



Request for Proposal

Consultancy for an External Review of the Crop Trust

DRAFT TERMS OF REFERENCE

JULY 2024

1 BACKGROUND

The Crop Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for use globally, forever and for the benefit of everyone. The organization collaborates with national and international partners, including the Food and Agriculture Organization (FAO) and CGIAR. With over 45 staff members, the Crop Trust is committed to preserving crop diversity to address critical challenges such as climate change and food and nutritional insecurity. The Crop Trust holds and manages an endowment fund of c. USD 320 million and seeks to further grow the fund.

For further information about the Crop Trust, consult the web page at <http://croptrust.org>.

2 OBJECTIVE

The Crop Trust's Executive Board is seeking to engage an experienced consultancy firm for an independent, external review of the organization aimed at assessing the current status and providing strategic guidance for the organization related to overall effectiveness, efficiency, impact, and donor confidence.

A comprehensive report with actionable recommendations will be delivered to the Executive Board, to help drive the Crop Trust effectively towards achieving its strategic goals.



3 SCOPE OF WORK

The external review will include a comprehensive evaluation of the Crop Trust's past performance and future strategy. Noting the Crop Trust's twenty-year history, the review will be divided into two areas of focus: an in-depth assessment of the past ten years and a forward-looking analysis for the next five years.

This review should provide an independent and thorough evaluation of the Crop Trust's governance, management, programs, investment strategy, operational efficiency, resource mobilization and communications. The review will offer strategic recommendations to possibly enhance the organization's effectiveness and ensure alignment with its mission and goals, thereby guiding the Crop Trust's future trajectory.

The review will be comprehensive in nature and will be conducted by a team of reviewers focusing on:

3.1. Governance and Management of the Crop Trust

- Review the governance structures and management practices
- Assess the effectiveness of leadership and organizational oversight

3.2. Programmatic Work of the Crop Trust

- Evaluate the strategic direction, quality, and effectiveness of programs
- Assess program partnerships, impact, and pathways to achieving impact

3.3. Overall Effectiveness and Efficiency

- Review the current endowment investment strategy
- Assess administration, finance, human resources, risk management, and business continuity
- Evaluate resource mobilization and communication strategies

A Lead Reviewer proposed by the consulting firm and endorsed by the Executive Board will work in consultation with the Executive Board to develop the program for the review. A list of not more than 10 issues the Executive Board would like the reviewers to pay particular attention to will be communicated before the start of the assignment.

The data base for the evaluation will include interviews of Crop Trust leadership and team members in Bonn, Germany, interviews by virtual means of the diverse partners and stakeholders of Crop Trust, including genebank managers served by the Crop Trust. This process will involve travel to the Crop Trust headquarters in Bonn and possibly additional international travel. The Crop Trust will provide all necessary logistical support and background documents.



4 ACTIVITIES AND COSTS

4.1. Timeline

- Contract Length: 1 January 2025 – 31 December 2025
- An advanced draft of the report is due by 15 August 2025 for review by the Governance & Nominating Committee (GNC) of the Executive Board.
- An online discussion will be organized between the reviewers and the GNC during the first week of September 2025 or earlier to correct factual errors; highlight sections in the report that are not sufficiently clear; and/or identify issues that are not sufficiently covered in the report.
- After incorporating feedback received, a near final draft of the report will be submitted by the Lead Reviewer to the Chair of the Executive Board by 30 September 2025.
- The Lead Reviewer will present to the Executive Board during its meeting in October 2025 (most likely in Bonn).
- After incorporating feedback received from the Executive Board, the reviewers will submit the final report by 15 December 2025.

4.2. Final Report

The final report should not exceed 50 pages, including no more than 15-20 substantive, forward-looking, implementable recommendations. Additional explanatory commentary can be provided in early drafts but should not be included in the final text. A strong executive summary of 2-4 pages is mandatory as this is expected to be the principal reporting mechanism to funders and other Crop Trust partners.

4.3. Maximum Budget

USD 150,000

5 PROPOSAL EVALUATION CRITERIA

5.1. Minimum requirements

- Minimum of 10 years of experience in an international context, of either:
 - program strategy formulation, program evaluation, and impact assessment; and/or
 - assessment of resource mobilization, financial management, risk management, and investment strategy; and/or
 - administration, governance, and leadership assessment.
- Excellent English writing skills.
- Willingness to travel internationally during the consultancy.



5.2. Additional requirements on qualifications, skills and experience

- Experience with institute-wide reviews of international organizations. (50%)
- Familiarity with Crop Trust's mandate and operations would be a distinct advantage. (30%)
- Excellent interpersonal skills to work within the external review panel towards one shared report and to interact with Crop Trust staff and partners. (10%)
- Self-Assessment (10%)

6 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.

7 PROPOSAL APPLICATION & SUBMISSION REQUIREMENTS

- 7.1 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.
- 7.2 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.
- 7.3 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 August 2, 2024**.
- 7.4 The bidders accept to be bound by their proposals for a period of 30 days following the deadline of submitting proposals as indicated in 7.3 above.
- 7.5 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**.



8 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.