

**CALLING FOR PROPOSAL**

**CONSULTING SERVICES**

**Purchaser: World Wide Fund for Nature – Viet Nam**

**(WWF-Viet Nam)**

**Project: USAID Biodiversity Conservation- VFBC project**

**Name of Package: PRE-FEASIBILITY STUDY FOR WILDLIFE CORRIDORS OF TUY LOAN – LA SON HIGHWAY IN BACH MA NATIONAL PARK**

**Bid reference number**: **FY24/1611 BCA**

**Submission Deadline: July 09th, 2024 17:00 (ICT)**

Issued on: 26 June 2024

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**ABBREVIATIONS AND ACRONYMS**

|  |  |
| --- | --- |
| DVTV | Dịch vụ tư vấn (Consulting service) |
| WWF | World Wide Fund for Nature (World Wide Fund for Nature) |
| HSMDX | Hồ sơ mời đề xuất (Calling for Proposal) |
| HSDX | Hồ sơ đề xuất (Proposal) |

**Part I**

Scope of CONSULTANCY Work

PRE-FEASIBILITY STUDY FOR WILDLIFE CORRIDORS OF TUY LOAN – LA SON HIGHWAY IN BACH MA NATIONAL PARK

*Version FINAL-v2, June 20, 2024*

*Activity code 7.1.3.18*

# **Context**

The USAID Biodiversity Conservation project (the Project) is a 5-year project (2020 – 2025) that aims to maintain and increase forest quality and protect and stabilize wildlife populations in high conservation value provinces: Ha Tinh, Lam Dong, Ninh Binh, Quang Binh, Quang Nam, Quang Tri, and Thua Thien-Hue. The project targets 14 special-use forests (SUFs) and seven protection forests (PFs), linking forest management units across the landscape to maintain forest cover and connectivity of habitats vital for the protection of Vietnam’s threatened and endemic species. The project is implemented by WWF-US, in collaboration with the project partners WWF-Viet Nam, Education for Nature Vietnam (ENV), Fauna & Flora (formally Fauna and Flora International – FFI) Vietnam Programme, Re:wild, the International Union for the Conservation of Nature Vietnam (IUCN), and the Leibniz-Institute for Zoo and Wildlife (IZW).

The USAID Biodiversity Conservation project has four strategic approaches (SA):

* SA1: Promote Conservation-Friendly Enterprises in Forest Dependent Communities
* SA2: Strengthen Management of Special-use and Protection Forests
* SA3: Increase Functionality of Law Enforcement Systems for Forest and Wildlife Crimes
* SA4: Reduce local demand for illegal wildlife products through behaviour change methodologies

The SA2 aims to strengthen management of special forests and protection forests in project provinces. This includes specific operational support to implementation of their Sustainable Forest Management Plans (SFMP).

