

Call for Tender

Public Relations Partner for the Crop Trust

1. BACKGROUND

The Crop Trust is the only international, non-profit organization whose sole mission is to support crop conservation in genebanks. This includes national, regional and international genebanks, and the world's backup facility, the iconic Svalbard Global Seed Vault.

The Crop Trust's *raison d'être* is its endowment fund – paid into by public and private sector donors. This generates investment income which is used to finance crop conservation activities around the world. We estimate that an endowment fund worth approximately US\$850 million would generate enough income for us to support all of the world's most important crop genebanks - forever.

The period from now to the end of 2020 will be an important time for the organization. New projects will be launched, milestones will be reached, and we will move closer to the deadline for a key United Nations target very close the Crop Trust's mission. Sustainable Development Goal Target 2.5 – part of the UN's goal of achieving Zero Hunger by 2030 – will complete in 2020. The target reflects international commitments to conserving agricultural biodiversity. The Crop Trust, with its focus on a subset of this (crop diversity), has a lot to show in terms of its work to support efforts to reach the target.

The Crop Trust recognises the vital importance of strong communications to help raise awareness of its work and build its reputation as a unique source of funding and expertise in the world of crop conservation. But with limited internal capacity to manage public relations activities, the Crop Trust is seeking a PR partner.

The Crop Trust is aware that it operates in a niche that can be more complicated to communicate than saving pandas or orangutans. Nevertheless, crop diversity and crop conservation are essential to helping solve some of the biggest challenges of our time: ensuring there is enough affordable, nutritious food for a world population expected to reach almost 10 billion people by 2050, in spite of challenges such as climate change and land degradation.

But the connection between these issues and crop conservation takes time to understand and unpack, the terrain is often politically sensitive, and audience attention spans are at an all-time low. For these and other reasons, in our search for a retained public relations partner, we would encourage proposals from those already familiar with our work, or with a proven track record of working with clients in the sustainable development or biodiversity conservation sectors.

The fact there is already close to US\$300 million in the Crop Trust endowment fund is evidence that many have already found the case compelling enough to make substantial contributions to our mission. With this call for a retained PR partner, we want to strengthen the role of communications in moving closer to achieving our target.



2. OBJECTIVE

The Crop Trust would like to request proposals for a **retained PR partner** with proven expertise across the spectrum of PR activities, for the period of 10th April 2019 –10th June 2020.

3. SCOPE OF WORK

We anticipate a range of activities, some of which will be defined in collaboration with the PR partner, but which will include:

- a. **Media outreach** to secure coverage of news stories and targeted op-eds in **high-level media only**. (May 2019 – June 2020).
- b. Development of an updated Crop Trust **PR plan for hypothetical crisis situations** – procedures, policies, position statements and messaging for various situations (April/May 2019), and live support in the event of an actual crisis situation (ongoing).
- c. A **planning workshop** at the Crop Trust headquarters in Bonn, Germany. Maximum two days. (late April 2019) to determine some of the specific activities undertaken as part of this contract.
- d. Ad-hoc requests.
- e. Measuring impact.

a. Media outreach & op-ed development

The Crop Trust's top priority – and therefore the top priority for our PR partner – is positive coverage of the organization's work in high-level media outlets only. This will ultimately be the measure of success of the PR partner. For that reason, potential PR partners responding to this tender should ensure they have close, effective contacts with journalists at high-level outlets. We anticipate some key news opportunities over the contract period, relating to the Svalbard Global Seed Vault, new projects, the results of projects that are finishing, and others.

