CALL FOR TENDER - Strategy Consultancy

1. Background

Global Crop Diversity Trust (the Crop Trust) is an international organization with headquarters in Bonn, Germany whose main objective is to ensure the long-term conservation and availability of plant genetic resources for food and agriculture with a view to achieving global food security and sustainable agriculture worldwide. For further information about the Crop Trust, please consult the web page at https://www.croptrust.org.

The Crop Trust recognizes the need to strategically position and align its activities and efforts with an overarching institutional strategy that covers the period from now until the year 2030 in order to meet its main objective. To this end, the Crop Trust seeks a service provider to lead and facilitate this strategy development with the management and staff of the organization which will ultimately lead to the development of a comprehensive institutional strategy for the organization.

2. Objective of the Assignment

The objective of this assignment is to facilitate strategy development by:

1) Developing a vision for the organization towards the end of the decade, i.e. 2030 and an institutional strategy that leads towards this vision
2) Identifying the main goal and sub-goals, measures and prioritizations of the organization
3) Generating a common understanding of the overall goal and the intermediate objectives of the Crop Trust
4) Structuring, describing and creating awareness to measures, conditions and priorities
5) Guiding and advising the Crop Trust team on the writing of the actual strategy

The vision should include the positioning of the organization towards the external environment and the desired set-up of the organization with regards to internal issues (i.e. the role of the Crop Trust as a supportive employer, ability to attract the highest calibre of staff etc).

The institutional strategy should outline and guide in broad terms how the main goal translates into tangible sub-goals for the different sections of the organization – Science, Partnerships and Fundraising, Communications, Finance, Human Resources, Corporate Operations and the Office of the Executive Director. The aim is that all sections should, by working towards their sub-goals, contribute in a sensible way towards achieving the long-term vision of the organization. While the institutional strategy document will remain a working document that will be adjusted regularly to a changing external and internal environment, it will continuously provide clear milestones that guide the development of annual workplans for each of the organization’s sections.

3. Scope of Work and Deliverables

The service provider, in collaboration with the management and the staff members, will lead and facilitate the strategy development through participatory processes with sections and staff concerned, based on the objectives set out in Section 2 above.

The proposal should contain a detailed description of the activities to be conducted by the service provider to complete the requested scope of work, including:

- the specific activities to be conducted at each stage,
- a timeline for the activities at each stage,
• milestones and deliverables tied to those activities, and
• a detailed budget for each task, along with a proposed payment schedule tied to project milestones and/or deliverables.

Under the current circumstances of COVID19 it is expected that this work will be performed remotely with virtual meetings and workshops.

4. Qualifications

The service provider is required to meet the following criteria:
• Proven experience in developing organizational strategies.
• Knowledge and practice in participatory methodologies.
• Track record in management consulting work, preferable in the non-profit sector
• Strong facilitation skills.

5. Timeframe

Project must be finalized by the end of September 2020.

6. Offer

The offer should not exceed EUR 20,000 and excludes travel related costs. As highlighted above, it is expected that this work will be performed remotely with virtual meetings and workshops. If there are to be meetings held in-person in Bonn, Germany, please separately indicate the travel costs associated with any proposed in-person meetings included in your proposal.

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.

Please include in your offer:
• The names and biographies of those who would be responsible for the Crop Trust work
• Examples of previous work in each of the activities listed
• An explanation of how the provider would like to do the work
• References and testimonials
• The signed Declaration of Undertaking
• The signed and filled out Supplier Self-Assessment

This Offer will be evaluated considering at least the following points:
• Quality of previous work
• Availability
• Technical capabilities

7. Submission

Please submit your offer via email to procurement@croptrust.org by latest Friday, 1 May 2020 at 24:00 CET.