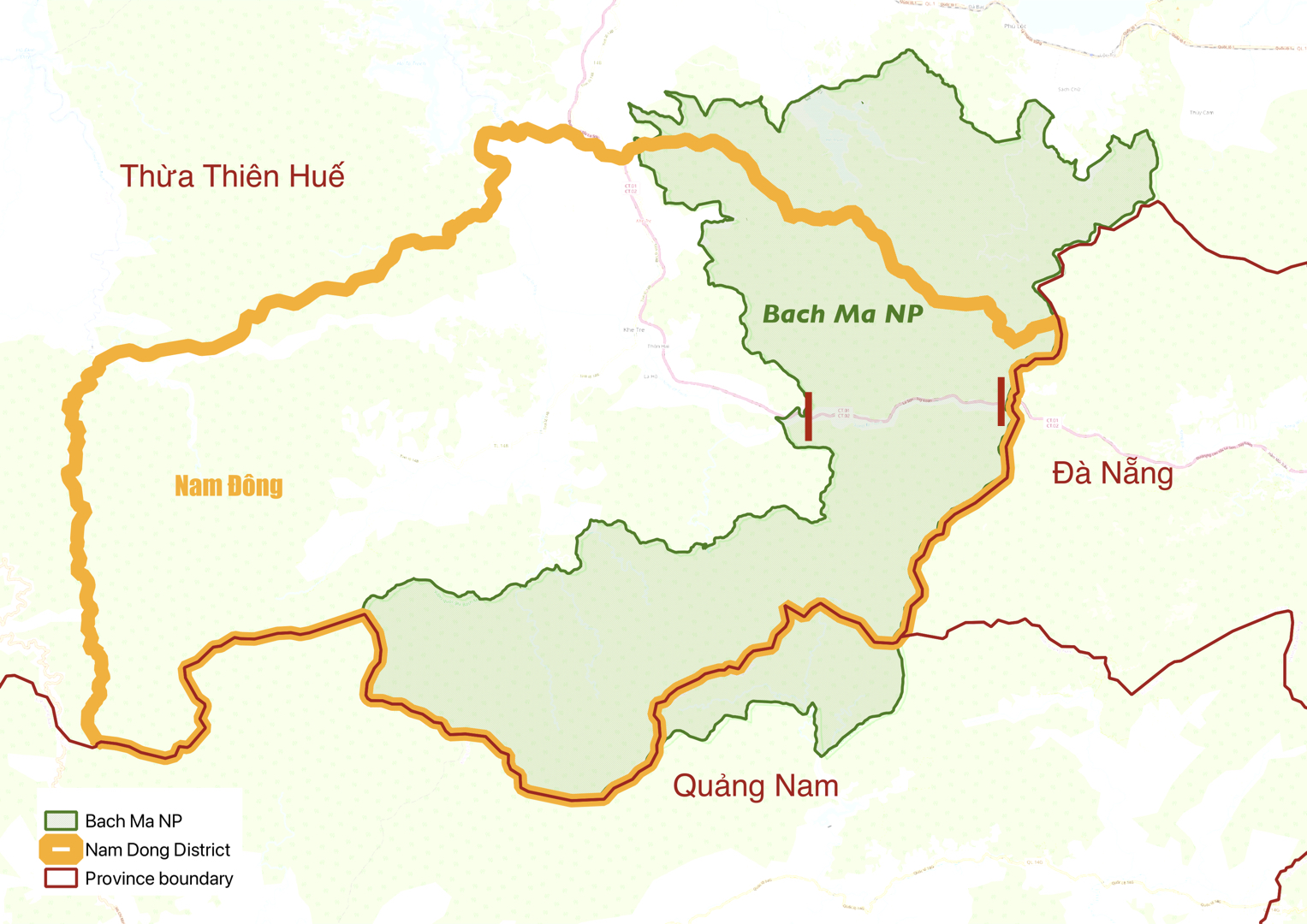
Bach Ma National Park is applying for the IUCN Green List. The IUCN Green List provides an international standard of quality that promotes improved performance and achievement of conservation goals. In order to meet the IUCN Green List’s Standards, national park’s management board must demonstrate and sustain performance and deliver actual conservation achievements. Therefore, in the 2024 workplan, Bach Ma National Park, a project site has prioritized the implementation of the activity “Research on solutions to connect wildlife movement corridors through the HCM La Son – Tuy Loan route, section through Bach Ma National Park in Nam Dong district, Thua Thien Hue province” that will propose the solutions of wildlife corridors of La Son-Tuy Loan Highway in Bach Ma National Park. This SOW describes the tasks envisaged to conduct such pre-feasibility study of the wildlife corridors as baselines of feasibily study and construction of the corridors in the future that will help to increase connectivity of northern and southern parts of Bach Ma National Park.

# **Background**

Bach Ma NP is located mainly in Thua Thien Hue province and a small part in Quang Nam province. In 2016, La Son-Tuy Loan Highway was constructed that bisects the national park, creating the northern and southern sections, separated from each other by a deforested zone of approximately 100 m wide. In the near future, the highway will be upgraded from a two-lane to a four-lane road, widening the separation between the northern and southern section even further. (Map 1).

As a result, connectivity in the landscape is disrupted and the disruption will become more severe after road widening. This has a severe impact on wildlife populations in Bach Ma NP, as animals will no longer be able to migrate and disperse in this landscape. This is true not only for terrestrial animals, but also for birds. In general, the larger an animal, the more space it needs for daily migrations and for dispersal of offspring.

