



Generation Challenge Programme

Partnerships in modern crop breeding for food security

The CGIAR Generation Challenge Programme (GCP) wishes to invite interested and qualified institutions and organisations to make a formal offer to host the headquarters of the Integrated Breeding Platform. The Formal Offer should be submitted online by midnight Mexico City Time on the 15th February 2014 at this link: <http://www.generationcp.org/forms/ibpbids>.

The **Integrated Breeding Platform** (IBP) is a multi-partner initiative of CGIAR Centres, various universities, national programmes and private sector partners coordinated by GCP. Primary funding is provided by the Bill & Melinda Gates Foundation with additional funds from the European Commission, the UK Department for International Development (DFID), the CGIAR Consortium, and the Swiss Agency for Development and Cooperation (SDC). It is anticipated that a number of these and additional funders will support Phase II of the initiative (2014 – 2019).

IBP provides a web-based one-stop shop where crop breeders:

- Can access purpose-built informatics tools and databases to manage a plant-breeding programme;
- Obtain essential crop-breeding services and professional support;
- Find new knowledge and access training courses and resources; and,
- Discuss pertinent issues with their peers in various online social forums.

Though primarily targeting public-sector crop breeders in developing nations, IBP will also be available to crop breeders in developed countries and the private sector worldwide. More information on the Integrated Breeding Platform is provided in the accompanying document, and on the [IBP website](#).

The institution selected to host IBP will benefit from being associated with a state-of-the art global initiative promoting the adoption of proven molecular breeding approaches in the developing world by providing access to modern breeding technologies, information and materials. In addition, there will be opportunities to interact with major development aid donors and a worldwide network of crop researchers from both the public and the private sectors.

Institutions that wish to submit a Formal Offer for a joint hosting arrangement may do so, clearly indicating which institution(s) would be the legal Host Institution. The primary or legal host institution must meet the selection criteria in Annex 1. The role(s) that other institution(s) in the joint offer may play (e.g. providing physical facilities for the IBP Headquarters) should be clearly explained.

For the purposes of this call, **HOSTING** is defined as an arrangement, governed by a formal Host Agreement, by which the host institution, or a partner institution, will provide IBP with physical office facilities; support for human resource management, finance, accounting, and general administration; and ICT facilities. It may also include entering into legal agreements on behalf of IBP. In-kind contributions from the Host and an attractive hosting proposal from a financial perspective will be an important consideration in selecting the preferred host institution (Annex 2). Specimen articles to be included in the Host Agreement are listed in Annex 3.

In the initial phase, the IBP headquarters team is envisioned not to exceed a total of 15 staff. The IBP organisational structure will also include Regional Hubs hosted by partner organisations in Africa, Asia and Latin America. The finer details of IBP's governance, management, staffing and operations (including whether it is to be a separate legal entity or not) will be discussed with the selected host, with a view to maintaining the autonomy of the Platform while safeguarding the host institution from liability and maximising mutual benefits.

GCP invites interested institutions to submit their Formal Offer to host the headquarters of the IBP. The Offer To Host is **not to exceed seven pages**, comprising the following parts:

1. A **cover page**, that clearly indicates the name of the institution(s), full address; the name of the contact person for the purposes of the Formal Offer, and their telephone and email contacts; and any other brief information relevant to institution's identity.
2. **Brief description** (maximum one page) of why the institution wishes to host the Integrated Breeding Platform.
3. **No more than five pages** consisting of:
 - a. A **self-evaluation** addressing each of the selection criteria contained in Annex 1 attached to this invitation.
 - b. A **full description** of the offer, including details on the areas listed in Annex 2.

The Formal Offer must be submitted as a single document in **both** PDF and MSWord format.

Formal Offers received by the closing date will be evaluated and ranked by a Taskforce established for the purpose. The ranking of potential host institutions will then be submitted to the GCP Executive Board and Consortium Committee, for consideration and endorsement by April 2014. Once the most suitable Host Institution is identified, the Host Agreement is proposed to be drafted and signed, ideally by June 2014.

This call for Formal Offers shall not be construed as a contract or a commitment of any kind. This call for Formal Offers in no way obligates the CGIAR Generation Challenge Programme or CIMMYT Int to award a contract, nor does it commit the CGIAR Generation Challenge Programme or CIMMYT Int to pay any cost incurred in the preparation and submission of the Formal Offer(s).

Should you have any questions about this call, or need further information, please send an email to IBP-bids@generationcp.org.

ANNEX 1 – SELECTION CRITERIA

Core requirements

1. **Legal Status:** The host institution must be established as a legal entity that can enter into legal relationships with and on behalf of the IBP.
2. **Funder eligibility:** The host institution must be financially solvent and stable, and be in good standing to receive funding on behalf of IBP from likely donors, including foundations such as the Bill & Melinda Gates Foundation, and funding agencies such as the European Commission and the UK's DFID.
3. **Respect for IBP Autonomy:** The host institution must agree to fully respect the IBP's autonomy, to hold its assets in trust, and to facilitate its operations and activities within the context of a mutually beneficial Host Agreement.
4. **Scope of Operations:** The host institution should be an international organisation, with the rights, privileges, immunities and exemptions due to such an organisation, to match the proposed global reach and operations of the IBP.
5. **Appropriate administrative support:** The host institution should have policies that would enable IBP to be competitive in both the staff it attracts and the services it renders, with the capacity and experience to provide IBP with administrative support in matters of international human resource recruitment and management; receipt, disbursement and accounting for funds that may be in various currencies; and, information technology services, including quality broadband Internet connectivity.

