

**Request for Proposals for Independent Evaluator for  
At-Large Advisory Committee (ALAC)**

**20 June 2007**

**1. Introduction**

1.1. This document should be read in conjunction with the Terms of Reference for Independent Review of the At-Large Advisory Committee document (found at <http://www.icann.org/reviews/alach/alach-review-final-tor-20jun07.pdf>). Read together, these two documents provide the materials necessary to respond to this Request for Proposals (“RFP”) for Independent Review of the At-Large Advisory Committee (“ALAC”).

1.2. ICANN now seeks to appoint an independent consultant to undertake the Review. The information outlined below illustrates the scope of the work and the criteria for selection.

**2. Objectives**

2.1. The review is designed to determine: (i) whether the ALAC has a continuing purpose in the ICANN structure; and (ii) if so, whether any change in structure or operations is desirable to improve its effectiveness. The Review, which is mandated by the Bylaws concerning periodic review of elements of the ICANN structure, will be undertaken pursuant to guidance provided by the Board, including the Board’s approval of the Terms of Reference.

2.2. The Review is due to begin in Q2 2007. A full project timeline will be developed, but it is anticipated that a key milestone will include presentation of a draft Review at the October ICANN meeting. The results of the Review will be posted for public review and comment, and considered by the Board.

2.3. The Review of the ALAC is expected to include personal interviews, surveys and research using information provided by the chairs and members (current and former) of the ALAC, among other members of the ICANN community. The successful candidate is welcome to suggest additional forms of soliciting the information. ICANN will provide to the Review team background documentation and reports and access to a range of historical data on a confidential basis.

2.4. The Review team is expected to have detailed knowledge of and similar experience with outreach and grass-roots recruitment efforts, including with respect to international non-profit organizations, as well as some familiarity with the ICANN process.

**3. Tender Scope and Conditions**

3.1. Given the Terms of Reference found below and responding specifically to the requests for further information, applicants should provide:

3.1.1. Statement of Suitability. The Statement of Suitability must include a detailed outline of the applicant's ability to perform the work showing past projects, consultancies, research, publications and other relevant information, including references.

3.1.2. Work Approach. The Work Approach needs to detail the way in which the applicant would respond to the Terms of Reference; provide details about specific skills with interview techniques, data gathering and report writing. The successful candidate will be required to communicate through email, conference calls, and video conference over IP.

3.1.3. Description of Final Product. Describe, prospectively, the form and organization of the final report. The report should be suitable for electronic transmission, i.e., limited file size and widely used format.

3.1.4. Team Curriculum Vitae. The response must include Curriculum Vitae for the whole team showing each individual's suitability for the proposed work.

3.1.5. ICANN Contract Compliance: Applicants should warrant that they are willing to operate under a non-disclosure agreement.

3.1.6. The proposal should include a work schedule including key milestone dates and a statement of proposed fees.

3.2 **Deadline / requirements:** By 23 July 2007, interested applicants should submit proposals by email to [rfpalac@icann.org](mailto:rfpalac@icann.org) to the attention of Denise Michel, Vice President, Policy Development (a confirmation email will be sent for each proposal received).