

Request for Proposal

Institutional Gap Assessment and Roadmap towards achieving Green Climate Fund accreditation

TERMS OF REFERENCE FOR PROVIDER

January 2024

1 BACKGROUND

1.1. About the Crop Trust

The Crop Trust, officially known as the Global Crop Diversity Trust, is a nonprofit 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. The Crop Trust is headquartered in Bonn, Germany.

In alignment with its institutional mission, the Crop Trust is committed to fostering a global system of crop collections through genebanks, ensuring the conservation of crop diversity while facilitating access for farmers, plant breeders, and scientists. This commitment is sustained through a dual funding approach that builds on endowment and project funding: the Crop Trust offers long-term support through its Endowment Fund's earnings, while raising project money for time-bound tasks.

Currently, the Crop Trust, in collaboration with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, is actively engaged in implementing the project "Strategic Development of the Crop Trust," financed by the German Federal Ministry for Economic Cooperation and Development (BMZ). The primary goal of this project is to strengthen the Crop Trust's role in the conservation and utilization of crop diversity. Key objectives include the development of a new funding strategy and financing instrument(s), expanded support to international genebanks, and increased networking and awareness in Germany.



To strengthen its work in support of key international, regional and national collections of plant genetic resources around the world, the Crop Trust aims to become eligible for funding from the Green Climate Fund (GCF) as an International Access Entity (IAE).

1.2. About the Green Climate Fund (GCF)

The GCF is a multilateral financing mechanism established to support climate action in developing countries. In line with its mandate, the GCF strategically invests in actions that promote low-emission and climate-resilient development. These investments aim to reduce greenhouse gas emissions in developing nations and help vulnerable societies adapt to the unavoidable impacts of climate change. The GCF provides various financing and technical support options for climate actions.

To ensure that applicant entities can manage GCF's resources according to the Fund's fiduciary standards, Gender Policy, and other policies, the GCF has designed an accreditation process. Entities seeking accreditation to access GCF resources will also be assessed against their ability to manage environmental and social risks at the project level.

2 OBJECTIVE

The aim of this assignment is to conduct an accreditation gap assessment and design a roadmap that will guide the Crop Trust's efforts to align with GCF accreditation standards by developing a comprehensive understanding of the prerequisites for compliance with GCF fiduciary, environmental, and social safeguards.

In order to bridge any gaps between existing policies and GCF requirements, the Crop Trust must identify areas of misalignment and take corrective actions. The assignment will identify gaps and formulate a roadmap regarding alignment of the Crop Trust's gender policy, current Environmental and Social Safeguard (ESS) plan, project management framework and grant mechanism with GCF standards.

3 GENERAL TERMS OF WORKING RELATIONSHIP

3.1 Working style

Where appropriate, the Service Provider will undertake the assessment through participatory processes with appropriate stakeholders, based on the objectives set out in this RFP.

3.2 Location

With respect to the location, working remotely and with virtual meetings is expected.

3.3 Contract duration

3 months

4 SCOPE OF WORK

The Crop Trust is requesting the services from an expert / group of experts ('the Service Provider') that will help the organization to prepare for GCF accreditation.

There are two main phases of the assignment:

(i) Institutional Gap Assessment

The task involves reviewing and comparing the Crop Trust's procedures and operations with the Green Climate Fund's (GCF) Specialized Fiduciary Standards, Environmental and Social Safeguard (ESS), and Gender policy. This comprehensive assessment includes a completeness check to ensure the presence of relevant policies and procedures. Additionally, it involves evaluating the Crop Trust's track record in implementing these policies and procedures. The assessment does not include GCF's Basic Fiduciary Standards.

The objective is to determine whether, based on the existing policies, procedures, and track record, the Crop Trust can meet the specified GCF standards. This assessment is crucial to ascertain the eligibility of the Crop Trust to become an International Access Entity (IAE) by demonstrating compliance with GCF standards.

(ii) Roadmap

The purpose of the roadmap is to suggest a plan on how to address and prioritize the gaps pinpointed in the Gap Assessment. This plan will present tasks that can be implemented in a realistic, effective and timely manner. The expectation is that the action plan will be developed in participatory and collaborative effort with the Crop Trust. It should offer detailed recommendations for addressing each gap, specifying timelines, assigning responsibilities, defining outputs (outcomes), and identifying necessary support resources. Additionally, it should provide a cost estimate for addressing the identified gaps.

5 MEASURING SUCCESS

The Service Provider will be responsible for four key deliverables:.

