

Request for Proposals

Title: Executive Compensation Analysis

Date Solicitation is Issued: May 14, 2024

Solicitation Number: 017.05.13.2024.EC

Closing Date: June 5, 2024

Closing Time: 11:59pm EDT (UTC -04:00)

Entitles That May Apply: Both Firms and Individual Consultants

Contractual Mechanism: Fixed Price

I. BACKGROUND

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger— more healthy, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For 60 years, we have served the most vulnerable communities, investing resources throughout the hemisphere. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

With 60 years of experience across Latin America and the Caribbean and strong partnerships with local communities, civil society, and public and private sectors, we have an impeccable track record of success with extensive in-country networks and sound financial controls. We are uniquely positioned to develop and implement adaptable programs across multiple technical areas, quickly deploy to any country in Latin America and the Caribbean and activate existing local networks, measure and evaluate our impact with comprehensive performance indicators, and communicate our progress through integrated communications strategies.

II. PROJECT OVERVIEW

This Request for Proposals (RFP) is issued by the Human Resources Department of the Pan American Development Foundation (PADF) to provide Executive Compensation Services for our organization. PADF requires a comprehensive *Executive Compensation Report* that will be shared with internal stakeholders.

PADF invites proposals from qualified consulting firms to provide expert analysis and recommendations for the compensation program of our Executive Director. Our aim is to ensure that our compensation package is competitive, equitable, and aligned with the company's long-term strategic goals and regulatory requirements.

III. LOCATION(S) OF ASSIGNMENT

This assignment may be done remotely, and the selected bidder will collaborate with personnel located in the Washington D.C. office.

IV. TERMS OF REFERENCE, DELIVERABLES AND DELIVERABLES SCHEDULE (All applicable Taxes, Fees, and other costs should be included in the price proposal.)

Executive Compensation Report

The *Executive Compensation Report* will provide a detailed analysis and assessment of our current Executive Director's compensation against industry standards and best practices. The report will include evaluation of the base salary, bonus schemes, long-term incentives, benefits, and perquisites for our Executive Director. It will also assess the alignment of these compensation elements with our corporate goals and governance requirements, highlighting areas where adjustments may be necessary. Additionally, the report will address risk assessments related to the compensation packages and include recommendations for ensuring compliance with all relevant laws and regulations.

The *Executive Compensation Report* should have elements that cover at least the following elements:

- Evaluation of alignment of incentive program to company performance.
- Evaluation of appropriateness of award levels, performance measures, and goals.
- Review and analysis of the Executive Director's employment agreement and severance provisions.
- Recommend changes to the compensation package, including base salary, bonuses, long-term incentives, benefits, and perquisites.
- Assessment of competitiveness of compensation and benefits program for the Executive Director versus industry peer group and broader general industry competitors.
- Provision of market data where our organization competes for market share and talent.
- Proactive guidance on market trends, regulatory/legislative changes, and corporate governance trends.

Bidders are encouraged to share any additional methodologies, approaches, and additional insight in the Technical Proposal.

Schedule of Milestones/Deliverables					
	Estimated Completion Date	Milestone	Deliverable	Percent of Total	Total Payment PADF
1	June 24, 2024	Review the proposed methodology for evaluating the compensation of our Executive Director, and receive their title, name, credentials, and compensation structure.	Kickoff Meeting	5% of total	USD\$ Amount
2	August 1, 2024	Draft of the first version of the <i>Executive Compensation Report</i> , to be shared with Human Resources.	Draft Report	30% of total	USD\$ Amount
3	August 20, 2024	Meet with the Human Resource team and incorporate suggested edits, changes, clarifications, or other, into the <i>Executive Compensation Report</i> .	Review and Approval of Initial Draft	15% of total	USD\$ Amount
4	September 3, 2024	The final version of the <i>Executive Compensation Report</i> .	Final Report	50% of total	USD\$ Amount
Total				100%	USD\$ Amount

V. EVALUATION CRITERIA

Evaluation Criteria	Score (out of 100)
Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	30
Demonstrated Expertise and experience with similar projects.	20
Personnel Qualifications – Do the proposed team members / or individual, have the necessary experience and capabilities to carry out the Scope of Work?	20
Best Value	30

