



Request for Proposal

Genebanks operations expert

TERMS OF REFERENCE FOR PROVIDER
March 2025

1 BACKGROUND

The Crop Trust, officially known as the Global Crop Diversity Trust, is a non-profit international organization that works to conserve crop diversity to protect global food security. The Crop Trust was established in 2004 through a partnership between the United Nations Food and Agriculture Organization and CGIAR, acting through Bioversity International.

2 OBJECTIVE

The Crop Trust is seeking to engage one or multiple genebank operations experts to provide hands-on training to selected national genebanks. The expert(s) is expected to spend at least a full month on-site working closely with genebank staff and technicians providing guidance and establishing written protocols. The training should empower national genebanks to reduce cycles of regeneration to a minimum by increasing their capacity to produce enough seed inventory while maintaining seed viability above established germination thresholds.

3 GENERAL TERMS OF WORKING RELATIONSHIP

3.1 Working style

The expert(s) will be required to meet and communicate regularly with the Crop Trust staff, and work closely with designated staff from national genebanks.

3.2 Location

Preparatory work can be performed remotely. The expert(s) is expected to conduct one-month visits to selected national genebanks, each of them located in:

1. Cotonou, Benin
2. Bunso, Ghana
3. Kampala, Uganda
4. Arusha, Tanzania

3.3 Contract duration

From contract signature until 30 November 2025.

3.4 Content and material provision

The Crop Trust will provide the consultant with all relevant documents, data from project partners, and access to project platforms to complete the assigned tasks.

3.5 Travel

Arrangements on travel to partner countries or to the Crop Trust office will be organised by and coordinated with the travel office 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.

3.6 Use of third-party providers

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

3.7 Materials for review

BOLDER project proposal, contact information from national genebanks, previous genebank reviews.

3.8 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

Experts can apply to provide services in one or more of the beneficiary national genebanks. The proposal should clearly indicate the technical and financial portion for each location the expert wishes to apply.

The expert(s) will:

1. Assess ex ante and ex post knowledge of genebank staff in areas related to seed viability testing, regeneration, collection and management.
2. Prepare and deliver a one-month hands-on training plan in essential genebank operations to genebank staff.
3. Validate and improve (in case the protocols exist) or prepare tailored written protocols for:
 - a. Seed viability testing
 - b. Setting up regeneration plots
 - c. Management of regeneration plots
 - d. Seed harvest and processing
 - e. Rationalization of inventories
 - f. Data management (record keeping and report preparation)

These protocols should be as detailed as possible, to ensure that existing and oncoming genebank staff can replicate the processes in the future.

4. Train the staff in using and following written protocols.

5 MEASURING SUCCESS

Success will be measured with the following indicators:

1. Participants satisfaction and engagement
 - Post-training survey results: Percentage of participants rating the training as “good” or “excellent”.
 - Would the participants recommend the training to others?
2. Knowledge and skill acquisition
 - Pre- and post-training assessments: improvement in test scores.
3. Consultant performance and deliverables
 - Timeliness and adherence to the agreed plan: Was training delivered on schedule and within scope?
 - Customization and relevance of content: Did the consultant tailor materials to meet the genebank needs?

6 DELIVERABLES AND PAYMENTS

Payments will be based upon the timely and satisfactory submission of invoices and deliverables, as shown in the following the disbursement schedule below:

Deliverable	% Budget
1. Results of ex ante assessment of capacity development intervention.	40%
2. Training plan agreed with genebank and Crop Trust	
3. A soft copy of the six written protocols listed in numeral 4.	30%
4. Final report on training delivered. This report should include a narrative section explaining the tasks that were carried out, lessons learned and successes and a list of the genebank staff trained and assistance list.	30%
Total % of budget disbursed	100%

7 PROPOSAL COMPONENTS

Proposals should include:

- Curriculum vitae in English (including the current residence address, telephone, and email address of the expert(s))
- Proposed approach of the training (e.g., methodologies used to engage staff, proposed new documentation to be developed, validation of existing QMS documentation and its improvements, use of relevant standards and guidelines (FAO Genebank Standards and Practical Guides, ISTA rules).
- Indication of which national genebanks will be covered in the proposed training.
- Proposed timeline and availability for the tasks outlined in the scope of work.
- Two or more samples of genebank manuals prepared in the past.
- Filled out and signed supplier self-assessment.
- Signed Declaration of Undertaking.
- Overall cost of the service per country (excluding travel).

