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# **REQUEST FOR PROPOSALS**

## **CONSULTING SERVICES**

**Requester:** World Wide Fund for Nature – Vietnam  
(WWF-Viet Nam)

**Project:** MAF – VISION Project

**Name of Package:** Consultancy to assess the national Measurement-Reporting-Verification (MRV) system for GHG inventories and mitigation and design an MRV system for the Industry and Trade enterprises not subject to Decision No. 13/2024/QD-TTg (focusing on the Textile & Apparel and Food & Beverages subsectors)

**Bid reference number:** FY26-0208

**Submission Deadline:** September 29, 2025, 17:00 (ICT)

**Issued on: 3 September 2025**

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# **PART I – TERMS OF REFERENCE**

**Consultancy to assess the national Measurement-Reporting-Verification (MRV) system for GHG inventories and mitigation and design an MRV system for the Industry and Trade enterprises not subject to Decision No. 13/2024/QD-TTg (focusing on the Textile & Apparel and Food & Beverages subsectors)**

**(Tender ref. FY26-0208)**

## **1. Background**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country. WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>

Under Project (Vietnam Sustainable Industries), WWF-Viet Nam works with business and government to decarbonize the light industrial sector. The project will support 300 targeted facilities in the 02 target sectors: the Textile & Apparel (T&A) and Food & Beverage (F&B) to apply decarbonization solutions such as the electrification of energy intensive processes and introducing energy efficient technologies to reduce CO2e emissions. Furthermore, the project will develop sectoral decarbonisation roadmaps, strengthen existing platforms to disseminate best practices and mobilise diverse actors to drive decarbonisation across the target sectors.

To contribute to Vietnam's Net Zero targets and strengthen sectoral decarbonization efforts, WWF-Viet Nam will collaborate with a consultancy firm or a consultant team to assess the existing national mitigation Measurement, Reporting and Verification (MRV) system for monitoring enterprises' GHG inventory and mitigation efforts in the Industry and Trade sector and design a dedicated MRV system for enterprises in the Textile & Apparel and Food & Beverages subsectors that are not subject to Decision No. 13/2024/QD-TTg. The findings and the proposed MRV system will not only support monitoring the project's desired outputs, inform the development of WWF-Viet Nam's Project Proposal to the Mitigation Action Facility, but also complement the existing MRV system, creating a more comprehensive dataset for two target T&A and F&B sectors, thereby strengthening Viet Nam's NDC commitments.

## **2. Objectives of the consultancy**

This study aims to:

- 1) Assess the existing national mitigation Measurement, Reporting and Verification (MRV) system for enterprises in the Industry and Trade sector; and
- 2) Develop an MRV system for enterprises in the Industry and Trade sector (with a focus on the Textile & Apparel and Food & Beverages sectors) that are not included in Decision No. 13/2024/QD-TTg, to calculate and demonstrate enterprises' contributions to GHG emission reduction towards NDC commitments.

### **3. Scope of works/ activities**

#### **I. To assess the existing mitigation MRV system for enterprises in the Industry and Trade Sector**

##### **1. Desk Study:**

- Conduct a desk study of enterprises under the Ministry of Industry and Trade's management to collect information on their current processes and technologies in use. This includes:
  - Enterprises subject to Decision No. 13/2024/QĐ-TTg dated August 13, 2024 by the Prime Minister regarding the list of sectors and facilities required to conduct GHG inventories.
  - Utilize enterprises' data/information provided by the Ministry of Industry and Trade to determine methods and data collection approaches.

##### **2. Gap analysis:**

- Assess gaps in existing MRV systems and reports, and identify issues to be improved, including:
  - Technique: Review gaps in systems and data collection processes.
  - Process: Evaluate reporting processes and ensure consistency and transparency in reporting.
  - Operation: Assess the current MRV systems operation

##### **3. Identify Emission sources and Mitigation measures:**

- Analyze the main emission sources from enterprises in the Industry and Trade sector to develop solutions and mitigation plans,
- Propose measures such as production process optimization, technology improvement, energy efficiency, and renewable energy integration, etc.

##### **4. MRV reports:**

- Assess reporting practices of the national MRV system, under the management of the Ministry of Natural Resources and Environment (Ministry of Agriculture and Environment at present), ensuring compliance with current standards and regulations.
- Reports include survey results, gap analysis, proposed MRV models, and specific mitigation plans.
- Propose MRV models tailored to each type of enterprise/industry, including key indicators to be monitored, data collection methods, and reporting processes.

