



Request for Proposal (RFP)

Executive Search Services for CEO Recruitment

Issued by: Africa Impact Investing Group (AIIG)

Date: 27th August, 2025

Invitation Letter

Subject: Request for Proposal (RFP) – Executive Search Services for CEO Recruitment

Dear Sir/Madam,

The Africa Impact Investing Group (AIIG) is pleased to invite qualified Executive Search Firms to submit a proposal to support the recruitment of a Chief Executive Officer (CEO). The selected firm will lead a comprehensive search and assessment process to identify, attract, and recommend highly qualified candidates who align with AIIG's mission, values, and strategic direction.

Quotations may be submitted on or before **1st September, 2025 by midnight** via email to hr@impactinvestinggh.org, llGhoffice@impactinvestinggh.org and elinam.adadevoh@impactinvestinggh.org. If you are interested in submitting a quotation in response to this RFP, kindly prepare your proposal in accordance with the requirements of services outlined in the RFP document and submit via email by the stated deadline.

2. Background

The **Africa Impact Investing Group (AIIG)** is seeking an exceptional leader to work as **Chief Executive Officer** to manage, operationalise, and lead the establishment of the group in order to achieve its objectives.

As a pan-African platform, AIIG is being established to promote, catalyze, and strengthen the impact investing ecosystem across the continent. AIIG seeks to mobilize resources, influence policy, and build strong partnerships to drive inclusive and sustainable development through impact investing. The CEO will play a pivotal role in



leading this establishment process and ensuring the organization delivers on its mandate. The CEO role is for a small team of just 3 staff.

3. Scope of Services

The Executive Search Firm will be expected to:

- Work with AIIG's Board/Selection Committee to **refine the CEO role profile and success criteria**.
- Develop and implement a **search strategy**, including mapping local, regional, and international talent pools.
- Conduct **candidate outreach and screening**, ensuring diversity, equity, and inclusion in the candidate pool.
- Administer **candidate assessments**, including competency-based interviews, psychometric testing (if applicable), and background checks.
- Present a **shortlist of 3–5 qualified candidates**, with comprehensive candidate reports.
- Support the **interview and selection process** with the Board/Selection Committee.
- Facilitates **offer negotiation and onboarding support** for the selected candidate.

4. Proposal Requirements

Interested firms should submit a proposal including the following:

A. Company Profile

- a. Legal name, address, years in operation.
- b. Global and/or African presence and experience.
- c. Team structure and lead consultants for this assignment.

B. Relevant Experience

- a. Demonstrated experience in **CEO or C-Suite recruitment**, especially in Africa and the impact investing/development sector.
- b. Case studies or examples of successful executive placements.



C. Approach & Methodology

- a. Proposed search methodology (research, outreach, screening, assessment).
- b. Candidate evaluation tools (interviews, psychometric testing, background checks).
- c. Timeline and milestones for the search process.

D. Market Insights

- a. **Salary benchmarks:** Provide indicative salary ranges for CEO and C-Suite roles in similar markets, based on the firm's recent placements.
- b. Any additional advisory insights on market trends in executive recruitment.

E. Fee Structure

Proposals should clearly outline:

- a. **Payment Terms:** Specify the payment schedule (e.g., upon shortlist presentation and at successful placement).
- b. **Guarantees:** Indicate any guarantees offered (e.g., replacement of the candidate at no additional cost if the placement is unsuccessful or the candidate exits within 6–12 months).
- c. **A fixed rate is preferable.**

F. References

- a. At least two recent client references for similar executive searches.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience (30%)** – Proven track record in CEO/executive-level recruitment, especially in Africa.
- **Methodology & Approach (25%)** – Quality and robustness of the proposed search strategy.
- **Salary Benchmarking Insights (10%)** – Demonstrated knowledge of market compensation trends.
- **Cost & Value for Money (20%)** – Transparency and competitiveness of fee structure.



- **References & Client Feedback (15%)** – Strength of past client engagements and satisfaction.

6. Submission Guidelines

- Proposals must be submitted electronically in PDF format to hr@impactinvestinggh.org, akua.asare@impactinvestinggh.org and elinam.adadevoh@impactinvestinggh.org
- Deadline for submission: **1st September, 2025 by midnight**
- Clarification questions may be directed to: **Akua Asare 0244244143**
- Shortlisted firms **MAY** be invited to present their proposals to the AIIG hiring Committee.
- Selection Process and Announcement- **8th September, 2025**