The USAID Biodiversity Conservation project conducted systematic camera trapping surveys, including in Bach Ma NP. A grid of camera trap stations (Map 2) spaced 2 kms apart covered almost all of Bach Ma NP. Table 1 gives the recorded presence of species north and south of the highway as photographed by three camera stations north (VBC27, VBC 28 and VBC29 in Map 2) and south (VBC30, VBC31 and VBC32 in Map 2) of the highway during the BCA survey and illustrates connectivity disruption. On basis of the data of these camera trap stations alone it is clear that several animal populations have effectively been split. This partial species list for Bach Ma NP includes two vulnerable species, and one critically endangered genus (pangolin). It includes wide-ranging species, such as the northern pig-tailed macaque.



**Map 1. Location of Bach Ma NP and trajectory of the highway connecting TT Hue province with Da Nang that bisects the protected area**

The bisecting road is indicated by the two red vertical lines.

A map of the area

Description automatically generated with medium confidence

**Map 2 Camera trap grid for Bach Ma NP under USAID Biodiversity Conservation and preceding projects**

**Table 1 Species observed by three camera stations immediately north and three immediately south of the highway in camera trap survey in 2022**

| **Species** | **North** | | | **South** | | |
| --- | --- | --- | --- | --- | --- | --- |
| BMNP\_027 | BMNP\_028 | BMNP\_029 | BMNP\_030 | BMNP\_031 | BMNP\_032 |
| Asiatic Brush-tailed Porcupine | X | X |  |  |  | X |
| Common Palm Civet | X | X | X | X |  |  |
| Ferret Badger Species | X | X |  | X | X |  |
| Leopard Cat |  |  |  |  | X |  |
| Malayan Porcupine |  | X |  |  |  |  |
| Masked Palm Civet |  |  |  |  | X |  |
| Northern Pig-tailed Macaque |  | X |  | X |  |  |
| Northern Red Muntjac |  |  |  |  | X |  |
| Pangolin Species | X |  |  |  |  |  |
| Rhesus Monkey |  | X |  |  |  | X |
| Stump-tailed Macaque |  | X | X |  |  | X |
| Wild Boar |  | X | X |  |  |  |
| Yellow-throated Marten |  |  | X |  |  |  |
| Blue Whistling-thrush |  | X |  |  |  |  |
| Common Emerald Dove |  |  |  |  | X |  |
| Green-legged Partridge | X |  |  |  | X |  |
| Malay Night-heron | X |  |  |  | X |  |
| Orange-headed Thrush |  | X | X |  | X |  |
| Red Junglefowl |  |  | X |  | X |  |
| Scaly Thrush |  |  | X |  |  |  |

Since camera traps only record medium- and large-bodied terrestrial mammals and ground-dwelling birds, Table 1 does not reflect connectivity disruption for groups such as reptiles and amphibians, or arboreal species such as gibbons or larger and smaller birds.

The management board of Bach Ma NP aims to eventually restore connectivity between northern and southern sections. Several questions need to be addressed to advise the Ministry of Agriculture and Rural Development and relevant authoties accordingly.

Species are not homogenously distributed across the landscape, as Table 1 illustrates. Habitat requirements along with habitat fragmentation determine their distribution in the landscape. The survey by the USAID Biodiversity Conservation project showed that big cats and wild dog are no longer present in Bach Ma NP, nor are big grazers such as Asian elephant and Gaur. This affects determining the purpose of a wildlife corridor. Wildlife corridors can for instance be designed for one or more specific species, or to accommodate an umbrella species that is expected to benefit other species as well, or for instance to allow specific migratory behaviour. Bach Ma NP is also actively developing a breeding centre, future results of which may also co-determine the functionalities required from a corridor.

At the same time, the protected area—despite the decline in poaching threats due to rigorous protection by dedicated anti-poaching patrols—remains vulnerable to access by poachers and illegal loggers, especially in Nam Dong district because of the road.

A recent study tour to the Dong Phayayen-Khao Yai Forest Complex, a World Heritage site, in Thailand highlighted the need to carefully look into the role of stakeholders. A bridge has been constructed as wildlife corridor to connect Khao Yai NP and Thap Lan NP, that were separated by a road. Both the Department of Highways and local communities were important stakeholders, the former to be able to construct the bridge, the latter in management, where a local network of bufferzone residents support protecting the wildlife corridor. Even though connecting several protected areas through a landscape of fragmented habitat in Ukraine is a more complex type of corridor, the importance of stakeholders is underscored by the fact that a manual was developed on how to involve stakeholders.[[1]](#footnote-1)

The considerations above lead to this SOW, which aims to describe the current situation and identify one or more possible scenarios to restore connectivity between the northern and southern part on either side of the highway that bisects Bach Ma NP. A scenario consists of two aspects: (i) a wildlife corridor in the form of a ***bridge*** over or a ***tunnel*** under the highway, or both, and (ii) landscape measures on either end of such a wildlife corridor to increase the functionality of the wildlife corridor.

