Request for Proposals due 16 March 2020

Review of Intellectual Assets (IA)/Intellectual Property (IP) within CGIAR

What we are seeking:

**Intellectual Assets**\(^1\) / **Intellectual Property**\(^2\) within CGIAR

“CGIAR regards the results of its research and development activities as international public goods and is committed to their widespread diffusion and use to achieve the maximum possible access, scale, scope of impact and sharing of benefits to advantage the poor, especially farmers in developing countries.”\(^3\)

To enhance the transparency for the IA/IP management, the CGIAR System Management Board (SMB) approved the ‘CGIAR Principles on the management of intellectual assets’ (The Principles) in 2012 and accompanying ‘Implementation guidelines for the CGIAR IA principles’ (The Guidelines) in 2013. CGIAR Centers manage the acquisition, management and release of IA/IP according to The Principles and The Guidelines, and annually report to the SMB on their implementation. The reports (which can be accessed [here](#)) are independently reviewed by the System Council Intellectual Property group (SCIP group).

In 2017, The Principles were reviewed by the Independent Evaluation Arrangement (the report can be accessed [here](#)). The review was followed by a 2018 review of the CGIAR Open Access/Open Data Policy and its implementation support (the report can be accessed [here](#)).

Within the context of CGIAR’s journey to transition to One CGIAR, the CGIAR System Internal Audit Function (IAF) is seeking to engage an experienced IP consultant to carry out an assurance engagement to ascertain to what extent:

1. Adequate processes exist within CGIAR Centers to document research outputs to enable effective IA management and IP protection where relevant;

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1. ‘Intellectual Assets’ means any results or products of research and development activities of any nature whatsoever (including, but not limited to, knowledge, publications and other information products, databases, improved germplasm, technologies, inventions, know-how, processes, software, and distinctive signs), whether or not they are protected by IP Rights. (CGIAR Principles on the Management of Intellectual Assets)

2. ‘Intellectual Property Rights’ means ownership rights (or applications for protection) of Intellectual Assets, whether registered or not, granted in any jurisdiction, including but not limited to, copyright and related rights, database rights, patents, industrial design rights, plant variety rights, trademarks and service marks, geographical indications, and trade secrets. (CGIAR Principles on the Management of Intellectual Assets)

3. CGIAR IA Principles
2. Adequate policies, processes, documentation and capacity exist within CGIAR Centers to support effective IP protection (copyright, patenting, trademarks, plant variety protection (PVP) etc.) in accordance with The Principles and ethical considerations including, for example, conflicts of interest;

3. Technology transfer capabilities and processes exist and are sufficient to maximize impact of CGIAR scientific research;

4. Underlying processes support:
   a. accurate annual reporting by the Centers and the CGIAR System Organization in accordance with the requirements of The Principles and the International Treaty on Plant Genetic Resources for Food and Agriculture where relevant, and,
   b. public disclosures by the Centers of the key information related to their restricted arrangements (Limited Exclusivity Agreements, Restricted Use Agreements, patents and PVP), and the consolidation of such information by the System Organization on a publicly accessible page of the CGIAR website.

In addition, the consultant will be required to suggest improvements that would benefit all entities within CGIAR in the context of the transition to One CGIAR.

**Deliverables and timeline:**

The scope of this engagement includes all CGIAR Centers’ IA/IP arrangements as they relate to the topics outlined in the section above. The review also should consider any IA/IP reviews carried out at a Center level in the last two years.

The engagement’s end product will be a presentation and a final report on a combined picture of IA/IP arrangements across CGIAR as well as the consultant’s suggested improvements that could benefit the CGIAR and all Centers, given the planned One CGIAR reforms. The presentation and report will be shared and discussed with all CGIAR Center IA/IP focal points, Center Audit Committee Chairs, Center Heads of Internal Audit and SMB’s Audit and Risk Committee.

No on-site visits are envisaged as part of this review; all work will need to be carried out remotely.

**Required format of response to RFP:**

Your response should be prepared in accordance with the following table:

<table>
<thead>
<tr>
<th>Contents</th>
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<tbody>
<tr>
<td><strong>Executive Summary</strong>, specifically setting out the merits of your proposal</td>
</tr>
<tr>
<td>1. <strong>Your understanding of our requirements</strong> (informed by completing comparable assignments)</td>
</tr>
</tbody>
</table>
Contents

2. Your suggested Approach
   a. Methodology for conducting the engagement including delivery on the engagement’s objectives
   b. Detailed Proposed Work Plan
   c. How you will maximize the value added and minimize effort/fees
   d. Proposed milestone timetable

3. Project team
   a. Overview of your proposed team (organogram and primary point of contact, if applicable)
   b. Overview of qualifications and relevant experience of proposed team (indicating whether any are contractors/sub-contractors) (detailed resumés may be included as Appendices)
   c. Knowledge and experience of CGIAR/its Centers and the agriculture science sector

4. Other Information
   a. A statement disclosing whether the proposed team members have any real, apparent or perceived conflict of interest and how it will be addressed
   b. A statement of the combined total fees earned from CGIAR/its Centers for the year ended 31 December 2019

