



Call for Consultants

Subject-matter experts to develop content for online learning courses

Terms of Reference – April 2025

1 BACKGROUND

The Crop Trust is a non-profit international organization dedicated to conserving crop diversity and making it available for use globally, forever, for the benefit of everyone. We work closely with national, regional, and international genebanks, and the Svalbard Global Seed Vault. In 2021, the Crop Trust started the BOLD Project, funded by the Government of Norway, to strengthen food and nutrition security worldwide by supporting the conservation and use of crop diversity in genebanks. The “call for consultants” applies to Work Package 1 (WP1) of the BOLD Project.

WP1 works directly with national genebanks to strengthen their capacity to manage, document, conserve, and duplicate crop diversity, and make it available to farmers and breeders. In 2022, we completed the technical review of 15 genebanks, which guided the development of “upgrading and improvement plans” tailored to the unique requirements of each partner. The BOLD Project provides some support to address the identified needs and gaps and ensure the long-term conservation of crop diversity in genebanks. See the following page for further information:

<https://bold.croptrust.org/>

2 OBJECTIVE

The Crop Trust seeks to engage subject-matter experts to develop content for multiple eLearning courses on genebank-related and project-specific topics. These courses aim to enhance the capacity of partners and genebank staff. The consultants will be responsible for ensuring that the course materials are technically accurate, comprehensive, well-structured, and aligned with best practices in genebank and project management. The work is expected to commence immediately and must be completed by 1 September 2025.

3 SCOPE OF WORK

The consultants will be responsible for developing content for the online courses, including collaborating with Crop Trust staff, consulting with stakeholders, and coordinating with the technical

developers of the selected Learning Management System (LMS) platform.¹ They will also conduct background research to ensure the content is accurate, relevant, clear, and aligned with international standards and best practices in genebank and project management.

The courses are designed to provide focused learning experiences that deliver key information in a short amount of time. Each course will range from 15 minutes to a few hours and may incorporate formats such as text slides, videos, infographics, and quizzes to enhance engagement and effectiveness. The following topics are planned for development, along with the estimated length of each course:

A. Genebank-related topics	Hours of eLearning
1. Introductory Lesson to PGRFA Documentation	0.5
2. The Global Information System	0.5
3. Genesys and GGCE (GRIN-Global Community Edition)	2.0
4. Global Crop Conservation Strategies ²	1.0
5. Genebank management basics	3.0
6. Safety duplication and the Svalbard Global Seed Vault	0.5
7. Genebank QMS basics	2.5
Sub-total	10.0
B. Project-specific topics	
1. Compliance	0.5
2. Risk management	0.5
3. Technical reporting	0.5
4. Financial reporting	0.5
Sub-total	2.0
Total	12.0

4 GENERAL TERMS OF WORKING RELATIONSHIP

- 4.1 Working style - Meetings will need to be conducted during Crop Trust working hours unless prior arrangements are made. As needed, the consultants must accommodate the working hours of partners.
- 4.2 Location - The work will be conducted remotely.
- 4.3 Travel - In case travel is needed to fulfill this contract, it must be reviewed and approved by the BOLD Project Manager prior to implementation. Arrangements for travel to partner countries or to the Crop Trust office will be coordinated with the travel officer of the Crop Trust. The consultants may only charge as working days, the days when they actively work for the Crop Trust. The days spent traveling and resting days while traveling shall not be considered and charged as working days. Fees related to visa, airport, health testing requirements, flights, and

¹ The selection process for LMS platform(s) will be conducted separately.

² The course on global crop conservation strategies will be supported by the German Federal Ministry of Food and Agriculture (BMEL).

accommodations will be paid by the Crop Trust separately, including per diems for the travel days, work days, and rest days in accordance with the Crop Trust Travel Policy and Procedures Manual.

- 4.4 Contract duration - The work will start immediately and end on **1 September 2025**. There is a possibility of extending for another month if needed, and funds are available, and if both parties are content with the services provided.
- 4.5 Use of third-party providers - The tasks agreed with the consultants should not be outsourced to a third-party provider.
- 4.6 Insurance - The consultants are 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.

5 DELIVERABLES

- 5.1 Inception report with a detailed plan to develop the agreed courses
- 5.2 Completion report, including content for the agreed courses
- 5.3 Presentation of output to Crop Trust staff

6 PAYMENT

The budget available per hour of eLearning content is USD 5,000, which adds up to a maximum of USD 60,000 for 12 hours of eLearning content. This amount covers the consultant's time for background research, collaboration with Crop Trust staff, consultation with stakeholders, and coordination with technical developers to complete the deliverables.

Travel, if necessary, will be covered separately (see Section 4.3). Subscriptions to LMS platforms are also paid separately.

Upon approval by the BOLD Project Manager, payments will be made after the submission of invoices and the deliverables, as listed in Section 5, and following the disbursement schedule below:

Deliverables	% to be disbursed
1. Inception report	40%
2. Completion report	40%
3. Presentation	20%

7 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.

8 EVALUATION CRITERIA

8.1 Minimum Requirements to be considered for evaluation:

- Excellent verbal and written communication skills in English, demonstrated by publications and other communication materials.

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

- Knowledge and experience related to the selected topics (45%);
- Experience in delivering presentations, seminars, or lectures (25%);
- Knowledge and/or experience in developing content for online learning (15%)
- Cost-effectiveness (relationship between inputs/costs and the likely achievement of high-quality outputs) (10%);
- Supplier Self-Assessment (5%).

For the above-mentioned items, a series of quantifiers will be used to objectively evaluate and compare the applications. The Crop Trust may select one or more consultants to cover the range of topics listed in Section 2.

9 APPLICATION COMPONENTS

Interested applicants with proven expertise, experience, and qualifications are requested to submit the following:

- 9.1 Cover letter, indicating the courses that you intend to develop, your availability within the next 6 months, and the expected number of days, fees, and other costs for conducting the activities described in Section 2.
- 9.2 *Curriculum vitae* in English, including 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.
- 9.3 A proposal that elaborates on the courses that you intend to develop and the key points that need to be highlighted for each course. Please indicate your qualifications, skills, and relevant experience for each course.

- 9.4 Completed Supplier Self-Assessment
- 9.5 Signed Declaration of Undertaking

10 SUBMISSION REQUIREMENTS

- 10.1 Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the scope of work. 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 CET on 30 April 2025.**
- 10.4 The bidders accept to be bound by their proposals for a period of 30 days following the deadline for 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

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.