8 PROPOSAL EVALUATION CRITERIA

Minimum criteria

- At least three years of demonstrable experience carrying out or managing genebank operations.
- At least three years of proven experience in knowledge transfer or adults training.
- Advanced degree in plant biology, agronomy, forestry or related field.
- Excellent written and oral communication in English.

Proposals will be evaluated on the basis of:

- Technical proposal
 - Approach, methodology and feasibility of the proposed timeline (35%)

- Demonstrated ability to deliver high-quality written content, as evidenced by provided work samples (35%)
- Demonstrable knowledge of a second language according to the country:

Ghana	Benin	Uganda	Tanzania
Akan (5%)	French (5%)	Luanda (5%)	Swahili (5%)

- Proposal cost and cost-effectiveness (20%)
- Supplier Self-Assessment (5%)

Quantitative scoring criteria will be used to ensure objectivity and comparability among 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 PROPOSAL APPLICATION & SUBMISSION REQUIREMENTS

- 10.1 Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes listed in the Terms of Reference. 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 CEST on 01 April 2025.
- 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 BACKGROUND INFORMATION

This consultancy is part of the Building Opportunities for Lesser-known Diversity in Edible Resources project (BOLDER) project. The project aims to increase the use and value of opportunity crops (also referred to as neglected and underutilized crops) in agri-food systems in West and East Africa. The project is funded by the Norwegian government through Norad and is

being conducted in Benin, Ghana, Tanzania and Uganda. BOLDER is part of BOLD, a larger initiative to strengthen food and nutrition security worldwide through the conservation and use of crop diversity in genebanks.

Below is a summary of the results framework to which BOLDER contributes:

Impacts	Genetic diversity of crops and their wild relatives is sustainably conserved by genebanks for long-term availability and access by farmers, breeders and other users.
Outcome	Increased use and value of neglected and underutilized species within agri-food systems in West and East Africa.
Outputs	Increased availability of neglected and underutilized species diversity that meets smallholder farmers' needs.
	Improved production, marketing and/or consumption of prioritized neglected and underutilized species.
	Enhanced capacity of researchers, practitioners, and food system actors to improve use and value of neglected and underutilized species.

National genebanks in each of the project countries are planned to further the conservation and availability of selected opportunity crops. This includes collecting (where needed), regenerating and safety duplicating accessions of selected opportunity crops.

The participating national genebanks have benefited from various capacity building efforts in the last five years led by the Crop Trust:

	Capacity building received	Means of training
National genebank of Ghana	Crop Trust: 2019 – 2024 establishment of quality management system elements	Monthly virtual webinars, on site visits, annual in-person workshop
National genebank of Uganda	Crop Trust: 2021 – ongoing establishment of quality management system elements	Monthly virtual webinars, on site visits, annual in-person workshop
National genebank of Tanzania	Crop Trust: 2021 – ongoing establishment of quality management system elements	Monthly virtual webinars, on site visits, annual in-person workshop
Genebank of the University of Abomey-Calavi (Benin)	Crop Trust: 2024-Introduction to QMS and mapping of genebank operations	On-site seminars.

The project seeks to support national genebanks to increase their capacity to produce sufficient quality seed for conservation, therefore, we deemed necessary to provide hands-on, experiential learning opportunities for genebank staff in their normal working conditions. The training should be provided by a seasoned expert in genebank operations with experience in knowledge transfer to peers and in preparation of written protocols.

The training should empower national genebanks to reduce cycles of regeneration to a minimum by increasing their capacity to produce enough seed inventory while maintaining seed viability above established germination thresholds.

12 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.