



IPGRI
operating as **BIOVERSITY INTERNATIONAL**

REQUEST FOR PROPOSAL

**to engage a qualified Individual or Firm to support
CGIAR in developing and deploying its
Partnerships Strategy.**

November 2023



The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) is part of CGIAR, a global research partnership for a food-secure future.

Bioversity International is the operational name of the International Plant Genetic Resources Institute (IPGRI).

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REQUEST FOR PROPOSAL

IPGRI – BIOVERSITY INTERNATIONAL (BVI), on behalf of CGIAR, is seeking to engage a qualified Individual or Firm to support CGIAR in developing and deploying its Partnerships Strategy for the items described in the Terms of Reference (TOR) attached to this letter (Annex I).

When preparing your bid, please use the TOR (Annex I) and follow the instructions set out in the ToR applicable to this Request for Proposal.

Please return your technical and financial proposal to BVI together with the Conflict-of-Interest Declaration Form (Annex II) duly signed by an authorized legal representative of your company and banking certificate.

SUBMISSION OF YOUR OFFER:

For this request, offers may be submitted by E-mail. You must submit your offer strictly in compliance with the procedures described in the ToR (Annex I).

For it to be eligible for consideration, BIOVERSITY must receive your offer, signed by the legal representative, and stamped with the official seal of your company, on or before 21 November 2023 05:00 PM Rome time at the following e-mail address:

Alliance-Proposal-Partnerships-Strategy@cgiar.org

Offers received after the deadline specified above will not be considered. BIOVERSITY reserves the right to extend the deadline for the submission of offers. In such an event, BIOVERSITY will inform all potential bidders in writing of the terms and duration of the extension.



PURPOSE

The purpose of this Request for Proposal (RFP) is to seek a firm or individual that will guide, support and accompany the organization and its partners in developing and deploying its Partnerships Strategy (PS) following a two-staged process, and aligning to CGIAR's 2030 Research and Innovation Strategy and ongoing transition to OneCGIAR. The current search is for a firm or individual that will lead the first stage of the PS development process (see details below). If successful, the same firm or individual will likely be retained to carry out the second stage.

ORGANIZATION BACKGROUND

Bioversity is part of the Alliance Bioversity CIAT through the Partnership Agreement between the two International Centers, in force since January 1, 2020, having a director general and a common board of trustees as part of its governance structure. The Alliance delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people's lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation. The Alliance is part of CGIAR, a global research partnership for a food-secure future.

Selection Criteria:

The project proposals will be examined by the Alliance's Global Procurement Committee and the final selection will be made as follows:

- Conformity and proven experience with required type of job and/or its specifications.
- Attainment of optimum cost/quality analysis.
- The budgeted cost of the service.
- The performance of the supplier, based on economic stability, job history, experience, references, and payment conditions, among others.

Award:

The selected firm will be notified by email from the organization.



(Annex I):
Terms of Reference (TOR)

1. BACKGROUND

Purposeful, strategic partnerships lie at the core of CGIAR's mandate and play an essential role in its ability to deliver meaningful, demand-responsive outcomes that drive food, land and water systems transformation. With more than 2,000 active partners working across 126 countries, CGIAR strives to maximize the value of these collaborations through the co-design and co-delivery of research and innovations that contribute to meeting the Sustainable Development Goals (SDGs).

Given the preponderant role that partners play in CGIAR's work, in 2022, CGIAR developed its first [Engagement Framework for Partnerships & Advocacy](#), drawing from the insights and expertise of staff and partners. This critical framework lays the foundations and puts forward a set of principles, systems and approaches for strengthening the way CGIAR works with others, from national agricultural research and extension systems to UN agencies (e.g., FAO, IFAD and WFP), universities, research institutions, civil society organizations, and small, medium and large enterprises, among others.

CGIAR is working to operationalize the Engagement Framework through a series of derived policies, procedures and guidelines, and an institutional-wide Partnerships Strategy (PS). The importance of the PS has been highlighted by the CGIAR-appointed independent, external High-Level Advisory Panel (HLAP), through their recommendation 1.2: *"CGIAR should prepare a new partnership strategy with proactive, transparent, and effective consultation and dialogue with partners and stakeholders established as critical conditions. This partnership strategy should be strongly linked to the Engagement Framework, both conceptually and operationally, using an innovative tracking mechanism to ensure continuous alignment and progress."*¹

¹ High-level Advisory Panel Report to CGIAR System Board. [On Improving One CGIAR's Strategic Engagement with Partners](#). January 11, 2023

2. OBJECTIVE

CGIAR seeks a firm or individual that will guide, support and accompany the organization and its partners in developing and deploying its PS following a two-staged process, and aligning to CGIAR's [2030 Research and Innovation Strategy](#) and ongoing [transition to OneCGIAR](#). The current search is for a firm or individual that will lead the first stage of the PS development process (see details below). If successful, the same firm or individual will likely be retained to carry out the second stage.