Deliverables

- 1) Fiduciary Gap Assessment Report
- 2) ESS Gap Assessment Report
- 3) Gender Gap Assessment Report
- 4) Roadmap to guide the Crop Trust in applying for GCF accreditation

Throughout the service, Crop Trust’s Compliance Department, Corporate Operations, Finance & Science departments, and Management will be available for any queries and provide the Service Provider with all necessary information and documents.

6 ACTIVITIES AND COSTS

Assignment of personnel

Please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). For our internal costing and any further commissions, please also provide the daily rate which the prices are based on.

Meetings

The following meetings are required:

Inception workshop, virtually or in Bonn

Presentation of the conclusions and recommendations, virtually or in Bonn

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term:

Milestones	Deadline/place/person responsible
Inception meeting	15.3.2024
Fiduciary Gap Assessment Report	5.4.2024
ESS Gap Assessment Report	19.4.2024
Gender Gap Assessment Report]	3.5.2024
Road Map to enable the Crop Trust to achieve GCF accreditation	17.5.2024
Closure meeting	31.5.2024

Period of assignment: From 1.3.24 until 31.5.24.

7 PROPOSAL COMPONENTS

In the bid, the bidder is required to show how the deliverables will be produced .

Technical-methodological concept

The bidder presents and justifies the proposed strategy to provide for the elements identified in Sections 4 and 5.

The bidder is required to describe the key processes for the services for which they are responsible and create a schedule that describes how the services are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors.

Other specific requirements

The bidder is expected to identify the required sources of information to carry out the assignment.

The bidder is required to fill out and sign the Supplier Self-Assessment and Declaration of Undertaking as part of the submission documents.

Requirements on the format of the bid

The structure of the bid must be legible (font size 11 or larger) and clearly formulated. The bid requires to be drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed must clearly show the position and job the proposed person held in the referenced project and for how long. The CVs shall not exceed 4 pages.

8 PROPOSAL EVALUATION CRITERIA

A qualification based selection process will be utilized. Selection criteria will include, but are not necessarily limited to:

Qualifications (30%)

- Excellent understanding of objectives and expected outputs of the assignment
- Clear description of the methods to deliver the expected outputs
- Demonstrated capacity to perform work in the allotted time
- Demonstrated capability to complete services within budgets

The applicant must showcase established knowledge and experience in the Green Climate Fund's accreditation process, understanding the requirements for becoming a GCF Direct Access Entity. Furthermore, the firm should have a history of engagement with potential accredited entities and familiarity with the GCF Accreditation process.

The selected consultant or consulting firm must possess a solid reputation and be widely recognized, demonstrating a track record of expertise in evaluating institutional

management processes, particularly in fiduciary standards, environmental and social safeguards, gender, and other relevant policies and operational systems, including project development and management.

Proven experience in conducting Gap Assessments and creating Action Plans/ road maps, is a prerequisite.

It is the applicant's responsibility to ensure that their team comprises a suitable mix of experts to meet all the requirements outlined in this RfP. As a guideline, the consulting team is expected to include a Lead Expert who has served as a team leader on at least two similar projects within the past five (5) years.

Tasks of the team leader

Overall responsibility for the activities and milestones (quality and deadlines)

Coordinating and ensuring communication with Crop Trust

Regular reporting in accordance with deadlines

Qualifications of the team leader (30%)

Education/training: Minimum of an advanced degree (Master's Degree or equivalent) in Economics, Finance, Business Management, International Development/Relations, Environmental Science, Social Science or related fields from recognized and reputable academic institutions.

Language: Good language skills in English

Professional experience: Minimum five years proven experience related to climate change development and climate/green finance and project management. Demonstrate knowledge of the current climate finance architecture of the Green Climate Fund. Must have competence in Project Management

Other: Very good writing skills, very good communication skills, very advanced analytical skills, excellent organisational skills, strong knowledge of MS Office (and equivalent programs), statistical packages and other relevant databases. Honest, principled, and objective.

Signed Supplier Self-assessment and Declaration of Undertaking (10%)

Price (30%)

The price bid will be evaluated based on the specified lump sum price.

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

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 RfP. Documentation must also include supporting examples to address the evaluation criteria.

Please list at least 2 client references for similar services as those requested by the Crop Trust and attach to your application statements of successful completion for them.

Description of Activities	Contract Duration	Contract Value	Contact Information

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 February 12, 2024.

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 a Service Provider's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.