#### **II. Developing a MRV System for enterprises in the Industry and Trade sector (not included in Decision No. 13/2024/QĐ-TTg), focusing on the Textile & Apparel and Food & Beverage Industries**

### 1. Desk study:

- Conduct a desk study to identify production processes, the amount of energy consumption, and current GHG emission sources.

### 2. MRV framework development:

- Develop a customizable MRV framework tailored to specific characteristics of each industry (focusing on the Textile & Apparel and Food & Beverage industries), including monitoring indicators, data collection methods, reporting and verification procedures, etc.

### 3. Mitigation measures & solutions:

- Analyze the main emission sources in the production processes of the two target industries.
- Propose GHG emission mitigation solutions, such as process improvements, renewable energy integration, low-emission technologies application, and energy efficiency measures, etc.

### 4. Report development:

- A comprehensive report consolidating survey results, MRV framework, mitigation measures, and specific recommendations for the two industries.

*Consultant(s) will work with WWF to present & share report findings in relevant workshops/event upon WWF's request.*

### 4. Outputs/deliverables of performance

- One (01) report on the assessment of the existing mitigation measurement, reporting, verification (MRV) system for enterprises in the Industry and Trade sector.
- One (01) report on the development of a MRV system for enterprises in the Industry and Trade sector not included in Decision No. 13/2024/QD-TTg.

*All reports and final documents submitted to WWF will be in English.*

### 5. Timeline: Sep 2025 – Dec 2025

| No. | Description                                                                                   | Deliverables                                                                                               | Timeline    | No. of man-day |
|-----|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------|----------------|
| 1.  | To assess the existing mitigation MRV system for enterprises in the Industry and Trade Sector | An inception report with detailed a outline, proposed methodologies and expected outputs for each sections | 26 Sep 2025 |                |
|     |                                                                                               | 1st draft                                                                                                  | 15 Oct 2025 |                |

|    |                                                                                                                                                                                           |                                                                                                            |              |  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------|--|
|    |                                                                                                                                                                                           | 2nd draft                                                                                                  | 14 Nov 2025  |  |
|    |                                                                                                                                                                                           | Final report                                                                                               | 31 Dec 2025  |  |
| 2. | Developing a MRV System for enterprises in the Industry and Trade sector (not included in Decision No. 13/2024/QĐ-TTg), focusing on the Textile & Apparel and Food & Beverage Industries. | An inception report with detailed a outline, proposed methodologies and expected outputs for each sections | 26 Sept 2025 |  |
|    |                                                                                                                                                                                           | 1st draft                                                                                                  | 15 Oct 2025  |  |
|    |                                                                                                                                                                                           | 2nd draft                                                                                                  | 14 Nov 2025  |  |
|    |                                                                                                                                                                                           | Final report                                                                                               | 31 Dec 2025  |  |
|    | <b>Total</b>                                                                                                                                                                              |                                                                                                            |              |  |

*Estimation of no. of man-day will be filled by Consultant(s).*

## **6. Qualification requirement**

The selected consultancy firm or team is expected to meet the following minimum qualifications:

- Strong technical expertise in energy efficiency, renewable energy, and low-carbon solutions, with knowledge of national regulations and international standards (e.g. Decree 06/2022/ND-CP, Circular 38/2023/TT-BCT, GHG Protocol, ISO 14064).
- Demonstrated experience in GHG inventory, mitigation planning and MRV system development, especially in the Industry and Trade sector.
- Proven track record in Textile & Apparel and Food & Beverages subsectors, especially in GHG inventory-related works.
- Experience working with the Ministry of Industry and Trade (MOIT) on MRV-related works and GHG guidance for industries is an asset.
- Qualified team of national energy auditors and GHG experts with excellent analytical, facilitation, and reporting skills in English and Vietnamese.