The Crop Trust has much to offer in terms of unique expertise on a range of topics affecting our food systems. This provides many opportunities for proactive and reactive op-eds. With support from the Crop Trust, the PR partner would develop compelling op-eds and pitch them to the media. Proactive op-eds could be in relation to key UN International Days or international events that can be connected to the Crop Trust mission; reactive ones could be in relation to news coverage of new scientific studies that would benefit from an additional angle or a credible, dissenting voice. Once again, the top priority for op-ed placement is high-level media outlets only. We anticipate a two key news campaigns over the duration of the contract, and up to 5 op-ed opportunities.

b. PR plan for hypothetical crisis situations

A review and update of PR risks, institutional crisis management procedures and messages, including "speed dial" live support to manage, mitigate and minimize reputational risk in the event of a crisis situation. Preparing clear, cohesive messages, policies and speakers to reassure audiences in a prompt and consistent manner will be essential, along with other crisis management options, which can be discussed.

c. Planning workshop

Planning the above work will require a workshop at the outset of the contract, at the Crop Trust's headquarters in Bonn, Germany. This would be to familiarize the PR partner with the work of the Crop Trust, to meet the teams, discuss strategic priorities, assign focal points, initial development of messages,



and agree the PR timetable for the duration of the contract. We would expect the PR partner to be represented by two of its staff.

d. Ad-hoc requests

Could relate to specific requests for advice on certain issues, or the provision of support in the event of a crisis situation.

e. Measuring impact

The PR partner should draw up and implement a plan to monitor and measure the impact of their work. For specific campaigns, we ask that the PR partner produces a campaign-specific report showing impact/reach. The PR partner should produce a summary report showing for all activities undertaken as part of the contract, to coincide with the end date of the contract.

4. HUMAN RESOURCES, SAMPLE TIMELINE AND WORKPLAN

We ask for an offer for a retainer contract based on the following activities (including project management costs) on a daily rate basis for named team members who would be assigned to this contract. Please also include hourly rates for each activity as well as non-working hour costs (for emergencies).

We have budgeted up to US\$60,000 to implement activities through this contract. During the contract, each task will require a cost and time estimate for approval by the Crop Trust prior to beginning the work.

Sample timeline: Please find below a likely timetable of activities.

April 2019	Contract begins
	Planning workshop in Bonn, Germany (end of month)
May 2019	Initial planning for news campaign #1 First draft of crisis communications plan by end of the month Development of pro-active op-ed #1
	Execution of news campaign #1 Initial planning for news campaign #2 (runs to Feb 2020) Finalize crisis communications plan
Sep-Dec 2019	Development of proactive op-eds #2 and #3
Feb 2020	News campaign # 2 completes with major outreach efforts
Mar-Jun 2020	Development of pro-active op-ed #4 and possibly #5
June 2020	Completion of PR contract, submission of final report.

Workplan

Activity	Daily rate	Hourly rate	Max. project spend/hours	Notes



Planning workshop, Bonn, Germany				Max spend = US\$5K including travel and accommodation
Crisis communications plan				
Crisis communications live support (upon request)				
News Campaign 1 – publication of key report				
News Campaign 2 - Svalbard seed deposits				
Op-ed (approx. 750 words)				
TOTAL			US\$60,000	

Contract Length: 15 months from start of contract (proposed start date is 10th April 2019).

Maximum Budget: US\$60,000

At the end of the contract period, there will be the option to renew for an additional twelve (12) months, under the same conditions, and subject to the availability of funds.

****VAT Status: Please clearly state whether you can accept the Crop Trust's VAT status; otherwise it will be assumed your offer includes VAT.**

For the duration of the contract each task will require a cost and time estimate for approval by the Crop Trust communications team prior to work commencing. Any travel, equipment or materials needed to fulfill this contract should be reviewed and approved by the Crop Trust team prior to implementation.

5. APPLICATION AND SUBMISSION REQUIREMENTS

Interested applicants are requested to submit any additional questions latest by on 6th March 2019 at 12:00 CET and ONLY to: procurement@croptrust.org. We will answer those questions latest by 12th March 2019 23:59 CET.

Applicants will have to submit their proposals to the Crop Trust no later than 23:59 CET on 18th March 2019 to: procurement@croptrust.org.