VI. SUBMISSION DETAILS

- a. Deadline. Proposals must be received no later than June 5, 2024, 11:59pm EDT (UTC - 04:00). Late submissions will not be accepted. Proposals must be submitted via email to procurement@padf.org. All proposals are to be submitted following the guidelines listed in this RFP.
- b. Validity of bid; proposals, including cost/price, shall remain valid for 120 days, from the submission deadline.
- c. Clarifications. Questions may be submitted to procurement@padf.org by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. PADF will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the PADF website and/or communicated via email.
- d. Amendments. At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the RFP documents by amendment which will be posted to the PADF website and/or communicated via email.
- e. Timeline of Events

Request for Proposals Issued	May 14, 2024
Clarifications submitted to PADF	May 24, 2024
Clarifications provided to known bidders	May 29, 2024
Complete Proposals Due	June 5, 2024, 11:59pm EDT (UTC -04:00)
Approximate Selection Made	June 12, 2024

VII. MINIMUM REQUIREMENTS

- Certificate of Registration.
- Firm or Individual cannot be based in an OFAC sanctioned country.
- Must be registered with the local tax authority.
- Established Firm or Individual in the Compensation Space with at least 5 years of experience in this field.

VIII. PROPOSAL DOCUMENTS TO INCLUDE

- a. Signed cover page on bidder’s letterhead with the bidder’s contact information.
- b. Technical Proposal.
 - i. Corporate Capabilities, Experience, Past Performance, and three (3) client references. Please include descriptions of similar projects or assignments and at least three client references.

- ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 7 (Minimum Requirements).
- iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference
- iv. Please include completed Budget Template Provided with this RFP.

IX. TERMS AND CONDITIONS

Resulting Award

This RFP does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.

Protection from Sexual Exploitation and Abuse (PSEA)

As part of the contractor's internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

Contracting with Small, Minority, and Women's Businesses

PADF will take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Debarment and Suspension

Entities that appear on any exclusion lists, System for Award Management (SAM), Office of Foreign Assets Control (OFAC), UN Sanctions List, and other watchlists, will not have their bid

evaluated and will not be eligible to receive any subaward that may result from this Request for Proposals.

Clean Air Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. The winning bid will comply with the aforementioned regulation, and with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA), as well as PADF.

Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – The winning bid certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

ANNEX I, VENDOR INFORMATION

Please Annex the following information in your submitted proposal:

VENDOR INFORMATION FORM		
1.	Vendor Type (Please indicate if a Firm or Individual Consultant)	
2.	Registration Status (Please indicate Employer Identification Number, Social Security Number, or other registration number)	
3.	Vendor's Legal Name	
4.	Company Contact full name	
5.	Email Address	
6.	Full Business Address (Including city, country, and postal code, if applicable)	
7.	Category (Not-For-Profit, For-Profit, Other)	
8.	Based in U.S.? (Yes or No)	
9.	Phone Number	
10.	Government Owned Business? (Yes or No)	

11.	Signed and Printed Name	
12.	Date	

ANNEX II, PADF CODE OF CONDUCT

PADF has an intrinsic set of values which can be categorized by H.E.A.R.T, which are categorized as:

Honesty: We work and express ourselves in an open, transparent, and clear manner.

Excellence: We strive for the highest results and standards, and work with clear and transparent processes deliverables, evidence and rigor. We are committed to those we serve, giving our time, energy and dedication to what we believe in.

Accountability: We pride ourselves on our integrity. We accept responsibility for our actions. We rigorously manage our results, our deliverables, our documentation, and our knowledge.

Respect: We value diversity and other points of view. We are inclusive and empathetic. We foster cooperation, collegiality and teamwork, working together toward the same ends. We seek to create a work environment of decency, working fairness, sincerity and trustworthiness.

Teamwork: We work as ONE PADF committing to our common goals and objectives. We foster cooperation, collegiality and teamwork. We make high-quality decisions as a team. We proactively and openly share knowledge, materials, and expertise. We foster and embrace innovation, creativity and diverse points of view. We are one team.

Offerors and their agents shall at all times act with integrity. Offerors and their agents shall not:

- Offer gifts, employment, and other benefits to Pan American Development Foundation employees and others who are in a position to influence the award of a contract.
- Attempt to seek confidential information in respect to tendering and contract formation processes associated with this RFP from Pan American Development Foundation employees and others who have access to confidential information.

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with PADF's H.E.A.R.T. values.

Any violation of the Code of Conduct, as well as concerns regarding the integrity of the procurement process and documents, should be reported to PADF via its Ethics Hotline at www.safecall.co.uk/report