



Request for Proposal

Interpersonal communication and delegation trainer

TERMS OF REFERENCE FOR PROVIDER

June 2024

1 BACKGROUND

The Global Crop Diversity Trust (Crop Trust), through the Building Opportunities for Lesser-known Diversity in Edible Resources project (BOLDER), 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.

2 OBJECTIVE

The Crop Trust is organizing an inception workshop to foster collaboration among project partners and to inform them about the tools and expectations regarding reports preparation and use of funds. This workshop is essential to ensure that all partners are aligned with the project objectives, methodologies, and administrative requirements. The primary objective of this consultancy is to design and deliver engaging sessions on effective delegation and interpersonal communication.

3 GENERAL TERMS OF WORKING RELATIONSHIP

3.1 Working style

The Crop Trust will together with the consultant determine the deadline for the deliverables. The Crop Trust will provide access to the required documentation for the preparation of the workshop sessions. The consultant will be required to meet and communicate regularly with the Crop Trust staff.

3.2 Location

The workshop will take place in Nairobi (Kenya).

3.3 Contract duration

July 2024 to 31 August 2024.

3.4 Content and material provision

The Crop Trust will provide background information as needed.

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

BOLDER project proposal, project partner profiles.

4 SCOPE OF WORK

The workshop facilitator will be responsible for the following tasks:

Pre-Workshop Preparation:

- Collaborate with the project management team to understand the workshop's goals, agenda, and participants' profiles.
- Develop session plans, materials, and activities focused on delegation and communication.
- Prepare any necessary handouts, presentations, or resources.

Workshop Facilitation:

- Facilitate interactive and engaging sessions on delegation and communication.
- Use a variety of facilitation techniques to encourage participation and ensure all voices are heard.
- Provide practical tools and techniques that participants can apply in their roles.
- Address any questions or concerns from participants regarding delegation and communication.

Post-Workshop Follow-Up:

- Provide a summary report of the sessions, including key takeaways and recommendations for further development.

5 MEASURING SUCCESS

Success will be measured based on the delivery of the workshop sessions. The summary report will guide the Crop Trust on future workshop preparations.

6 ACTIVITIES AND COSTS

The workshop facilitator will be paid USD 10,000 for the complete assignment. This will be disbursed upon submission and approval of the summary report. The Crop Trust will organise and cover separately the travel expenses associated to the workshop.

7 PROPOSAL COMPONENTS

Tender documentation must 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 include supporting examples addressing the evaluation criteria.

8 PROPOSAL EVALUATION CRITERIA

Minimum requirements

1. Proven experience in facilitating workshops or training sessions on leadership, delegation and interpersonal communication.
2. The ability to engage and motivate diverse groups of participants.
3. Experience working with multi-cultural audiences.
4. A background in project management or related field is desirable.
5. Excellent written and spoken English. In addition, speaking French will be an advantage.

Additional requirements based on qualifications, skills and experience

Proposals will be evaluated on the basis of:

- Compliance with the required qualifications and experience.
- Quality and feasibility of the proposed approach and methodology.
- Understanding of the consultancy objectives and deliverables.

For the above-mentioned items a series of quantifiers shall be used to objectively evaluate and compare bidder proposals. The ideal candidate will have:

- Relevant experience: years of experience in facilitation and training (45%)
- Number of similar workshops or trainings facilitated (40%)
- Relevant professional certifications (10%)
- Self-Assessment (5%)

9 APPLICATION COMPONENTS

1. *Curriculum vitae* in English (please include your current residence address, telephone, and email address).
2. A proposal, describing your:
 - a. Qualifications, skills, language proficiency, and relevant experience;
 - b. Availability within the next 3 months;
 - c. Expected number of days, fees, and other costs for conducting the activities described in Section 2. Please explicitly mention your daily fees in USD.
3. Completed Supplier Self-Assessment.
4. Signed Declaration of Undertaking.

10 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.

11 PROPOSAL APPLICATION & SUBMISSION REQUIREMENTS

- 11.1 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.
- 11.2 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.
- 11.3 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 12:59 CEST on 12 July 2024.
- 11.4 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.
- 11.5 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.**

12 BACKGROUND INFORMATION

The Crop Trust was established in 2004 through a partnership between the United Nations Food and Agriculture Organization and CGIAR acting through Bioversity International. It works to conserve crop diversity to protect global food security.

13 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.