

Invitation to Tender Recruitment of Trustee Treasurer and Deputy Chair

Prepared by
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1. Introduction

Metro Centre Limited is inviting tenders from experienced recruitment agencies or freelance consultants to manage the recruitment process for two key voluntary positions within the organisation: Treasurer and Deputy Chair of the Board of Trustees. Both roles are crucial for the leadership and governance of our charity during a period of dynamic change, with a focus on enhancing our operational practices, refreshing our strategy, and continuing our journey to becoming an anti-racist organisation.

2. Background

METRO is a charity that champions equality and diversity, particularly supporting intersecting identities within the LGBTQ+ community. Our charity is underpinned by values that encourage inclusive representation within our team, particularly at senior levels.

3. Scope of Work

The appointed consultant or agency will be responsible for:

- Conducting a thorough search to identify suitable candidates.
- Managing the advertisement, shortlisting, and interview process.
- Working closely with METRO's CEO, Executive Team, and Board of Trustees, to ensure candidates meet the specific leadership and financial expertise required for these roles.
- Ensuring all recruitment processes align with METRO's commitment to diversity and inclusion.

4. Tender Requirements

Tender submissions must include:

- Detailed methodology for identifying and selecting candidates.
- Previous experience in recruiting senior charity roles, particularly within the charity or non-profit sectors.
- Proposed timeline and budget breakdown.
- Evidence of understanding of and commitment to diversity and inclusion in recruitment practices.

5. Budget

The total budget for this recruitment is fixed at £7,000 (including VAT).



6. Duration

Tenders should be submitted on or before **1st November 2024, 5pm**, with the trustee recruitment process expected to be concluded within 12 weeks from the appointment date. Please note, tenders received after the deadline, will not be accepted.

7. Evaluation Criteria

- Understanding of METRO's mission and values: 20%
- Approach to ensuring diversity and equity: 20%
- Quality of proposed recruitment methodology: 30%
- Cost-effectiveness: 15%
- Previous experience and outcomes: 15%

8. Submission

Please submit your tender electronically to recruitment@metrocharity.org.uk. Include all relevant attachments and proof of previous similar work.

9. Questions

We invite any queries or questions to be sent to Tony Wong, CEO, by **18th October 2024**. Please email any questions to: tony.wong@metrocharity.org.uk. A full list of responses will be published on our website at <https://metrocharity.org.uk/itt/trustee-recruitment/questions-answers> on or before 25th October 2024

10. Supporting Information

- [Deputy Chair recruitment pack](#)
- [Treasurer recruitment pack](#)
- [How METRO's Board of Trustees \(BoT\) works](#)

11. Selection Process / Project Delivery Schedule

Stage	Date(s)
ITT Publish date	11 th October 2024
ITT question deadline	18 th October 2024
ITT question responses	25 th October 2024
ITT Submission deadline	1st November 2024, 5pm
Interviews with shortlisted bidders	w/c 11 th November 2024
Successful bidder notified	15 th November 2024
Project initiation meeting	w/c 18 th November 2024
Project completion deadline	14 th February 2024 (or ASAP)