**** Please note, any applicants that send any proposals/questions relating to this tender to any other email address than procurement@croptrust.org, even if it is only in Cc or Bcc, will be automatically excluded from the tender process!**

Proposals will be opened at the Crop Trust premises on 19th March 2019 at 10:00 CET with one representative each from the Procurement and Communications teams, plus the Director of Finance.

Proposal submissions are to include:



1. Proposal detailing the supplier's intended approach. Please indicate which types of services can be provided in-house and which are typically contracted out and to whom.
2. Breakdown of costs of activities on hourly and daily basis.
3. Portfolio with examples of supplier's work, pertinent to the requested services, preferably including examples of firm's clients in the sustainable development and/or biodiversity conservation. Please include examples of news stories and op-eds that have been successfully placed in high-level media outlets in the past year.
4. History and mission of supplier and Curriculum Vitae of consultant(s) and for each member of the team (if a team approach is utilized, the names and biographies of those who would be responsible for working with the Crop Trust is sufficient).
5. An explanation of normal procedure for retainer clients - how requests for work are made, how much notice is required for new tasks, is there an additional charge for emergency/urgent work etc.
6. References and testimonials, including any awards and achievements.
7. Your copyright policy.
8. Signed Supplier self-assessment (Annex 1).
9. Signed Declaration of undertaking (Annex 2).

6. EVALUATION CRITERIA

Proposals from potential PR partners that are available in accordance with the suggested timeline will be evaluated on the basis of:

Cost effectiveness / price	25%
Technical capabilities & variety of services	25%
Experience of firm and previous successes in a relevant sector	25%
Having close, established contacts at major news outlets	25%



Declaration of Undertaking

Name of the Applicant:

Date:

1. We recognize and accept that the Crop Trust only requests services subject to its own terms and conditions which are set out in a Service Agreement we will have to enter into should our Application be successful (see Annex I for details).

2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:

2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganization or being in any analogous situation;

2.2) convicted within the past five years by a final judgement or a final administrative decision or are subject to on-going financial sanctions by the United Nations, the European Union and/or Germany for involvement in a criminal organization, money laundering, terrorist-related offences, child labor or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions

2.3) having been convicted, within the past five years by final court decision, a final administrative decision or an on-going administrative sanction by a court, the European Union or national authorities in the Partner Country or in Germany for Sanctionable Practice during any Tender Process or the performance of a Contract (in the event of such a conviction, the Applicant shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of the Service Agreement and that adequate compliance measures have been taken in reaction);

2.4) having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5) not having fulfilled applicable fiscal obligations regarding payments of taxes; or

2.6) being subject within the last five years to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank (in the event of such exclusion, the Applicant shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction);

3. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Service Agreement are in any of the following situations of conflict of interest:

3.1) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the Crop Trust;

3.2) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Crop Trust;

3.3) having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Service Agreement;

3.4) having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works for this Service Agreement;

4. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the Crop Trust any change in situation with regard to points 2 to 4 above.

6. In the context of the Tender Process and performance of the corresponding Service Agreement:

6.1) neither we nor any of the members of our Joint Venture nor any of our Subcontractors under the Service Agreement have engaged or will engage in any Sanctionable Practice during the Tender Process and in the case of being awarded a Service Agreement will engage in any Sanctionable Practice during the performance of the Service Agreement;

6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Service Agreement shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and

6.3) we commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Service Agreement comply with international environmental and labor standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labor Organization (ILO) and other relevant international treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents as may be provided by the Crop Trust and, in any case, implement measures to prevent sexual exploitation and abuse and gender based violence.

7. In the case of being awarded a Service Agreement, we, as well as all members of our Joint Venture partners and Subcontractors under the Service Agreement will, (i) upon request, provide information relating to the Tender Process and the performance of the Service Agreement and (ii) permit the Crop Trust or an agent appointed by them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents.

