

# REQUEST FOR PROPOSAL (RFP)

## Appointment of Executive Search Partner for CXO-Level Hiring

Issued by: Acuite Ratings & Research Limited

## 1. Introduction & Background

Acuite Ratings & Research Limited (“Acuite”) is a full-service credit rating agency registered with the Securities and Exchange Board of India (SEBI). Acuite provides credit ratings, research and risk management solutions to large corporates, mid-sized companies, financial institutions and investors. Over the past decade, Acuite has built a reputation for analytical rigor, market integrity and thought leadership in India’s capital markets.

As part of its growth and succession planning initiatives, Acuite intends to engage a **reputed Executive Search / Recruitment Firm** to partner with its **Board of Directors** in identifying and appointing one or more **CXO-level leaders** for the Company. The search will be conducted on a **confidential basis**.

## 2. Scope of Work

The selected agency will be expected to provide **end-to-end executive search services**, including but not limited to:

1. **Search Strategy & Candidate Identification**
  - Understanding Acuite’s business model, culture, and leadership requirements.
  - Developing a longlist and shortlist of qualified candidates.
  - Conducting discreet outreach and evaluation.
2. **Compensation Benchmarking & Advisory**
  - Advising the Board on competitive and market-aligned compensation structures.
  - Supporting design of fixed, variable and long-term incentive components.
3. **Confidential Search & Engagement**
  - Maintaining strict confidentiality throughout the process.
  - Managing candidate expectations, interest and discretion.
4. **Advertisement & Position Marketing**
  - Drafting job advertisements (if required) for selective print / digital platforms.
  - Placing advertisements in agreed national / business newspapers.
5. **Candidate Assessment & Selection Support**
  - Providing structured candidate reports and references.
  - Arranging interviews with the Nomination & Remuneration Committee (NRC) / Board.
6. **Offer Negotiation & Closure**
  - Assisting the Board in final salary negotiation and drafting of offer terms.
  - Supporting the onboarding plan and communication.

### 3. Confidentiality

Given the sensitivity of the role(s), the **entire search process will be handled in strict confidence**. The selected firm must sign a **Non-Disclosure Agreement (NDA)** with Acuite before commencing work and ensure complete discretion in all candidate interactions.

### 4. Proposal Submission Requirements

Interested firms are invited to submit a **detailed proposal** covering the following:

1. **Firm Profile & Credentials**
  - Brief history, ownership structure, India presence, and global reach.
  - BFSI / credit rating / capital markets search experience.
  - Senior leadership search assignments completed in the past 3–5 years.
2. **Proposed Search Team**
  - Names, designations, and profiles of key consultants who will execute this mandate.
  - Experience in CXO/Board-level searches.
3. **Search Methodology & Timeline**
  - Understanding of the role(s).
  - Research approach, candidate sourcing channels, evaluation process.
  - Expected timeframes for longlist, shortlist, interviews, and closure.
4. **Compensation Advisory**
  - Approach to market benchmarking, insights into BFSI / CRA leadership compensation trends.
5. **Confidentiality & Compliance Practices**
  - Measures to ensure discretion and data protection.
6. **Commercial Proposal**
  - Fee structure (retainer / success fee model).
  - Reimbursable expenses, if any.
  - Replacement guarantees.
7. **References**
  - At least two client references for similar assignments.

### 5. Evaluation & Selection Process

Proposals will be evaluated by the **Board / Nomination & Remuneration Committee (NRC)** based on:

- Relevant BFSI / CRA industry experience.
- Consultant team expertise and execution track record.
- Understanding of the mandate and proposed methodology.
- Confidentiality & compliance framework.
- Commercial terms.

Shortlisted firms will be invited for **presentations / discussions** with the NRC before final selection.

## 6. Timelines

Last date of submission of proposals October 8, 2025.

## 7. Submission Instructions

Please submit your proposal (in PDF format) by **email** to: [chitra.mohan@acuite.in](mailto:chitra.mohan@acuite.in)

### **Company Secretary**

Acuite Ratings & Research Limited

708, Lodha Supremus, Kanjurmarg East, Mumbai - 400042

Subject line: *“Proposal – Executive Search Partner (Confidential)”*

### **Disclaimer**

This RFP is issued solely for the purpose of inviting proposals. Acuite reserves the right to accept or reject any or all proposals, negotiate terms, or withdraw this process at any stage without assigning any reason.

### **About Acuite:**

**Acuite Ratings & Research Limited** is a full-service credit rating agency registered with the Securities and Exchange Board of India (SEBI). Established to enhance transparency and investor confidence in India’s debt markets, Acuite provides independent credit ratings, research and risk management solutions to large corporates, mid-sized companies, financial institutions and investors. Backed by leading public sector banks and financial institutions, the Company has built a strong reputation for analytical rigor, governance standards and market insight. Acuite also promotes innovation in risk assessment through subsidiaries such as **ESGRisk.ai**, India’s first ESG rating agency, and remains committed to advancing robust credit and sustainability analytics for the Indian capital markets.