



Call for Consultants

Consultant to provide temporary support on coordination and implementation of project activities

Terms of Reference – December 2024

1 BACKGROUND

The Crop Trust is a non-profit international organization dedicated to conserving crop diversity and making it available for use globally, forever, for the benefit of everyone. We work closely with national, regional and international genebanks, and the Svalbard Global Seed Vault. In 2021, the Crop Trust started the BOLD Project, funded by the Government of Norway, to strengthen food and nutrition security worldwide by supporting the conservation and use of crop diversity in genebanks. The “call for consultants” applies to Work Package 1 (WP1) of the BOLD Project.

WP1 works directly with national genebanks to strengthen their capacity to manage, document, conserve, and duplicate crop diversity, and make it available to farmers and breeders. In 2022, we completed the technical review of 15 genebanks, which guided the development of “upgrading and improvement plans” tailored to the unique requirements of each partner. The BOLD Project provides some support to address the identified needs and gaps and ensure the long-term conservation of crop diversity in genebanks. See the following page for further information:

<https://bold.croptrust.org/>

2 OBJECTIVE

The Crop Trust is seeking to engage an experienced Consultant to support project partners for virtual project assistance. The selected consultant will assist the project manager in supporting the project partners in the area of project planning and implementation. Responsibilities include assisting with procurement processes, writing and editing proposals, preparing technical reports, and liaising with partners. The work is starting on 03 January 2025 and running through to 30 April 2025, with the possibility of extending for another month if needed and funds are available.



3 GENERAL TERMS OF WORKING RELATIONSHIP

- 3.1 Working style - Meetings will need to be conducted during Crop Trust working hours unless prior arrangements are made. As needed, the Consultant must accommodate the working hours of partner genebanks.
- 3.2 Location -The work will be conducted remotely.
- 3.3 Travel - In case travel is needed to fulfill this contract it must be reviewed and approved by the BOLD Project Manager prior to implementation. Arrangements on travel to partner countries or to the Crop Trust office will be coordinated with the travel officer of the Crop Trust. Fees related to visa, airport, health testing requirements, flights, and accommodations will be paid by the Crop Trust separately, including allowances for meals and other incidental costs during the travel.
- 3.4 Contract duration - The work will start on 03 January 2025 and end on 30 April 2025. There is a possibility of extending for another month if needed, and funds are available, and if both parties are content with the services provided.
- 3.5 Use of third-party providers - The tasks agreed with the Consultant should not be outsourced to a third-party provider.
- 3.6 Insurance - The Consultant is responsible for managing their own insurance, including healthcare, travel, pension, and any other insurance necessary for or related to the tasks. The Crop Trust will not compensate for any insurance or damages suffered during the term of the contract.

4 SCOPE OF WORK

The work will involve liaison activities and active participation in project implementation, monitoring, and reporting. The responsibilities include, but are not limited to, the following tasks:

- 4.1 Facilitate communication with partners, including promptly responding to inquiries, directing correspondence to the appropriate people, and ensuring effective follow-up on each case;
- 4.2 Support and guide partners through the reporting process to ensure accuracy and completeness;
- 4.3 Contribute to the development and review of proposals and reports, including the drafting, writing, and editing of project-related documents;
- 4.4 Maintain regular communication with partners and Crop Trust staff to ensure timely progress and completion of project activities;
- 4.5 Provide support in the procurement process for genebank equipment, infrastructure, and supplies funded by the project, in consultation with subject-matter experts;



- 4.6 Assist in various project management tasks, ensuring alignment with the project's objectives and adherence to donor requirements and expectations.

5 DELIVERABLES

- 5.1 Weekly report on interaction with partners and Crop Trust staff
- 5.2 Timesheet (record of hours worked by activity).

6 PAYMENT

Maximum number of hours for the duration of the contract is 360.

Upon approval by the BOLD Project Manager, payment will be made on a monthly basis after the submission of a detailed invoice and the deliverables listed in Section 5.

7 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.

8 PROPOSAL COMPONENTS

Interested applicants with proven expertise, experience, and qualifications in project management and coordination are requested to submit the following:

- 8.1 An expression of interest (no more than 4 pages), including reasons for application, relevant qualifications, and prior experience relevant to the work;
- 8.2 A curriculum vitae (CV), including the names of at least two professional references who can vouch for their expertise and experience in related work.
- 8.3 A financial proposal stating the hourly rates to conduct the activities listed under the scope of work, including the minimum and maximum number of available work hours per month that can be committed to complete the tasks.



9 PROPOSAL EVALUATION CRITERIA

Minimum Requirement:

- Minimum of 3 years of international development experience, which may include the following:
 - Working with partners from developing countries,
 - Proposal development,
 - Project management - review of technical and financial project reports, monitoring and evaluation.
- Excellent English writing and speaking skills.

Proposals will be evaluated on the basis of:

- Supplier Self-Assessment (5%)
- Understanding of the scope of work (15%)
- Past experience undertaking similar work (25%)
- Expertise and qualifications relevant to conduct the work (30%)
- Hourly rates (25%)

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

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 18 December 2024**.
- 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.