## PART II – INSTRUCTIONS FOR CONSULTANTS

### Chapter I – Request for Proposal

#### I. Content of Request for Proposal

1. Purchaser: **WWF-Viet Nam**, under the Project “Vietnam Sustainable Industries” would like to call for proposals from eligible consultants, group of individual consultants, consulting firms (hereinafter called Consultants) who are interested in submitting the proposal for the **“Consultancy to assess the national Measurement-Reporting-Verification (MRV) system for GHG inventories and mitigation and design an MRV system for the Industry and Trade enterprises not subject to Decision No. 13/2024/QĐ-TTg (focusing on the Textile & Apparel and Food & Beverages subsectors)”** package.

2. The contents, Scope of work, deliverables, and specific requirements on implementation timeline, experience, and qualifications of consultants are presented in Part I – Scope of Work.

#### II. Language

The Request for Proposal, as well as all documents exchanged between the purchaser and the consultant relating to the Request for Proposal, will be written in English or Vietnamese.

#### III. Proposal contents

The proposal prepared by the consultant must include the following contents, with detailed instructions provided in [Chapter II – Forms](#):

1. General Information of Consultant using Form- 1
2. Proposal using Form- 2;
3. Agreement to establish a consulting group using Form- 3; (only applicable to Consulting Group, not applicable to Individual Consultant or Consulting firm, institution)
4. A curriculum vitae relevant experiences and qualifications of each consultant with the signature of the consultant (use the own form of consultant or Form-6);
5. In case the consultant has performed similar bidding packages performed by the team or by members of the consulting team, the consultant can list them on Form-4. Consultants who do not carry out similar bidding packages can skip;
6. Confirming participation in the bidding package using Form- 5;
7. Technical and Financial proposal using Form-8
8. For consulting firms/organizations: please additionally include the following documents:
  - A scanned copy or photocopy of the Business Registration Certificate;
  - Company capacity statement (Company Profile);
  - A list of similar contracts/projects completed.

#### IV. Detail of submission:

Interested consultancy firms or teams can email their application to [binh.vuthanh@wwf.org.vn](mailto:binh.vuthanh@wwf.org.vn), cc: [duong.chu@wwf.org.vn](mailto:duong.chu@wwf.org.vn). The application should include Curriculum Vitae, technical proposal and financial proposal (including total working days with a daily rate, and total estimated cost). Please note that the financial proposal must not exceed USD 19,500.

Please mention your email reference subject: “FY26-0208 – Proposal [name of consultant] “**MRV assessment and development for industry & trade sector**.”

The electronic file shall be in the form of MS word or MS excel or PDF.

*Note: Consultants choose **one of two** methods of submitting a Proposal. WWF-Vietnam encourages Consultants to submit their Proposals via email to reduce the use of paper-based products.*

## **V. Deadline for submission**

1. Consultants can send their proposal via email on or before **5.PM dated 29 September 2025**.
2. The purchaser may extend the submission deadline in case the number of proposals needs to be increased or when the purchaser considers it essential to amend the proposal.
3. When extending the submission deadline, the purchaser will notify the Consultants via email that have submitted their proposals, and at the same time publicly post the notice of extension of the submission deadline. Consultants who have submitted proposals can receive them back to amend and supplement their proposals. In case the Consultant does not receive back the submitted proposal and does not send back the edited and supplemented proposal before the extension time, the purchaser will preserve such proposals and consider it as the official and valid proposal of the Consultant and will conduct a review of the following submissions according to the newly extended deadline.

## **VI. Late submission**

Proposals sent to the purchaser after the deadline for submission will not be opened and returned to the Consultant in their original state. Any documents sent by the Consultant after the deadline for submission of documents to amend and supplement the submitted Proposal are invalid, except for the documents sent by the Consultant to clarify the Proposal at the request of the purchaser for clarifying or supporting documents to demonstrate the Consultant's eligibility, competency, and experience.

In case after the deadline for submission of the proposal, the purchaser discovers that the Proposal lacks documents proving its eligibility, capacity, and experience, the Consultant is allowed to send documents to the purchaser within a period of time to clarify their eligibility, capacity, and experience. The purchaser is responsible for receiving the clarification documents of the Consultant for consideration and assessment; additional documents, and clarifications on eligibility, qualifications, and experience are considered part of the application. The purchaser will notify the Consultant of receipt of additional clarifications from the Consultant.

## **VII. Conditions for the evaluation**

Consultants will be considered and selected for interview (if needed) and evaluation when they fully meet the following conditions:

1. Proposals with sufficient information as required in Section 3;
2. Having the Proposal that meets the requirements stated in the Scope of Service for consulting services and the requirements of this Proposal.

