



Request for Applications

Consultants to assess the impact of Global Crop Conservation Strategies on Plant's Treaty process and decision making

TERMS OF REFERENCE FOR PROVIDER

March 2025

As part of the project "Mainstreaming Global Crop Conservation Strategies in Plant Treaty Processes", the Crop Trust seeks two consultants (two viewpoints) to assess the impact of the activities conducted through interviews and surveys directed to relevant stakeholders.

The consultants will collaborate with the Project coordinator and Crop Trust staff and will have expertise on conservation and use of plant genetic resources for food and agriculture (PGRFA) and experience working on issues related to the ITPGRFA.

1 BACKGROUND

The Crop Trust is currently leading the 3-year project "Mainstreaming the Global Crop Conservation Strategies (GCCS) in Plant Treaty Processes" in close collaboration with the Secretariat of the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA). This project is funded by the German Federal Ministry of Food and Agriculture.

By mainstreaming the GCCS in Treaty processes, this project will strengthen both the work of the Treaty and the implementation of the GCCS.

2 SCOPE OF THE WORK

The consultants will perform the following activities:

1. Read documents related with the project.
2. Prepare survey (with Survey Monkey).
3. Conduct survey with Plant Treaty stakeholders (after the 11th Governing Body Meeting of the Plant Treaty. i.e. in the First week of December 2025).
4. Analyze the result of the survey (by end of 2025).
5. Conduct interviews with Plant Treaty stakeholders (by end of 2025).
6. Write report summarizing the findings of the activities described above (by end of 2025).

3 EXPECTED OUTPUTS

Output 1: Result of the survey with Plant Treaty stakeholders in an Excel spreadsheet

Output 2: Report on the impact of the project. Including results of the survey.

4 GENERAL TERMS OF WORKING RELATIONSHIP

1. Working style

The Crop Trust will commission work related to the activities described in section 2 and 3 of this document. The two consultants will be required to meet (virtually) and communicate regularly with the Crop Trust and with each other.

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, in-person meetings, and partner visits, if needed, will be planned together by the consultants and the Crop Trust and organized by the Crop Trust. Travel costs (flights, accommodation, allowance) will be covered by the Crop Trust.

3. Contract type and duration

The contract will be based on deliverables and cover the period from 1st September 2025 to 30 December 2025. Completion of Output 1 is expected by 15 December 2024, and completion of Output 2 is expected by 30 December 2025 (candidates must be available to conduct some of the work between 15 and 30 December 2025).

4. Payment Schedule

Maximum 5.000 EUR (for each of the 2 consultants) upon satisfactory completion of output 1 and 2 and approval from the Project Coordinator, and submission of an invoice.

5. Use of third-party providers

Work should not be outsourced to a third-party provider.

5 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

6 EVALUATION CRITERIA

1. Minimum requirements

- Master level education in Biology/Environmental science/Agricultural science or other relevant discipline.

- At least 3 years of experience conducting work related to the conservation or use of plant genetic resources for food and agriculture.
 - English writing: proficient in writing technical documents in English, demonstrated by peer-reviewed publications.
 - Data analysis: proficient in using Excel.
2. Additional requirements on qualifications, skills, and experience will be evaluated based on the following criteria:
- Experience working with genebanks (15%)
 - Experience in conducting online surveys (15%);
 - Experience in working with Plant Treaty stakeholders, committees, delegates of contracting parties and Secretariat of the Plant Treaty (35%);
 - Knowledge of other UN official languages (10%);
 - Cost-effectiveness (relationship between inputs/costs and the likely achievement of high-quality outputs) (20%);
 - Supplier Self Assessment (5%).

7 APPLICATION COMPONENTS

The Crop Trust seeks two consultants (two viewpoints). We will accept proposals from single consultants (we would build the team) or a group of consultants applying already as a team. Please specify exactly in your proposal which of the two applies.

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, and experience as evidence of matching the evaluation criteria in Section 6 of this document (if you are applying as a team, please provide for each relevant team member);
 - b. Availability until 30 December 2025;
 - c. Expected number of days, fees, and other costs for conducting the activities described in Sections 2 and 4. Please explicitly mention your daily fees in EUR.
3. Completed Supplier Self Assessment (template to be provided by the Crop Trust)
4. Signed Declaration of Undertaking (template to be provided by the Crop Trust)

8 SUBMISSION OF REQUIREMENTS

Interested applicants are requested to submit their applications to the procurement office by emailing and attaching all requirement documents to: procurement@croptrust.org, no later than **23:59 CEST on 1st May 2025**

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.

9 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.