

# Invitation to Tender Recruitment of Trustee Treasurer and Deputy Chair

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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 **1<sup>st</sup> 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](mailto: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 **18<sup>th</sup> October 2024**. Please email any questions to: [tony.wong@metrocharity.org.uk](mailto: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 25<sup>th</sup> 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 <sup>th</sup> October 2024
ITT question deadline	18 <sup>th</sup> October 2024
ITT question responses	25 <sup>th</sup> October 2024
ITT Submission deadline	<b>1<sup>st</sup> November 2024, 5pm</b>
Interviews with shortlisted bidders	w/c 11 <sup>th</sup> November 2024
Successful bidder notified	15 <sup>th</sup> November 2024
Project initiation meeting	w/c 18 <sup>th</sup> November 2024
Project completion deadline	14 <sup>th</sup> February 2024 (or ASAP)