5. Appendices (any other-supplementary information you wish to submit)

6. Proposed fee (to be sent as a separate Annex)
   a. Quote in the form of a fixed fee (i.e. US$ amount) with a breakdown by activity; setting out expenses separately

Schedule and Dates:
The following schedule includes key milestones and their associated completion dates and is provided primarily for planning purposes. CGIAR System Organization may modify the project timeline at its discretion

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Target dates</th>
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<tbody>
<tr>
<td>RFP issued</td>
<td>24 February 2020</td>
</tr>
<tr>
<td>End of inquiry period for RFP clarification</td>
<td>2 March 2020</td>
</tr>
<tr>
<td>(bidder)</td>
<td></td>
</tr>
<tr>
<td>Response to inquiries shared and FAQs</td>
<td>9 March 2020</td>
</tr>
<tr>
<td>published on CGIAR website</td>
<td></td>
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<tr>
<td>RFP submission due (bidder)</td>
<td>16 March 2020</td>
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<tr>
<td>Shortlisted bidders’ presentations</td>
<td>27 March 2020</td>
</tr>
<tr>
<td>Notification to the successful bidder</td>
<td>3 April 2020</td>
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<tr>
<td>Contract execution with CGIAR System Organization</td>
<td>9 April 2020</td>
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<tr>
<td>Commencement of the engagement</td>
<td>20 April 2020</td>
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<tr>
<td>Draft consolidated report submitted</td>
<td>20 June 2020</td>
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<tr>
<td>Final consolidated report submitted to CGIAR</td>
<td>20 July 2020</td>
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<tr>
<td>System IAF</td>
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</table>
Knowledge, skills, and abilities:

The applicants must demonstrate prior experience and technical knowledge of conducting similar reviews within a context of a complex international organization with distributed structures.

Evaluation Criteria:

All proposals will be evaluated on a two-step basis with the technical proposals and the financial proposals being evaluated separately to determine the best value for money. Bidders whose proposals are short-listed may be contacted with questions for clarification.

The evaluation criteria will be as follows:

i) Technical Proposal 80% and includes;

- Quality and completeness of the quote response 10%
- Quality of the proposed service 30%
- Strategic, functional, and technical fit 10%
- Experience with similar engagements 20%
- Customer service 10%

ii) Financial proposal 20%

How to submit a proposal:

Please submit a narrative proposal and a budget proposal as two separate documents to smo-procurement@cgiar.org. Both documents can be attached to the same email.

Narrative proposal will consist of no more than 10 pages using Microsoft Word or similar format, font size 11pt., margins no smaller than one inch.

Budget proposal will be presented using Microsoft Excel or similar format and consist of, at a minimum, the following line items: consultant time, resources, travel. The budget will be presented in US dollars.

All proposals must be received no later than 16 March 2020, 12 am EST. Only electronically submitted proposals will be considered. Late proposals will not be considered. Shortlisted bidders will be contacted no later than 3 April 2020.
Who we are:

CGIAR is a global research partnership for a food-secure future. CGIAR science is dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services. Its research is carried out by 15 CGIAR Centers in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations, and the private sector. These 15 Centers have close to 10,000 staff based in over 50 countries.

Each Center has its own governing instrument, board of trustees, director general, and staff. CGIAR Research Centers are responsible for hands-on research programs and operations guided by policies and research directions set by the SMB.

The SMB, through its Audit and Risk Committee has an oversight responsibility over CGIAR System risks. The CGIAR System IAF is responsible for providing assurance on System risks and reports to the Chair of the SMB through the Audit and Risk Committee.

In 2020, CGIAR is embarking on an ambitious reform, One CGIAR that would help streamline governance and operational structures and processes across CGIAR. More information can be found here.

The CGIAR System Organization, which is an international organization headquartered in Montpellier, France, provides governance to the CGIAR System in collaboration with the System Council and has about 40 staff. The Organization is committed to cultivating a work environment that reflects teamwork, gender equality, and respect for diversity. We endeavor to foster a multi-cultural environment that is free of any form of harassment and discrimination; and that embraces and values individuals regardless of age, ethnicity, race, gender, national or social origin, marital status or any other form of personal identity.

Please find more information about CGIAR at www.cgiar.org

CGIAR Centers across the world
List of web-links to individual Center websites:

AfricaRice - http://www.africarice.org/
Bioversity International - https://www.bioversityinternational.org/
CIFOR - https://www.cifor.org/
CIAT - http://ciat.cgiar.org/
CIMMYT- https://www.cimmyt.org/
CIP - https://cipotato.org/
ICARDA - http://www.icarda.org/
ICRISAT - http://www.icrisat.org/
IFPRI - http://www.ifpri.org/
IITA - http://www.iita.org/
ILRI - https://www.ilri.org/
IRRI - http://irri.org/
IWMI - http://www.iwmi.cgiar.org/
World Agroforestry Center - http://www.worldagroforestry.org/
WorldFish - https://www.worldfishcenter.org/