## VIII. Selection criteria and scoring

The selection follows the simplified quality and cost-based selection (simplified QCBS) with a maximum total technical score of 60 points and a total financial score of 40 points.

***The consultant with the highest technical and financial scores will be invited for contract negotiation.*** Consultants may be invited for interviews if necessary.

Criteria, sub-criteria, and point system for the technical & financial evaluation of each lot are as follows:

- Technical Criteria weight: 60%
- Financial Criteria weight: 40%

| Criteria                                | Scores     |
|-----------------------------------------|------------|
| <b>A. Technical criteria</b>            | <b>60</b>  |
| 1. RELEVANT EXPERIENCES FOR THE MISSION | 40         |
| - UNDERSTANDING OF THE MANDATE          | 10         |
| - METHODOLOGY                           | 15         |
| - EXPERIENCE IN THE FIELD OF STUDY      | 15         |
| 2. QUALIFICATIONS                       | 10         |
| 3. IMPLEMENTATION SCHEDULE              | 10         |
| <b>B. Financial criteria</b>            | <b>40</b>  |
| Total (A + B):                          | <b>100</b> |

*To assist in the examination, evaluation, and comparison of the bids, and qualification of the Consultants, the Purchaser may, at its discretion, ask any Consultant for a clarification and/or integration of documents of its Bid whether these results are incomplete, or information is missing. Any clarification submitted by a Consultant that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the bids.*

## IX. Currency:

Interested consultants should use Vietnamese Dong (VND) to propose your Financial Proposal.

**X. Taxes:**

The Consultants shall familiarize themselves with the current regulations and laws of the Government of Vietnam on consulting firms and individuals' taxes that may be applicable under this assignment. Amounts payable by the Purchaser to the Consultant under the contract are to be subjected to local taxation.

**XI. Validity period of proposal**

90 days since the bid submission deadline date.

## Chapter II – Form

The consultants prepare the required forms as follows:

| No | Description                               | Forms  |
|----|-------------------------------------------|--------|
| 1  | General Informations of Consultant        | Form-1 |
| 2  | Proposal submission                       | Form-2 |
| 3  | Agreement to establish a consulting group | Form-3 |
| 4  | Consultant's Experience and Competencies  | Form-4 |
| 5  | Statement of availability                 | Form-5 |
| 6  | Professional resume                       | Form-6 |
| 7  | Release letter                            | Form-7 |
| 8  | Technical and financial proposals         | Form-8 |

## FORM-1 - GENERAL INFORMATIONS OF CONSULTANT

Company Registered Name / Individual Consultant Full Name:

Company Registration No (Other Registration No):

VAT Registration No/  
or Personal ID No/

Address:

City:

Postal Code:

Country:

Email Address:

WWF Contact person:

Business Vendor Activity:

Bank Account Holder Name:

Bank Name:

Bank Address:

Account Number:

Branch Code:

IBAN Number (if applicable, mandatory for EU Countries):

SWIFT/BIC Code:

Routing no.: (if applicable):

Payment terms: (WWF standard payment terms: 30 days) Invoice currency:

**For Consultants only:**

[Each office to add any details needed to determine and to confirm that the consultant can be contracted according to the [WWF OPERATIONAL NETWORK STANDARD - Use of Consultants document](#)]

**\* All fields are mandatory.**

I confirm that all information provided is correct:

Date:

Vendor Stamp (If applicable)

Signature

## FORM-2 - PROPOSAL SUBMISSION FORM

To: WWF-Viet Nam  
No.6, Lane 18, Nguyen Co Thach Street  
Tu Liem District, Hanoi

[Date]

Dear Sir/Madam,

Having carefully reviewed the **Request for Proposals dated [insert date]** for the assignment **[insert number and name of the package]**, we, the undersigned, with the address: **[insert full address]**, hereby submit our proposal.

Our submission includes both the **Technical Proposal** and the **Financial Proposal**, as required.

We agree to abide by this Proposal for a period of **90 days** from the date fixed by WWF-Viet Nam as the submission deadline, as specified in the aforementioned Request for Proposals. This Proposal shall remain binding upon us and may be accepted at any time before the expiry of that period.

