



Request for Application for a Consultant (or a Consultancy firm)

Consultancy for People Management/Leadership Development Training

A. Objective of consultancy:

The objective of this consultancy is to design and facilitate leadership training for a three-day (3) People Management/Leadership Development training exercise from 24th to 26th June at the Crop Trust's office in Bonn, Germany. This training is intended to create and share an understanding of the principles of leadership and effective people management; provide insight into how to strengthen the people management and leadership skills of participants; as well as to build participants' team leadership skills.

B. Background:

The Global Crop Diversity Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>. Currently, the organization has 45+ staff members, the vast majority of whom have their duty station in Bonn.

There are around 22 participants earmarked for this training. All have supervisory responsibilities – more senior colleagues have full accountability for formal performance evaluations, others oversee supervising/coordinating the work of at least one other colleague on a daily basis.

This group has already been provided a first workshop in late 2022 that focused on inclusive management but also provided some insights into basic management techniques and the RACI concept for clarifying and defining roles and responsibilities in cross-functional or departmental projects and processes.

C. Scope of work and target dates: The consultant will be expected to:

Design and facilitate a three-day (3) People Management/Leadership Development training exercise for approximately 22 participants, on 24th, 25th and 26th June 2024.

Through the People Management/Leadership Development training exercise, provide participants with:

- An understanding of the principles of leadership and effective people management;
- Guidance on how to strengthen their management, leadership and team leadership skills;



- Ways of motivating and coaching team members; dealing with under-performance of their supervisees; and creating an empowering and motivating work climate.
- An opportunity to undertake a 360 evaluation with individualized coaching;
- An opportunity to undertake a Myers Briggs Type Indicator exercise to understand their type indicator.

D. Deliverable outputs and target dates:

- Facilitate a three-day (3) People Management/Leadership Development training exercise on 24th, 25th and 26th June 2024;
- Provide relevant training materials in the area of people management and leadership development to participants;
- Initiate and facilitate a 360-degree on-line process;
- Provide a hard-copy 360-degree feedback process report to each participant;
- Provide feedback to participants arising out of the 360 degree exercise;
- Administer a Myers Briggs Type Indicator exercise to all participants.
- Provide a Myers Briggs Type Indicator report to each participant;
- Provide the Executive Director and the Chief, HR with a feedback analysis report from participants on the three-day exercise.
- The consultant will be expected to coordinate the administration and implementation of the on-line 360 degree exercise and the Myers Briggs Type Indicator instrument.
- Duration of Assignment:
 - a. Two days (2) for pre and post-workshop design and administrative activities;
 - b. Three-day (3) facilitation of the Review Workshop

E. Applications:

Interested candidates should submit the following:

- a brief cover letter that outlines your qualifications as well as previous relevant experience;
- your curriculum vitae in English (please include your current residence address, telephone and email address);
- please indicate your suggested daily fees in EUR or USD
- The above items should be sent to: procurement@croptrust.org
- with the subject line “People Management/Leadership Development Training”
- Deadline for applications is Tuesday 28 May 2024

F. Evaluation Criteria

- 1) Minimum requirements:
 - min. 10 years proven track record in providing people management and leadership training in an international setting.
 - Availability to facilitate the training workshop in person from 24th to 26th June 2024 in Bonn, Germany



2) Additional Requirement

- Financial proposal (daily rate, travel plus accommodation cost, cost for running the 360 feedback and Myers Briggs exercise) (40%)
- Convincing proposal for a three days' training workshop (40%)
- Years of scope of experience in providing people management and leadership training in an international setting (15%)
- Supplier Self Assessment (5%).

G. Application Components

- Curriculum vitae in English (please include your current residence address, telephone, and email address) [if you are applying as a team (company, organization, etc.), please provide for each relevant team member].
- A proposal describing your:
 - c. Qualifications, skills, and relevant experience (if you are applying as a team, please provide for each relevant team member);
 - a. availability to hold the workshop from 24 to 26 June in Bonn
 - c. expected number of days, fees, and other costs for conducting the activities described above. Please explicitly mention your daily fees in EUR.
- Completed Supplier Self-Assessment (template to be provided by the Crop Trust)
- Signed Declaration of Undertaking (template to be provided by the Crop Trust)

Submission requirements:

Interested applicants are requested to submit their applications to the procurement office by emailing and attaching all requirements to: **procurement@croptrust.org, no later than 23:59 CEST on 28 May 2024**

Only emails 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.

H. General Application Information

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 application, nor award a contract or purchase order, nor be responsible for any costs associated with the preparation and submission of an application, regardless of the outcome or the manner of conducting the selection process.