Call for Consultants

Supporting genebanks in GGCE deployment

Terms of reference – November 2024

1   BACKGROUND

The Crop Trust, officially known as the Global Crop Diversity Trust, is an international non-profit organization that works to conserve crop diversity to protect global food security. An important aspect of genebank operations is effective data management. The Crop Trust develops and maintains databases and associated software that support the work of world's genebanks.

GGCE is an integrated system for genebank collection management developed at the Crop Trust in collaboration with national and international crop genebanks. GGCE provides user-friendly tools and guides genebank curators and technicians in directly interacting with the genebank database. It facilitates the use of barcodes for the tracking of samples across standard procedures in ex situ conservation.

2   OBJECTIVE

The Crop Trust is seeking consultants to support the deployment and configuration of GGCE in genebanks in Africa, Latin America, NENA and Asia/Pacific regions.

The selected consultants will provide support to genebanks identified by the Crop Trust with the installation and configuration of GGCE software and databases, configuration of label printers, migration of primary data, and provide initial on-site training to genebank staff. The list of genebanks and the schedule will be set by the Crop Trust in agreement with the consultants.

3   GENERAL TERMS OF WORKING RELATIONSHIP

For each genebank, a consultant will use a maximum of 20 working days, of which at least five days will be on-site at the genebank. The Crop Trust will organize the visits and travel of the consultant to each genebank.

4   SCOPE OF WORK

The activities of the consultant for **each genebank** include, but are not limited to:

- Provide backstopping to genebanks' IT personnel in **installation and setup** of GGCE;
- Assist genebanks with **configuration** of the system, including user authentication, site configuration, permissions, customized vocabularies, and inventory policies;
- Assist genebanks with customizing label templates, configuration of **label printers**, barcode scanners, and other hardware supported by GGCE;
- Configure GGCE for integration with GLIS **DOI**, **Easy-SMTA** and **Genesys**, where applicable;
- Provide **on-site training** to genebank staff in the use of GGCE, referencing the documentation and training resources at https://ggce.genesys-pgr.org;
- Support with the installation and configuration of the Curator Tool on data manager's computer and assist the data manager with migration of existing data.

5   DELIVERABLES

Deliverables for **each genebank** are:

- GGCE **installed and configured** on genebank's hardware,
- Database **backup and restore procedures** documented and tested,
- Label printers and barcode scanners are **connected with GGCE**,
- Genebank **staff are introduced** and trained on using GGCE,
- Genebank data manager is introduced to the Curator Tool for **bulk data management** and migration.
- Report on GGCE implementation and invoice

The consultant will actively coordinate and seek advice from the Genebank Information Systems team at the Crop Trust.

The consultant will report to the Head of Genebank Information Systems team on activities conducted and to the relevant BOLD work package managers at the Crop Trust.

6   Qualifications and experience

Successful candidates will:

6.1   have experience with installation, configuration and use of **GGCE** or **GRIN-Global**,

6.2   have demonstrated experience with deploying **Docker** containers, and

6.3   have good spoken and written **English** language skills. French, Spanish, and Arabic language are a bonus.

7   PROPOSAL COMPONENTS

Interested applicants are requested to submit the following:

7.1   An expression of interest (no more than 4 pages), including reasons for application, relevant qualifications, and prior experience relevant to the work.

7.2   A curriculum vitae (CV), including the names of at least two professional references who can vouch for their expertise and experience in related work.

7.3   A financial proposal stating the hourly rates to conduct the activities listed under the scope of work.

8   PROPOSAL EVALUATION CRITERIA

Minimum Requirement:

8.1   Minimum of one year of experience working with GGCE or GRIN-Global in a genebank context, and

8.2   Qualifications and experience listed in section 6 above.

Proposals will be evaluated based on:

- Supplier Self-Assessment (**5%**)

- Expertise and qualifications relevant to conduct the work (**50%**)

- Additional language skills (French, Spanish, Arabic) (**15%**)

- Hourly rates (**30%**)

For the above-mentioned items a series of quantifiers shall be used to objectively evaluate and compare bidder proposals.

9 VAT

The Crop Trust has tax exempt status in Germany and is eligible to claim back VAT directly from the Government. Please indicate clearly in your proposal if you will accept our tax exempt status by not charging VAT, and please budget accordingly. If you are not able to accept our tax exemption, the assessment of your offer will be based on gross amounts. Assessments of quotes from German companies are generally based on offers excluding VAT.

10 SUBMISSION REQUIREMENTS

10.1 Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the scope of work. Documentation must also include supporting examples to address the evaluation criteria.

10.2 Tender application forms must be completed in full – DO NOT refer us to your CV, technical proposal, or website. Failure to complete the forms in full will mean your application will not be eligible.

10.3 Interested applicants are requested to submit their proposals based on the outlined above and the calendar of activities to the procurement office no later than **23:59 CET on 9 January 2025. Deadline for questions is 11.12.2024. Please send them to** procurement@croptrust.org.

10.4 The bidders accept to be bound by their proposals for a period of 30 days following the deadline of submitting proposals as indicated in 10.3 above.

10.5 Only emails, including proposal documents, sent solely to: procurement@croptrust.org will be considered. **Please note, any documents sent (even in copy) to individual members of the Crop Trust will be automatically excluded from the tender process.**

11 GENERAL BIDDER INFORMATION

Please note: for information or feedback on the procurement process, please address your email to procurement@croptrust.org

Please be advised that the Crop Trust is not bound to accept any proposal, nor award a contract or purchase order, nor be responsible for any costs associated with bidder's preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.