8. In the case of being awarded a Service Agreement, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case for at least six years from the date of fulfillment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process and the performance of the Contract are stored and processed according to the applicable law by the Crop Trust.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of:

Signature: Dated:

Annex I

Crop Trust Standard Terms and Conditions for Service Agreements

I PAYMENT FOR SERVICES

- The Provider shall render invoices to the Crop Trust Finance Department with the original to follow by post addressed to Finance Department, Global Crop Diversity Trust, Platz der Vereinten Nationen 7, 53113 Bonn, Germany. Invoices shall be payable within 28 days.
- Payments will be subject to satisfactory compliance by the Provider with all the terms and conditions of this Agreement.
- The Crop Trust will process disbursements in the number of instalments as set out in Annex A to this Agreement. Banking instructions of the Provider will be provided with the invoices.
- All payments will be subject to satisfactory completion by the Provider of all the terms and conditions of this Service Agreement, including the receipt of satisfactory reports.
- No compensatory adjustments will be made by the Crop Trust for changes in rates of exchange to any other country.

II ETHICS, ANTI-CORRUPTION AND ANTI-TERRORISM

- The Provider is required to practice zero tolerance for financial irregularities. In order to fulfill this requirement, the Provider shall:
 - carry on its own operations in accordance with sound administrative, technical, financial, economic, environmental and social standards and practices under the supervision of qualified and experienced management assisted by competent staff in adequate numbers; and
 - it shall have systems for internal control, and shall organise its operations in such a manner that financial irregularities, including corruption, theft, embezzlement, fraud, misappropriation of funds, favouritism and nepotism are counteracted and detected.
- The Provider agrees not to discriminate against persons with disabilities in the implementation of the Services and to make every effort to respect the principles of the UN Convention on the Rights of Persons with Disabilities in carrying out the Services, the full text of which can be found at the following website: <http://www.un.org/disabilities/convention/conventionfull.shtml>.
- None of the money received by the Provider in payment for the Services may be used for lobbying activities or to support directly or indirectly political activities.

- The Provider shall use the money it receives from the Crop Trust with due regard to economy and efficiency and uphold the highest standards of integrity in the administration of such money, including the prevention of fraud and corruption.
- The Provider agrees that none of the money it receives from the Crop Trust shall be used in violation of relevant UN conventions, the International Covenant on Civil and Political Rights (in particular Part III) and resolutions of the UN Security Council. In particular the Provider undertakes to use reasonable efforts to ensure that none of the money it receives from the Crop Trust is used or diverted to support or promote drug trafficking, violence, terrorist activity or related training, or money laundering.
- The Provider shall have ethical guidelines and relevant systems in place for preventing, reporting, and dealing with matters of discrimination, including sexual harassment, sexual exploitation, sexual abuse and gender-based violence.
- The Provider shall respect the principles of the UN Declaration on the Elimination of Violence against Women and the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) in carrying out the Service.
- The Provider agrees that it has not given, made, offered or received and will not, either directly or indirectly, as an inducement or reward in relation to the execution of the Service Agreement, any kind of offer, gift, payment or benefits, which would or could be construed as illegal or corrupt practice. The Provider shall immediately inform the Crop Trust of any indication of corruption or misuse of resources related to the Services, and undertakes to take rapid legal action to initiate investigations of and prosecution against, in accordance with applicable law, any person suspected of corruption or misuse of resources related to the Services. The Provider further undertakes to assist the Crop Trust fully and promptly in any action the Crop Trust may take in relation to such suspected corruption or misuse of resources.
- The Provider further undertakes to assist the Crop Trust fully and promptly in any action the Crop Trust may take in relation to ensuring compliance of the Provider with this Article.