We hereby confirm that:

- We have **read, understood, and agreed to comply** with all the provisions set forth by WWF-Viet Nam, including those outlined in the attachments.
- We are prepared to negotiate a contract on the basis of the Key Experts proposed. We understand that any **replacement of Key Experts** without WWF-Viet Nam's prior written approval may result in termination of contract negotiations.
- Our Proposal is binding upon us and is subject only to modifications resulting from the contract negotiations.

We also declare that:

- All the information and statements provided in this Proposal are **true and accurate**, and we understand that any misrepresentation may lead to disqualification.
- We are **not included on any list** of entities prohibited from participating in tenders or procurement processes.
- We have **read and agreed** to the WWF General Terms and Conditions attached with the RFP.

We further acknowledge that WWF-Viet Nam reserves the right to:

- Accept any proposal or reject all proposals;
- Disqualify any proposal that involves canvassing or attempts to influence the process;
- Cancel the tender process at any time without prior notice and without incurring any liability;
- Make award decisions at the sole discretion of the WWF-Viet Nam Procurement Committee.

We thank you for the opportunity to submit our proposal and look forward to the possibility of collaborating on this important assignment.

Yours sincerely,

**Representative of the consulting group or all members**  
**[Signature and full name]**

### FORM-3 - AGREEMENT TO ESTABLISH A GROUP OF CONSULTANTS

\_\_\_\_\_, date \_\_\_\_ month \_\_\_\_ year \_\_\_\_

Tender Ref: \_\_\_\_\_ *[insert name of the package]*

Project: \_\_\_\_\_ *[insert name of the project]*

- According to the call for proposals the bidding package \_\_\_\_\_ *[insert name of the package]*  
dated \_\_\_\_ month \_\_\_\_ year \_\_\_\_ *[Date stated in the request for proposals ]*;

We include:

Name of consulting group members \_\_\_\_\_ *[insert name of each member]*

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

The parties (referred to as members) agree to sign an agreement to establish a consulting group with the following contents:

#### **Article 1. General principles**

1. The members voluntarily form a consulting group to participate in the selection of requests for proposals in the bidding package \_\_\_\_ *[insert name of the package]*.
2. The members agree that the name of the consulting group for all transactions related to the bidding package is: Consulting group *[insert name of team leader]*.
3. The members commit that no party can voluntarily participate or cooperate in any way with another party to participate in this bidding package.

#### **Article 2. Assignment of responsibilities**

The members agree to take joint responsibility and separate responsibility for the implementation of the \_\_\_\_ *[insert name of the bidding package]* as follows:

1. The leading member of the Consultant Group (team leader)

The members agree to authorize \_\_\_\_ *[insert name of one member]* as the leading member of the Consultant Group, representing the Consultant Group in the following tasks:

- *Sign the letter of interest.*

- *Sign documents for the transaction with the purchaser during the selection process, including the written request for clarification of the Request for proposals and the written explanation and clarification of the Request for proposals (if any).*

2. Expected responsibilities of each member of the Consulting Group to implement the bidding package:

The participating parties are expected to assign responsibilities of each member as follows:

\_\_\_\_ *[Insert expected main job content of each member, including the leading member]*.

#### **Article 3. Effect of the agreement**

The Agreement takes effect from the date of signing and terminates in the following cases:

1. The consulting group may not be selected to implement the above-mentioned bidding package.

2. Cancellation of selection for bidding packages according to notices of the purchaser.

The agreement to establish the consulting group is made in \_\_\_\_\_ copies, each party keeps \_\_\_\_\_ copies with equal legal validity.

**Team leader and all members**  
**[Signature and full name]**

## FORM-4 - CONSULTANT'S EXPERIENCE

*Please list similar work packages done, if any, if not, skip this table*

Similar service packages are carried out by the Consulting Group, or by members of the Consulting Group. **(Each job/contract is presented in a separate table)**

|                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------|--|
| Name of project                                                                                                      |  |
| Location                                                                                                             |  |
| Purchaser                                                                                                            |  |
| Bidding package name                                                                                                 |  |
| Contract prices                                                                                                      |  |
| Name of participating consulting group members:                                                                      |  |
| Role to participate in the bid (consulting group, independent consultant, member of a consulting organization)       |  |
| Contract performance time (insert according to the time specified in the contract; specify from date.... to date...) |  |
| Summary of specific tasks performed by the consultant under the contract                                             |  |

The consultant encloses copies of the Contracts listed above.