Institutional Advantages

6. **Hosting fees and charges:** Preference will be given to potential hosts that offer attractive hosting conditions, including fees charged, in-kind contributions, etc.
7. **Strategic location:** The location of the institution housing the IBP Headquarters should be suitable for international access. It should also be in a country whose domestic policies, laws, and regulatory mechanisms would facilitate IBP's international mandate and operations.
8. **Involvement in Crop Research:** The host institution should preferably be involved in crop improvement research that is beneficial to developing countries, possibly with a crop breeding component, hence providing an enabling environment for the mission of the IBP.
9. **Adopting and promoting IBP/IBWS:** If the host institution is engaged in crop breeding work, it should be willing to adopt the Integrated Breeding Platform and promote its use by its partners, collaborators and other parties.
10. **Size:** Preference will be given to institution(s) that are of a sufficient size to enable the IBP to take advantage of significant economies of scale.
11. **Mutual benefit:** The host institution should see a clear benefit in hosting IBP (visibility, direct access to the IBP tools and services, implementation of new IBP functionalities based on host institution needs, etc) and be willing to promote and conduct joint fund raising with and on behalf of the IBP.

ANNEX 2 – DETAILS OF OFFER

1. The physical facilities that the applying institution will provide to the IBP Headquarters, including:
 - a. Offices
 - b. Meeting rooms
 - c. Conference facilities
 - d. Suitable housing for IBP staff (within or outside the campus) in keeping with the Host's staff housing policy
 - e. Any other physical facilities that may be requested for the IBP management
2. Fixtures, fittings and equipment that the applying institution will provide to the IBP Headquarters, including:
 - a. Office furniture
 - b. Computers and related equipment
 - c. Teleconferencing facilities
 - d. Other equipment
3. Fees chargeable by the institution for:
 - a. Office space
 - b. ICT services
 - c. Grant management (overheads, pass-through, indirect costs, etc)
 - d. Any other applicable fees
4. Description of educational facilities at the primary and secondary level, medical facilities and housing available that meet international standards.
5. A description of the ease and economy of access to the proposed host location (international airport, good roads, etc) and the quality and reliability of the communications infrastructure (courier services, telephone, internet access).
6. A description of the overall environment in the city/location proposed for hosting the Integrated Breeding Platform headquarters component (other international organisations, security, etc)
7. Any other forms of support the institution will provide, e.g. staff or staff time
8. Willingness of the applying institution to enter into a formal host agreement with the IBP that extends to the Platform the rights, privileges, immunities and exemptions appropriate for an international organisation, including:
 - a. **For the IBP and its property**
 - i. Recognition for the autonomy of the Integrated Breeding Platform from the host
 - ii. Immunity of the IBP and its property from legal process;
 - iii. Freedom for the IBP to receive funds in any currency, to maintain and operate foreign and local currency accounts or funds, and to transfer its funds, currencies and other items of value to or from the headquarters country or within the headquarters country, without undue inhibitions;
 - iv. Exemption of the IBP from direct taxation on its property, funds and income;
 - b. **For the staff of the IBP**
 - i. Immunity from legal process for acts done or words spoken in the performance of their official function;
 - ii. Exemption for qualifying staff from direct taxation on salaries and benefits;
 - iii. Exemption for qualifying staff from all forms of immigration and labour restrictions;
 - iv. Possibility for the spouses of IBP staff to hold a job in the country
 - v. Freedom of qualifying staff to hold securities and accounts in any currency and to transfer foreign currency and securities into and out of the country.

ANNEX 3 – SPECIMEN ARTICLES OF A HOST AGREEMENT

The IBP will negotiate a Host Agreement with the selected institution, and the agreement will in broad terms address the following matters amongst others:

1. **The Parties' Fiduciary Duties**, making provisions for Duty of Diligence, Duty of Loyalty, Duty of Impartiality, Duty to Provide Information, and Duties of Recordkeeping and Accounting.
2. **Day-to-Day Responsibilities of the Host**, making provisions for Administrative Support, Budget and Funding Support, Office Space and Services, Personnel Support and Technical Support.
3. **Relation of IBP governance and management bodies to the Host**, making provisions for the relationship between the IBP governance and operational mechanisms and the management and governance agencies of the host.
4. **Host compensation**, making provisions for reimbursement of costs directly incurred by the host exclusively on behalf of IBP as well as fees for services rendered to IBP by the host.
5. **Monitoring & Evaluation**, making provisions for the periodic evaluation of the implementation of the host arrangement and the fulfilment of obligations by both parties under the Host Agreement.
6. **Risk Management, Indemnification, and Defense of Claims**, making provisions for the indemnification and compensation of the host against risks and claims made on it for acts on behalf of the IBP or acts of IBP
7. **Default and Termination**, making provisions on the breach and termination of the Host Agreement.
8. **Notices**, making provisions on formal communication between the Host and the IBP vis-à-vis this agreement and the relationship between the two.
9. **Miscellaneous**, making provisions for dispute resolution, assignment of rights and obligations under the host agreement, interpretation of the agreement and damages awardable for alleged performance or non performance under the agreement.