

Request for Proposal

Support to national stakeholder consultations and selection of opportunity crops – Power of Diversity Funding Facility

TERMS OF REFERENCE FOR PROVIDER

April 2025

1 BACKGROUND

The Global Crop Diversity Trust (Crop Trust) is a non-profit international organization that works to conserve crop diversity to ensure global food security.

The Crop Trust is managing the Power of Diversity Funding Facility (PDFF), a multi-donor initiative dedicated to conserving, cultivating and promoting the consumption of opportunity crops across Africa, Asia, the Pacific, and Latin America and the Caribbean. These crops have immense, but largely unrealized, potential to diversify global food systems, enhance food and nutritional security, and strengthen climate resilience.

The German Federal Ministry for Economic Cooperation and Development (BMZ) through KfW Development Bank and the Department of Foreign Affairs of the Republic of Ireland have provided initial funding to PDFF. This funding has been made available to cover activities in Nigeria, Zambia, Colombia and India (tbc) and Kenya. The funding also covers activities in Uganda and Tanzania, where activities will be implemented in close collaboration with existing work under BOLDER. PDFF activities focus on three main areas:

- Securing opportunity crop diversity in genebanks. This activity includes collection, conservation, including safety duplication of seeds, and characterization of traits of interest to breeders, researchers and farmers.
- Strengthening opportunity crop value chains by addressing key barriers and creating favourable conditions for production and consumption. This includes engaging farmers and consumers to evaluate crops, carrying out nutritional characterization and enhancing seed systems.
- Sharing knowledge and integrating scientific evidence into policy-making and global knowledge systems. This includes partnership building, policy advocacy, and data sharing to strengthen decision-making and promote opportunity crops.

2 OBJECTIVE

The Crop Trust is seeking to engage a service provider to support the selection of opportunity crops through food systems analyses in three African countries where PDFF will be implemented (Nigeria, Zambia, and Kenya). Existing research on national food systems and potential future scenarios for their development will be compiled, analyzed and presented. This will serve as input for stakeholder consultations to prioritize opportunity crops in each country.

The food systems analyses will identify the most important biophysical, economic, sociocultural, nutritional, genetic, and environmental factors affecting the potential of opportunity crops in each country. This analysis will also assess the relevance of indicators previously used to characterize and prioritize crops under the Vision for Adapted Crops and Soils (VACS) initiative (see [Karl, K., et al. Opportunity Crop Profiles for the Vision for Adapted Crops and Soils \(VACS\) in Africa. \(2024\).](#))

Additionally, the service provider will contribute to the development of the workshop methodology for stakeholder consultations aimed at selecting national opportunity crops. The workshop will facilitate exchanges among a diverse set of stakeholders and encourage participants to adopt a food systems and future-oriented approach in selecting opportunity crops for promotion under PDFF.

Both the technical findings and methodological recommendations will shape the design and discussions of the stakeholder consultations. The food systems analyses will serve as the foundation for subsequent, more in-depth crop-specific assessments, which will inform a competitive grant scheme for promoting opportunity crops. However, these subsequent crop-specific analyses are not part of this assignment.

3 GENERAL TERMS OF WORKING RELATIONSHIP

3.1 Working style

The experts will be required to meet and communicate regularly with the Crop Trust staff and other project partners. The experts will conduct virtual exchanges with 2-3 major project partners at national level in order to compile existing food systems and foresight work. The exchanges shall ensure, that existing publications are compiled in a comprehensive manner. The work will be conducted remotely.

3.2 Location

The work will be conducted remotely. No travel is required.

3.3 Contract duration

From contract signature until 30 October 2025.

3.4 Content and material provision

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

3.5 Use of third-party providers

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

3.6 Materials for review

PDFF proposal

4 SCOPE OF WORK

The work shall be conducted by a team of 2-3 experts (incl. team leader). The services shall be delivered for three countries: Nigeria, Zambia and Kenya.

- Conduct a comprehensive literature review of country-specific food systems foresight work, and complement this through other relevant literature in case country-specific data is unavailable or insufficient.
- Organize and conduct virtual interviews with selected key stakeholders (2-3 per country) in advance of the stakeholder workshops to complement findings and sensitize participants.
- Contribute to the identification and mapping of relevant stakeholders within each target country.
- Provide visually attractive summaries for key findings and develop recommendations for prioritizing selection criteria (biophysical, economic, socio-cultural, nutritional, genetic and environmental indicators).
- Contribute to developing the methodology of, and inputs to, the two-day national stakeholder workshops, working closely with international and national partners to:
 - Engage participants in future-oriented discussions around the potential of opportunity crops and priorities for conservation, production and consumption.
 - Strengthen buy-in of stakeholder during the inception phase.
- Contribute to the evaluation of the methodology after the stakeholder consultations.
- Contribute to the evaluation of, and reflection on, the stakeholder consultations and summarize findings.

The delivery of all activities shall contribute to the evidence that informs the selection of opportunity crops for PDFF at national level. Experts shall therefore maintain a clear focus and provide recommendations in identifying levers and trigger points for food systems transformation through the support of opportunity crop value chains.

5 MEASURING SUCCESS

The experts should prepare the following deliverables:

1. Three country-specific reports summarizing food systems assessments (including major trends, risks and drivers), recommendations for selection process of opportunity crops and list of relevant stakeholders for the project context of PDFF.
2. Detailed plan for stakeholder workshops, including objectives, agenda, and facilitation guidelines for workshop elements that focus on the food system, foresight and prioritization of opportunity crop selection criteria
3. Policy paper reflecting on the process and its potential to strengthen the role of opportunity crops for diversification of national food systems

6 ACTIVITIES AND COSTS

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

Deliverable	% of Budget
1. Country specific reports (by June 30 2025)	50
2. Stakeholder consultation methodology (by June 30 2025)	30
3. Policy paper (by September 30 2025)	20

7 PROPOSAL COMPONENTS

Proposals should include:

- Curriculum vitae of all proposed experts in English
- Samples of food system analyses or similar work prepared in the past, accompanied by an overview of roles and responsibilities of associated experts in the work samples
- Filled out and signed supplier self-assessment
- Signed Declaration of Undertaking
- Budget

A maximum budget of 40.000 € is foreseen for the assignment.

8 PROPOSAL EVALUATION CRITERIA

Minimum criteria team leader:

- At least 10 years of demonstratable experience in providing consultancy services in agri-food systems
- At least 5 years of demonstratable experience in facilitating foresight processes

- Advanced degree in social or political sciences, agriculture, biology or related fields
- Experience working in multiple countries or regions in Africa
- Excellent communication in English, with experience in producing high-quality reports, policy papers, and technical documents.

Minimum criteria all other experts:

- At least 5 years of demonstratable experience in providing consultancy services in agri-food systems
- At least 2 years of demonstratable experience in data collection, compilation and analysis of food systems foresight data
- Advanced degree in social or political sciences, agriculture, biology or related fields
- Excellent communication in English, with experience in producing high-quality reports, policy papers, and technical documents.

Proposals will be evaluated on the basis of:

- Depth of relevant qualifications according to curriculum vitae of all experts (40%)
- Demonstrated ability to deliver high-quality written content, as evidenced by provided work samples (30%)
- Proposal cost and cost-effectiveness (20%)
- Supplier Self-Assessment (10%)

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 30 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 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.