**Representative of the Consulting Group**

[Signature and full name]

## FORM-5 - STATEMENT OF AVAILABILITY

I (We), the undersigned .....

State that the proposed named expert(s) listed below is/are available to carry out the services relating to the Request for Proposal dated *[insert date]* mentioned above as from ....., for the period initially envisioned in the proposal submitted.

| No.   | Expert's Name | Title/Position | Duration |
|-------|---------------|----------------|----------|
| first |               |                |          |
| 2     |               |                |          |
| 3     |               |                |          |
| ...   |               |                |          |

I (We) understand that failure to make the named expert(s) listed above available for the performance of the services may lead to the cancellation of the Contract if the justification provided for the personnel change is not accepted by WWF Vietnam in advance.

Signature and stamp:

Name on behalf of the Consultant:

Title:

Date: \_\_\_\_\_

## FORM-6 - CURRICULUM VITAE (CV) FOR PROPOSED KEY CONSULTANTS

*Use an existing resume or use the attached template. This should include the resumes of all related consultants.*

**Proposed Position** ( only one candidate shall be nominated for each position) :

**Name of Consultant** ( Insert full name ):

**Date of Birth** :

**Citizenship** :

**Education** ( Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of acquisition ):

---

**Membership in Professional Associations** :

---

Working experience:

| Duration                                     | Name of organization | Position |
|----------------------------------------------|----------------------|----------|
| From month...date...to...<br>month...date... |                      | ....     |

Expected tasks assigned in the bidding package:

|                                                            |                                                                                                            |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Details of expected tasks assigned in the bidding package: | [Indicate previous experience in performing related tasks to prove your ability to perform assigned tasks] |
| [Indicate the tasks that experts are assigned to perform]  |                                                                                                            |
| ...                                                        |                                                                                                            |

**Competency:** [ Describe in detail the experience and training courses attended to meet the assigned scope of work. In the description of experience, it is necessary to clearly state the specific tasks assigned to each project and the name/address of the investor/procuring]

**Qualification** ( Indicate significant training since degrees)

---

**Languages** ( *For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing* ):

---

Contact information: *[Specify name, phone number, email of the person to be contacted for information verification]*

---

I hereby certify that the above information is true, if wrong, I will take responsibility before the law.

\_\_\_\_\_ date, month, year  
[Signature and full name]

Note:

- Each individual consultant on the list mentioned in Form-4 must declare this Form.
- Upon request, the Consultant will send copies of the contract to the soliciting party; Photocopy of diploma, and professional practice certificate.

## FORM-7 - RELEASE LETTER

*(Applicable to individual consultants who are currently employed by a government or a company or organization. This letter is required prior to signing the consulting service contract)*

*(Áp dụng cho tư vấn cá nhân hiện đang làm việc tại một cơ quan, tổ chức hoặc doanh nghiệp và chỉ được yêu cầu nộp trước khi ký kết hợp đồng dịch vụ tư vấn)*

[LETTERHEAD OF CONFIRMATION LETTER ISSUED]

## RELEASE LETTER - THƯ XÁC NHẬN

*Date & Time*

*Ngày*

To: WWF-Viet Nam

Kính gửi : WWF- Việt Nam

The [Name of the Organization] agrees that:

[Tên tổ chức] đồng ý :

Mr/Ms. [Name of Consultant], [Job title in the organization]

ID Number: issued by: dated:

Mr/Ms. [Tên tư vấn], [Chức vụ]

Số CMT/CCCD cấp tại .....ngày .....

Has been approved by [Name of the Organization] to provide support for WWF-Vietnam on [Name of the consultancy assignment] under [Project name] during the time, tentatively from [when] to [when].

[Tên tổ chức] đồng ý cho phép ông/bà [Tên tư vấn] tham gia hỗ trợ cho tổ chức WWF Việt Nam trong khuôn khổ dự án [Tên dự án] trong khoảng thời gian dự kiến từ .....đến .....

{ Optional – không bắt buộc }

During the time providing support for the project, Mr/Ms. [Name of the Consultant] commits to:

- Provide support outside of the official working hours of his/her employer or during his/her approved annual leave.
- Support provided is out of his regular duties assigned by his/her employer.

