



Request for applications

Consultants (or consultancy firms), Genebank Reviewer

1 BACKGROUND

The Global Crop Diversity Trust (Crop 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>

Crop Trust coordinates the technical review of national and international genebanks as part of the process to assess the needs of partners for upgrading and their eligibility for long-term support. These reviews also provide direct inputs into the individual workplans of genebanks and monitor progress made towards achieving genebank standards.

We regularly request applications from individual experts (or consultancy firms) with proven expertise, experience, and qualifications across the spectrum of *ex-situ* conservation to join the roster of Genebank Reviewers. We are specifically looking for consultants (or consultancy firms) with strong scientific expertise and experience in genebank management and operations.

2 SCOPE OF WORK

The genebank reviews are typically undertaken in three phases:

- General background and review of documents provided by the Crop Trust and the genebank;
- Site visit and review of genebank, including a presentation of key findings and preliminary recommendations;
- Completion of the review report containing the assessment of the status of the genebank, and a list of actionable recommendations.

The following activities are expected:

- Reviewing background documents and data;
- Participating in developing the site visit agenda;
- Conducting any background research, ground-truthing or informal consultation concerning the review crops or the institute in preparation for the site visit;
- Participating in and/or conducting interviews with participants of the review, validating data reported and standard operation procedures, determining the compliance of the genebank with critical points provided in the review checklist;
- Presenting the aims of the review and preliminary review findings to the institute staff;
- Contributing to the completion of the review report;

- If required, presenting the findings and recommendations of the review in subsequent relevant meetings.

3 GENERAL TERMS OF WORKING RELATIONSHIP

1. Working style

The Crop Trust will commission work related to the scope of the work described in Section 2, on an as-needed basis and together with the consultant determine the deadline for the deliverables. The provider will be required to meet and communicate regularly with the Crop Trust staff and close collaborators (internal / external) to collect additional information for the review.

2. Location and travel requirements

It is expected that the scope of work will be conducted remotely with contact taking place via electronic communication channels. Travel and site visits will be determined together with the consultant and the genebank to be reviewed.

3. Contract type and duration

An output-based contract will be drafted and will end upon the submission and approval of agreed deliverables. The deadlines for submission will be jointly determined with the consultant at the time the work is commissioned.

4. Use of third-party providers

No part of the work should be outsourced to any third-party provider(s).

4 MEASURING SUCCESS

The success of the consultancy will be considered mainly based on the following factors:

1. Quality of work

- Quality and completion of outputs
- Responsiveness to client input
- Attentiveness, judgment, initiative

2. Timeliness of performance:

- Work performed within established schedule/timelines
- Timely and accurate progress updates
- Milestones and activities completed within established timeframes

3. Interaction with Crop Trust/partners:

- Ability to effectively manage interactions / communication with the Crop Trust and with partners

5 EVALUATION CRITERIA

a. Minimum requirements

- 1.. Excellent verbal and written communication skills in English required, demonstrated by peer-reviewed publications;
2. Work experience in developing countries.

The above-mentioned items are minimum requirements to be considered for evaluation. Proficiency in another language (such as Spanish, French, or Arabic) will be required for specific assignments.

b. Additional requirements on qualifications, skills, and experience will be evaluated based on the following criteria:

1. Knowledge in plant breeding and crop conservation methods and strategies (35%);
2. Experience in genebank operations and/or management (20%);
3. Experience in conducting genebank and/or program/project reviews (20%);
4. Cost-effectiveness (relationship between inputs/costs and the likely achievement of high-quality outputs) (20%);
5. Supplier Self Assessment (5%).

For the above-mentioned items, a series of quantifiers will be used to objectively evaluate and compare the applications.

6 APPLICATION COMPONENTS

1. *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].
2. A proposal, describing your
 - a. qualifications, skills, language proficiency, and relevant experience (if you are applying as a team, please provide for each relevant team member);
 - b. availability within the next 12 months;
 - c. expected number of days, fees, and other costs for conducting the activities described in Section 2. Please explicitly mention your daily fees in USD.
3. Completed Supplier Self Assessment
4. Signed Declaration of Undertaking



7 SUBMISSION OF REQUIREMENTS

Interested applicants are requested to submit their applications to the procurement office by sending email and attaching all requirements to: procurement@croptrust.org, no later than 23:59 CEST on **1st of August 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.**

8 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.