III CONFLICT OF INTEREST

- The Parties shall take all necessary precautions to avoid a Conflict of Interest in all matters related to the Service.
- If a Conflict of Interest occurs, the affected Party shall, without delay, take all necessary measures to resolve the conflict for example by replacing the person in question or by obtaining independent verification of the terms of the proposed decision or transaction.
- If a Conflict of Interest cannot be resolved and if it relates to a decision or transaction of significance to the Service, the affected Party shall immediately notify the other Party. The Parties shall discuss in order to reach an understanding on the appropriate measures to be taken.

IV WARRANTIES AND INDEMNIFICATION

- The Provider warrants that
 - it has used its reasonable endeavours to engage in Intellectual Property Rights due diligence for the activities carried out under this Agreement;
 - it has or will secure the necessary licences or non-assert covenants to any relevant Intellectual Property Rights that are necessary for the development and delivery of the service deliverables;
 - so far as it is aware there are and have been no claims, challenges, disputes or proceedings, pending or threatened, in relation to the ownership, validity or use of any software; and
 - so far as it is aware exploitation of any software will not infringe the rights of any third party.
- As a condition of this Service Agreement, the Provider agrees to indemnify, defend and hold the Crop Trust harmless from and against any liability, loss or expense or claims for injury or damages suffered or incurred by the Crop Trust arising out of or in connection with:
 - any breach of the warranties contained in this Agreement; or
 - any negligent or wrongful actions or omissions of the Provider or of any of its officers, agents, contractors and employees with respect to the Service Agreement.
- The Provider acknowledges and agrees that any activities by the Crop Trust in association with the Service, including its review of proposals for suggested modifications to the Service or its implementation, will not modify or constitute the basis for any claim of waiver by the Crop Trust of its rights under this Clause.

V INTELLECTUAL PROPERTY

- The Provider hereby transfers the legal and equitable title to any and all Intellectual Property Rights created under this Agreement to the Crop Trust.
- Each Party grants the other Party any necessary Intellectual Property Rights licences to undertake and complete the Services and for any ongoing related work following completion and or termination of this Agreement.
- Any source code created under this Agreement shall be made available to third parties under an Apache License 2 open source license (or license with equivalent terms). The license text shall be applied to the source code. The source code shall not contain any proprietary code or code incompatible with an open source licence.

- All published non-code materials created under this Agreement shall be made available to the public under a Creative Commons license (provided at www.creativecommons.org).

VI COMPLIANCE

- The Crop Trust reserves the right, at its discretion, to terminate this Service Agreement if:
 - the Crop Trust is not reasonably satisfied with the progress achieved by the Provider or with the content of any written report from the Provider regarding the Service; or
 - the Provider fails to comply with any term or condition of this Agreement; or
 - the Crop Trust determines that corrupt or fraudulent practices were engaged in by representatives of the Provider or of a beneficiary of the funds without the Provider taking timely and appropriate action satisfactorily to remedy the situation.

VII Termination of the agreement

- The Crop Trust may terminate this Service Agreement upon giving the Provider three months' written notice.
- The Provider may terminate the Service Agreement only upon acceptance by the Crop Trust and upon giving six months' written notice.
- This Agreement may be terminated at any time upon the written mutual consent of the parties.
- In case of termination of this Service Agreement the Provider shall use its best endeavours to bring the Service to an end in a rapid, orderly and economical manner. The Provider shall not commit the Service financially with funds from the date of the receipt of the notice of termination. Any unspent payments not committed by the date of the receipt of the notice of termination, shall be returned to the Crop Trust without delay.

VIII CONFIDENTIALITY

- Each Party undertakes to the other that (unless the prior written consent of the other Party shall first have been obtained) it shall and shall procure that its officers, employees, advisers and agents shall keep confidential and not by failure to exercise due care or otherwise by any act or omission disclose to any person whatsoever, or use or exploit commercially for its or their own purposes, any of the confidential information of the other Party. For the purposes of this Article, "confidential information" shall include any information which is expressly indicated to be confidential or is imparted by one Party to the other in circumstances importing an obligation of confidence and which either Party may from time to time receive or obtain (orally or in writing or in disk or electronic form) as a result of entering into, or performing its obligations pursuant to, this Agreement or otherwise.