Trong thời gian hỗ trợ tổ chức, Ông/bà . [Tên tư vấn] cam kết:

- Tham gia hỗ trợ dự án ngoài giờ làm việc chính thức quy định bởi [Tên tổ chức] hoặc trong thời gian nghỉ phép của Ông/Bà [Tên tư vấn]
- Các hỗ trợ cho dự án nằm ngoài phạm vi nhiệm vụ chính thức được giao tại [Tên tổ chức]

Sincerely,  
Trân trọng,

*(Sign or seal according to the internal authority of the certifying organization)  
(Ký đóng dấu hoặc đóng dấu treo theo thẩm quyền nội bộ của tổ chức xác nhận)*

# **FORM-8 - TECHNICAL AND FINANCIAL PROPOSALS**

## **TECHNICAL PROPOSALS**

### **CONSULTING SERVICES**

**Purchaser**                      **World Wide Fund for Nature – Vietnam  
(WWF-Vietnam)**

**Project:**                      **MAF – VÍSION Project**

**Name of Package:**

**Consultancy to assess the national Measurement-Reporting-Verification (MRV) system for GHG inventories and mitigation and design an MRV system for the Industry and Trade enterprises not subject to Decision No. 13/2024/QĐ-TTg (focusing on the Textile & Apparel and Food & Beverages subsectors)**

**Bid reference number:**      **FY26-0208**

**Consultant's information:**

### **I. Understand the ToR and objective of the activity**

### **II. Main tasks and activities**

### **III. Technical approach and methodology**

| <b>Task</b> | <b>Methodology</b> |
|-------------|--------------------|
|             |                    |
|             |                    |
|             |                    |
|             |                    |

### **IV. Work plan**

The The consultant is expected to the schedule of time according to the form below:

| <b>No.</b> | <b>Tasks/Activities</b> | <b>Consultant<br/>'s name</b> | <b>Tentative<br/>timeline</b> | <b>Man-<br/>day</b> | <b>Location</b> | <b>Travel<br/>day</b> |
|------------|-------------------------|-------------------------------|-------------------------------|---------------------|-----------------|-----------------------|
| I          | Task 1                  |                               |                               |                     |                 |                       |
| first      | ...                     |                               | ...                           |                     |                 |                       |
| 2          | ...                     |                               | ...                           |                     |                 |                       |
| ...        | ...                     |                               | ...                           |                     |                 |                       |
| II         | Task 2                  |                               |                               |                     |                 |                       |
| first      | ...                     |                               | ...                           |                     |                 |                       |
| 2          | ...                     |                               | ...                           |                     |                 |                       |
|            |                         |                               |                               |                     |                 |                       |
| III        | Task 3                  |                               |                               |                     |                 |                       |
| first      | ...                     |                               |                               |                     |                 |                       |
| 2          | ...                     |                               |                               |                     |                 |                       |

|       |        |  |  |  |  |  |
|-------|--------|--|--|--|--|--|
| ...   | ...    |  |  |  |  |  |
| III   | Task 4 |  |  |  |  |  |
| first | ...    |  |  |  |  |  |
| 2     | ...    |  |  |  |  |  |
|       | Total  |  |  |  |  |  |

#### IV. Deliverable and timeline

| No.   | Task           | Deliverable | Timeline                            |
|-------|----------------|-------------|-------------------------------------|
| first | <b>Task 1</b>  |             | ....days after signing the contract |
|       |                |             |                                     |
| 2     | <b>Task 2</b>  |             | ....days after signing the contract |
|       |                |             |                                     |
| 3     | <b>Task...</b> |             | ....days after signing the contract |
|       |                |             |                                     |

Note: Travel and accommodation expenses should be proposed following the technical proposal. It will be calculated following WWF's regulations. Please kindly take the cost norm of WWF on the last page for reference when preparing the financial proposal. The WWF's cost norm will be the ceiling rate that can be acceptable. The financial proposal will be evaluated based on the best price offer which includes all related costs to conduct this assignment as broken down in the below tables. Please kindly share the calculation on an Excel file for our reference and finance check.

