



# Request for Proposal

## Scientific writer

### TERMS OF REFERENCE FOR PROVIDER

July 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 in collaboration with the International Institute of Tropical Agriculture a series of stakeholder workshops in Cotonou (Benin) and Accra (Ghana) to identify and prioritize up to 4 opportunity crops per country with a potential to make contributions to nutrition locally. The project will finance conservation and promotion activities for these crops in both countries.

Workshop participants include civil society, private sector, government actors and researchers. The primary objective of this consultancy is to conduct a review of maximum 8 crops (4 per country) in Ghana and Benin, as per the prioritization and selection process of the stakeholder meetings. The review document should consist of maximum 10 pages and include: history of the crop in the country; importance of the crop in the country where it was prioritized in terms of its contributions to food security, linkages with social and cultural aspects, market potential and economic potential; issues that make the crop less attractive to farmers, processors and market sector in the country (e.g. agronomy, processing, value chains, markets); recommendations of what issues can BOLDER contribute to address.

**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 workshops will take place in Cotonou (Benin) and Accra (Ghana).

**3.3 Contract duration**

July/August 2024 to 30 September 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 consultant will be responsible for the following tasks:

- Attending the stakeholder meetings in Cotonou and Accra.
- Using the documentation produced out of the stakeholder meetings in preparing the crop review documents.
- Conducting comprehensive research on the specified crop review topics.
- Using reliable and up-to-date scientific information to inform the documents.
- Writing and editing content that is clear, concise, and free of jargon.
- Ensuring the documents are well-structured and logically organized.
- Collaborating with subject matter experts and stakeholders to ensure accuracy and relevance.
- Incorporating feedback from the project team and making necessary revisions.
- Submit a final version of the crop reviews to the Crop Trust.

## **5 MEASURING SUCCESS**

Success will be measured based on the delivery and completeness of the crop reviews. These documents will guide the project future activities with opportunity crops.

## **6 ACTIVITIES AND COSTS**

The consultant 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 organize and cover separately the travel expenses associated to the workshop attendance.

## **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. Advanced degree in Agriculture, Agronomy, Environmental Science, or a related field.
2. Proven experience in writing and editing scientific or technical texts, particularly in the field of agriculture.
3. Excellent research skills and the ability to synthesize complex information.
4. Fluency in English and French, both written and spoken.
5. Strong attention to detail and commitment to producing high-quality work.
6. Ability to work independently and manage time effectively to meet deadlines.

### 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: written sample demonstrating conciseness and ability to conduct research (60%)
- Language skills: proof of language proficiency (English and French) (15%)
- 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. A sample of previous written research work in both English and French in agriculture.
4. Completed Supplier Self-Assessment.
5. 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 19<sup>th</sup> 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](mailto: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](mailto: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.