- The consent referred to above shall not be required for disclosure by a Party of any confidential information:
 - to its officers, employees and agents, in each case, as may be contemplated by this Agreement or to the extent required to enable such Party to carry out its obligations under this Article and who shall in each case be made aware by such Party of its obligations under this Article and shall be required by such Party to observe the same restrictions on the use of the relevant information as are contained in this Article;
 - to its professional advisers who are bound to such Party by a duty of confidence that applies to any information disclosed;
 - to the extent required by applicable law or by the regulations of any regulatory or supervisory authority to which such Party is subject or pursuant to any order of court or other competent authority or tribunal;
 - to the extent that the relevant confidential information is in the public domain otherwise than by breach of this Agreement by such Party;
 - which is disclosed to such Party by a third Party who is not in breach of any undertaking or duty as to confidentiality whether express or implied; or
 - that such Party lawfully possessed prior to obtaining it from the other Party.
- If a Party becomes required , in circumstances contemplated above to disclose any information such Party shall give to the other Party such notice as is practical in the circumstances of such disclosure and shall co-operate with the other Party having regard to the other Party's views and take such steps as the other Party may reasonably require in order to enable it to mitigate the effects of or avoid the requirements for, any such disclosure.

IX PUBLIC INFORMATION

- Neither Party shall issue any publication, press release or other public announcement relating to this Agreement or Services, written or oral, unless the form and content of such announcement has been submitted to and agreed in writing by the other Party except as required by law or a court order. Any such publication, press release or announcement must be cleared with the Executive Secretary of the Crop Trust before it is released.

X DISPUTES SETTLEMENT

- This Agreement shall be governed by general principles of law to the exclusion of any single national system of law.
- Any dispute relating to the interpretation or execution of this Agreement shall, unless amicably settled, be subject to conciliation. In the event of failure of the latter, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the Parties, or, in the absence of agreement, with the rules

of arbitration of the International Chamber of Commerce. The parties shall accept the arbitral award as final.

XI NO ASSIGNMENT

- Neither Party may assign (whether absolutely or by way of security and whether in whole or in part), transfer, mortgage, charge, declare itself a trustee for a third Party of, or otherwise dispose in any manner whatsoever of the benefit of this Service Agreement or sub-contract or delegate its performance under this Agreement (each of the above a “dealing”) and any purported dealing in contravention of this article shall be ineffective.

XII PRIVILEGES AND IMMUNITIES

- This Agreement shall not affect any privileges and immunities of either the Crop Trust or the Provider nor shall it be viewed in any way as constituting a waiver of any or all of those privileges and immunities.



Dear Sir or Madam,

The Global Crop Diversity Trust (Crop Trust) is an international organization with its own legal personality established under the Agreement for the Establishment of the Global Crop Diversity which entered into force on 21 October 2004. The Crop Trust is headquartered in Bonn, Germany, and works to ensure the conservation and availability of crop diversity for food security worldwide. As per its Headquarters Agreement the Crop Trust is exempt from direct taxes and has immunity status.

The Crop Trust's mission is to preserve and make available the world's agricultural crop diversity, as a prerequisite for world food security. The organization is an essential funding instrument of the International Treaty on Plant Genetic Resources for Food and Agriculture of 2001.

The Crop Trust fulfills its mandate by providing long-term, sustainable financing to key international, regional and national collections of crops that are vital for food security and nutrition, particularly in least developed countries.

To fully ensure compliance with its rules and policies, the Crop Trust requests a self-assessment from its suppliers and service providers. Please answer the attached questionnaire as far as possible. Your answers will be handled strictly confidential.

We are looking forward to working with you.

Thank you very much for your cooperation.