## FINANCIAL PROPOSAL

\_\_\_\_\_, date \_\_\_\_ month \_\_\_\_ year \_\_\_\_

**To: WWF-Vietnam**

Package No. FY26-0208: **Consultancy to assess the national Measurement-Reporting-Verification (MRV) system for GHG inventories and mitigation and design an MRV system for the Industry and Trade enterprises not subject to Decision No. 13/2024/QD-TTg (focusing on the Textile & Apparel and Food & Beverages subsectors)**

We, the consultant team, undersigned, propose to provide consulting services for Package No. FY26-0208 “**Consultancy to assess the national Measurement-Reporting-Verification (MRV) system for GHG inventories and mitigation and design an MRV system for the Industry and Trade enterprises not subject to Decision No. 13/2024/QD-TTg (focusing on the Textile & Apparel and Food & Beverages subsectors)**”

Our Financial Proposal is [insert amount] VND (In words: .....), inclusive of all applicable taxes. Our Financial Proposal may be adjusted through Contract negotiation. In which:

I understand that WWF-Vietnam is not bound to accept any Proposal received.

**Representative of the Consulting Group**

**[Signature and full name]**

## FINANCIAL PROPOSAL

### COST BREAKDOWN

**Detailed Cost Calculation for Package [ *insert number and name of the package* ]**

| <b>1. Remuneration</b>                                         | <b>Unit</b> | <b>Quantity</b> | <b>Unit Rate</b> | <b>Amount</b> |
|----------------------------------------------------------------|-------------|-----------------|------------------|---------------|
| <b>1.1. Deliverable 1</b>                                      |             |                 |                  |               |
| 1.1.1 Team Leader                                              |             |                 |                  |               |
| 1.1.2 Expert 1                                                 |             |                 |                  |               |
| 1.1.3 Expert 2                                                 |             |                 |                  |               |
| ..                                                             |             |                 |                  |               |
| <b>1.2 Deliverable 2</b>                                       |             |                 |                  |               |
| 1.2.1 Team Leader                                              |             |                 |                  |               |
| 1.2.2 Expert 1                                                 |             | ...             |                  |               |
| 1.2.3 Expert 2                                                 |             | ...             |                  |               |
| ..                                                             |             |                 |                  |               |
| <b>1.3. Deliverable 3</b>                                      |             |                 |                  |               |
| 1.3.1 Team Leader                                              |             |                 |                  |               |
| 1.3.2 Expert 1                                                 |             |                 |                  |               |
| 1.3.3 Expert 2                                                 |             | ...             |                  |               |
| ..                                                             |             |                 |                  |               |
| <b>Sub-total</b>                                               |             |                 |                  |               |
| <b>2. Allowance, Accommodation, Complementary Travel Costs</b> |             |                 |                  |               |
| 2.1 Allowance, accommodation - Long-term staff                 |             | ...             |                  |               |
| 2.2 Allowance, accommodation - Short-term staff                |             | ...             |                  |               |
| ...                                                            |             |                 |                  |               |
| <b>Sub-total</b>                                               |             |                 |                  |               |

|                                                                                                                                                                            |  |     |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|--|
| <b>Travel &amp; Transport Cost</b>                                                                                                                                         |  |     |  |  |
| 3.1 Vehicle lease/rent                                                                                                                                                     |  | ... |  |  |
| 3.2 Other local transport (short-term, peak)                                                                                                                               |  | ... |  |  |
| 3.3 Flights                                                                                                                                                                |  | ... |  |  |
| ...                                                                                                                                                                        |  |     |  |  |
| <b>Sub-total</b>                                                                                                                                                           |  |     |  |  |
| <b>4. Reports and Documents</b>                                                                                                                                            |  |     |  |  |
| 4.1 ... (Type of reports/documents to be stated)                                                                                                                           |  | ... |  |  |
| 4.2 ...                                                                                                                                                                    |  | ... |  |  |
| <b>Sub-total</b>                                                                                                                                                           |  |     |  |  |
| ...                                                                                                                                                                        |  |     |  |  |
|                                                                                                                                                                            |  |     |  |  |
|                                                                                                                                                                            |  |     |  |  |
| <b>Total (net of taxes)</b>                                                                                                                                                |  |     |  |  |
| <b>Taxes</b><br>- State the VAT percentage applied<br>- In case Personal Income Tax (PIT) is applied, calculate the PIT as:<br><b>PIT= (Total (net of taxes)/0.9)* 10%</b> |  |     |  |  |
| <b>Grand – Total</b>                                                                                                                                                       |  |     |  |  |