines and provide periodic status updates, frequency to be determined.
7. Ability to communicate effectively (verbally and in writing) in English.
8. Ability to meet the project activity and deliverable milestones. (Note: the NomCom reserves the right to modify the timeline at any time as necessary.)
9. Ability to provide profile analysis for identified candidates.
10. Must understand the criteria and requirements set out in the ICANN Bylaws and PTI Bylaws for nomination of ICANN Board of directors and PTI Board of directors.
11. Review the existing composition of ICANN Board and PTI Board committees and identify any competency gaps or needs.

5 Project Timeline

(2.3.1) Required - Recruitment Services for Board members (ICANN and PTI)

Activity / Deliverable	Estimated Dates
Kick off meeting with NomCom Leadership and NomCom Staff.	January 2023
Recruitment provider to meet with the NomCom to obtain candidate requirements.	January 2023
Recruitment provider to begin mapping and identification of new candidates, including outreach and solicitation of interest of candidates and agreement to be nominated.	January 2023
Recruitment provider to provide interim reports on the total number of vetted candidates to date, number of candidates per region, and total number of candidates who have completed (submitted) the online application.	February to March 2023
Recruitment provider to encourage Candidates to complete application form.	March 2023
Recruitment provider to provide final report on the total number of vetted candidates, number of candidates per region, and total number of candidates who have completed (submitted) the online application.	March 2023

(2.3.2 - a) Optional Services - Recruitment Services for ALAC, ccNSO and GNSO

Activity / Deliverable	Estimated Dates
Kick off meeting with NomCom Leadership and NomCom Staff.	January 2023
Recruitment provider to meet with the NomCom to obtain candidate requirements.	January 2023
Recruitment provider to begin mapping and identification of new candidates, including outreach and solicitation of interest of candidates and agreement to be nominated.	January 2023
Recruitment provider to provide interim reports on the total number of vetted candidates to date, number of candidates per region, and total number of candidates who have completed (submitted) the online application.	February to March 2023
Recruitment provider to encourage Candidates to complete application form	March 2023
Recruitment provider to provide final report on the total number of vetted candidates, number of candidates per region, and total number of candidates who have completed (submitted) the online application.	March 2023

(2.3.2 - b) Optional Services - Board Assessment Services

Activity / Deliverable	Estimated Dates
Kick off meeting with NomCom Leadership and NomCom Staff.	January 2023
Support the NomCom with interviews and candidate assessment.	April - May 2023
Deliver scorecards to the NomCom for each candidate, focusing on professional experience, fields of competency, candidate's fit to ICANN, and evaluation of strengths and weaknesses of each shortlisted candidate.	May 2023

6 RFP Timeline

The following dates have been established as milestones for this RFP. The NomCom reserves the right to modify or change this timeline at any time as necessary.

Activity	Estimated Dates
RFP published	31 August 2022
Participants to indicate interest in submitting RFP proposal	12 September 2022 by 23:59 UTC
Participants submit any questions to ICANN	19 September 2022 by 23:59 UTC
ICANN responds to participant questions	26 September 2022
Participant proposals due by	10 October 2022 by 23:59 UTC
Evaluation of responses	11 November 2022
Final evaluations, contracting and award	11 November - 16 December 2022

7 Terms and Conditions

General Terms and Conditions

1. Submission of a proposal shall constitute each respondent's acknowledgment and acceptance of all the specifications, requirements and terms and conditions in this RFP.
2. All costs of preparing and submitting its proposal, responding to or providing any other assistance to the Nominating Committee (NomCom) in connection with this RFP will be borne by the respondent.
3. All submitted proposals including any supporting materials or documentation will become the property of the Internet Corporation for Assigned Names and Numbers (ICANN). If respondent's proposal contains any proprietary information that should not be disclosed or used by ICANN or the NomCom other than for the purposes of evaluating the proposal, that information should be marked with appropriate confidentiality markings.

Discrepancies, Omissions and Additional Information

1. Respondent is responsible for examining this RFP and all addenda. Failure to do so will be at the sole risk of respondent. Should respondent find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any question arise concerning this RFP, respondent must notify ICANN of such findings immediately in writing via email no later than ten (10) days prior to the deadline for bid submissions. Should such matters remain unresolved by ICANN, in writing, prior to respondent's preparation of its proposal, such matters must be addressed in respondent's proposal.
2. ICANN is not responsible for oral statements made by its employees, agents, or representatives concerning this RFP. If respondent requires additional information, respondent must request that the issuer of this RFP furnish such information in writing.
3. A respondent's proposal is presumed to represent its best efforts to respond to the RFP. Any significant inconsistency, if unexplained, raises a fundamental issue of the respondent's understanding of the nature and scope of the work required and of its ability to perform the contract as proposed and may be cause for rejection of the proposal. The burden of proof as to cost credibility rests with the respondent.
4. If necessary, supplemental information to this RFP will be provided to all prospective respondents receiving this RFP. All supplemental information issued by ICANN will form part of this RFP. ICANN is not responsible for any failure by prospective respondents to receive supplemental information.

Assessment and Award

1. ICANN reserves the right, without penalty and at its discretion, to accept or reject any proposal, withdraw this RFP, make no award, to waive or permit the correction of any informality or irregularity and to disregard any non-conforming or conditional proposal.

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2. ICANN may request a respondent to provide further information or documentation to support respondent's proposal and its ability to provide the products and/or services contemplated by this RFP.
 3. ICANN is not obliged to accept the lowest priced proposal. Price is only one of the determining factors for the successful award.
 4. ICANN will assess proposals based on compliant responses to the requirements set out in this RFP, responses to questions related to those requirements, any further issued clarifications (if any) and consideration of any other issues or evidence relevant to the respondent's ability to successfully provide and implement the products and/or services contemplated by this RFP and in the best interests of ICANN.
 5. ICANN reserves the right to enter into contractual negotiations and if necessary, modify any terms and conditions of a final contract with the respondent whose proposal offers the best value to ICANN.