Through the PS, CGIAR aims to maximize the value, reach and impact of its existing partnerships; establish mechanisms to strategically improve its network; optimize models for partnering that lead to greater success; create means to monitor partnerships health and learn from these; and ensure that internally, the organization is fit for purpose to partner with others. A fundamental component of the PS will be to finetune the vision, priorities, goals and objectives for partnerships for advocacy of CGIAR.

The successful firm or individual will have demonstrable experience and expertise in leading and facilitating the successful creation and implementation of partnerships strategies in large, complex, international research and or development organizations. A track record of innovation, adherence to principles of collaboration, and impact will be key.

3. OVERALL SCOPE OF WORK

CGIAR envisions the development of the PS to be constituted by the following components, carried out in two stages, involving partners and stakeholders in relevant moments:

STAGE 1: Q4 2023 – Q1 2024

- **Roadmap:** Design the process for developing and deploying the PS, taking into consideration relevant groups within and beyond CGIAR.
- **Stock take:** Conduct a thorough assessment of partnerships across CGIAR, including in Centers, Research Initiatives, and support functions, and across

different regions, to garner lessons learned and best practices, and identify areas for improvement, including in the organization's institutional arrangements, governance and structure.

STAGE 2: Q2-Q4 2024

- **Strategy development:** Facilitate the creation of the strategy taking into consideration the objectives and needs of the organization, its partners and stakeholders.
- **Implementation planning:** Devise a detailed implementation plan that outlines the steps, timeline, and resources required to execute the strategy effectively.
- **Capacity building and institutional strengthening:** Develop and implement a capacity building program for CGIAR leadership and staff to prepare them for deploying the PS. Create an institutional strengthening plan for partnerships based on findings from the stock take.
- **Monitoring, evaluation and learning planning (MEL):** Develop and MEL plan, including key performance indicators (KPIs) to measure progress and improve practice.

4. LANGUAGE

All outputs should be prepared and submitted in English.

5. WORKING ARRANGEMENT

The successful firm or individual will be retained on a contract basis. Availability must be ensured for the timely delivery of milestones over the duration of the contract.

6. DURATION OF THE ASSIGNMENT

The work assignment, under this term of reference, is expected to last up to 12 months. The successful firm or individual will be expected to start as soon as the selection process is completed, and the contract signed by the two contracting parties.

(Annex II):

**VENDOR CONFLICT OF INTEREST DISCLOSURE FORM
(BIOVERSITY INTERNATIONAL)**

Vendor Conflict of Interest Disclosure Form

Vendor name	Vendor phone number

All vendors interested in conducting business with the International Plant Genetic Resources Institute (IPGRI) operating as Bioversity International must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors must comply with the Alliance's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with an IPGRI employee, member of the Alliance Board of Trustees, or an immediate family member of an IPGRI employee, the vendor shall disclose the information required below.

Certification

I hereby certify that, to my knowledge, there is no conflict of interest involving the vendor named below:

1. No IPGRI employee or member of the Alliance Board of Trustees or their immediate family member has an ownership interest in the vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated IPGRI employee or member of the Alliance Board of Trustees or employee who has been retired or separated from IPGRI and/or the Alliance for less than one year has an ownership interest in the vendor's company.
3. No IPGRI employee or member of the Alliance Board of Trustees is contemporaneously employed or prospectively to be employed with the vendor.
4. The vendor hereby declares that it has not and will not provide gifts or hospitality of any monetary value or any other gratuities to any IPGRI employee or member of the Alliance Board of Trustees to obtain or maintain a contract.
5. Please note any exceptions below:



Conflict of interest disclosure*	
Name of IPGRI employee, member of Alliance Board of Trustees, or immediate family members with whom there may be a potential conflict of interest.	() Relationship to employee/member of the Alliance Board of Trustees _____ _____ () Interest in vendor's company _____ _____ () Other _____ _____

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by IPGRI, these vendors will be disqualified from doing business with Alliance centers.

I certify that the information provided is true and correct by my signature below:

Printed name of vendor authorized representative

Signature of vendor authorized representative

Date

PROCUREMENT USE ONLY

Yes, named employee/official was involved in bid/proposal process or decision.

No, named employee/official was not involved in bid/proposal process or decision.