Best wishes

MARY GHIRA
FINANCE AND PROCUREMENT OFFICER
Global Crop Diversity Trust

Enclosure:

Supplier self-assessment



Supplier Self-Assessment

Date: _____

Company Stamp:

Signature: _____



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1. Company address

Company name*:
 Mail address:
 Street*:
 Zip code / City*:
 Country*:
 Phone:
 Fax:
 Email:
 Internet Website:
 Others:
 * Obligatory fields

2. Organization and legal structure

Date of Company set up:
 Business registration number (provide copy of registration documents if possible)
 Former Company name:
 Legal structure:
 Company capital:
 Position in the corporation:
 Position in the association of enterprises:
 Branches (names, addresses):

Contact*:	Names	Phone numbers	Fax	Email
Management:				
Sales department:				
Administration:				
Technical department:				
Quality Management:				

* as applicable

Can the correspondence be done in German? Yes No
 Can the correspondence be done in English? Yes No
 Organizational Structure available? Yes No
 (If yes, please attach.)

Date: Legally binding signature:



3. Organization details

Number of staff	2016	2017	2018
Total:			
White-collar worker:			
Turnover	2016 (in €)	2017 (in €)	2018 (in €)
Total:			
Division:			
Investments:			
Is the annual report available?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a reference list and would this list be available for us?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference list / Main customer: (Please attach a copy of suitable references)			
			%
			%
			%

4. Terms of payment and delivery

4.1 Do you accept our terms of payment and delivery? n/a Yes No

Delivery: DDP Bonn (Incoterms 2010)

Packing: Price incl. packing

Payment: 30 days

If not, which terms of payment and delivery can you offer us?

Delivery: _____

Packing: _____

Payment: _____

It what currency will you invoice us?

4.2 As an international organization we have TAX exempt status and do not have a TAX ID, do you agree not to charge us VAT? Yes No

In case you do charge VAT, what is the current VAT rate you will apply? _____ (Year) _____ %

Can you offer us?

- monthly invoicing Yes No

- quarterly invoicing Yes No



5. Corporate Sustainability

- 5.1 Do you respect your ethical principles (e.g. the ten principles of the UN Global Compact see Annex A) and if so, please specify? In case you have internal rules please attach a copy. Yes No
- 5.2 Do you respect ecological principles (e.g. usage of recyclable materials)? If so, please describe briefly? Yes No
-

- 5.3 Do you respect the United Nations Guiding Principles on Business and Human Rights? Yes No

6. Service Orientation / Capacity

- 6.1 Do you have the possibility to deliver a service during a possible contract duration of 2-3 years? Yes No
- 6.2 Will we have a direct contact and on which level within the company will the contact be? Yes No

7. Quality Management

- Do you have a QM certificate in accordance with ISO 9001? (please attach) Yes No
Certificate is in preparation. Conclusion planned for



Annex A: The Ten Principles of the UN Global Compact

Corporate sustainability starts with a company's value system and a principled approach to doing business. This means operating in ways that, at a minimum, meet fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption. Responsible businesses enact the same values and principles wherever they have a presence, and know that good practices in one area do not offset harm in another. By incorporating the Global Compact principles into strategies, policies and procedures, and establishing a culture of integrity, companies are not only upholding their basic responsibilities to people and planet, but also setting the stage for long-term success.

The UN Global Compact's Ten Principles are derived from: the [Universal Declaration of Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), the [Rio Declaration on Environment and Development](#), and the [United Nations Convention Against Corruption](#).

Human Rights

[Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2](#): make sure that they are not complicit in human rights abuses.

Labour

[Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4](#): the elimination of all forms of forced and compulsory labour;

[Principle 5](#): the effective abolition of child labour; and

[Principle 6](#): the elimination of discrimination in respect of employment and occupation.

Environment

[Principle 7](#): Businesses should support a precautionary approach to environmental challenges;

[Principle 8](#): undertake initiatives to promote greater environmental responsibility; and

[Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

[Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.