# **Purpose and objectives**

The purpose of this Scope of Work (SOW) is to support Bach Ma National Park in identifying the options of wildlife corridors to restore connectivity for wildlife populations between the northern and southern parts of Bach Ma NP created by the La Son – Tuy Loan highway in Nam Dong district that bisects the national park, as an effective conservation measure for wildlife in Bach Ma National Park. To achieve this, the SOW has the following objectives:

1. To evaluate the distribution and migration behaviour and needs of wildlife along the La Son – Tuy Loan highway.
2. To determine the purpose and required functionalities of the one or more wildlife corridors.
3. To determine the preconditions that need to be fulfilled before connectivity restoration.
4. To develop one or more wildlife corridor scenarios.

# **Mission**

Under the technical supervision of the SA2/3 Lead and under the direct direction of the TTH Provincial Coordinator and in close coordination with the PPMU-TTH and Bach Ma National Park, the consultants will perform the following tasks:

1. Conduct a desk study into **(i)** infrastructure development plans concerning the La Son – Tuy Loan highway, including but not limited to aspects such as highway upgrading or widening, power and telecommunication structures, and rest and recreation areas; **(ii)** previous studies or initiatives for similar wildlife/biodiversity corridors in Vietnam as described in section 2 Background (if any), including but not limited to proposed designs, and legal and policy issues and **(iii)** planned wildlife/biodiversity corridor designs and solutions for similar situations around the world, describing at least three such solutions. Compile the results in a wildlife/biodiversity corridor scoping report that describes and updates the connectivity problem vis-à-vis infrastructure plans; conceptual, design and legal framework issues specific to Vietnam; and potential solutions as implemented outside Vietnam. The management board of Bach Ma NP will assist the consultant in compiling information related to road infrastructure plans.
2. Based on the results of the desk study, update and detail the pre-feasibility study methodologies and work schedule of the tenderer’s technical proposal and add them to the desktop survey report.
3. In a technical meeting of half a day, present the desktop study findings and updated pre-feasibility study methodologies and work schedule to the management board of Bach Ma National Park and representatives of Nam Dong district. The technical meeting will also serve to introduce the concept of wildlife/biodiversity corridors and the various approaches and theories associated with it.
4. Implement the following surveys:
5. Habitat fragmentation status quo in the area along the highway, using both satellite imagery and ground truthing.
6. Wildlife population distribution and migration patterns, relative to the highway; this includes field surveys amongst others using camera traps and other means.
7. Wildlife protection assessment update.
8. Stakeholder analysis.
9. Based on an analysis of the results of the surveys, the desktop survey of task 1 and available results biodiversity surveys, draft a wildlife corridor concept report considering at least (i) location or locations, (ii) main purpose and functions, and (iii) basic concept idea (overground and/or underground). Include in the proposals preconditions that need to be fulfilled for if a biodiversity corridor is to succeed.
10. In a technical consultation meeting with the management board of Bach Ma NP, representatives of Nam Dong district and other government stakeholders, present the proposals to agree on a basic concept that includes (i) main purpose of the biodiversity corridor, including the need for developing one and the expected benefits for biodiversity conservation, (ii) main location or locations, and (iii) principal design feature (overground and/or underground).
11. Using the results of the technical consultation meeting, develop one or more scenarios and main development steps. Include the role of stakeholder consultation, fulfilling preconditions, and legal and policy requirements.
12. Draft a pre-feasibility study report of wildlife corridor scenario. Participate in consultation meetings with representatives of relevant parties. Update the report as required, including recommendations..
13. Write the final end-of-mission report.

# **Deliverables and schedule**

|  | Deliverable | Tasks included | Qty | Submission date | Form and copies | Means of verifying the possibility of handover |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Desktop study report, including updated assessment methodologies and work schedule | 1, 2 | 1 | Within 14 days after signing the contract. | By email, in English and Vietnamese | Adopt signed meeting minutes by Bach Ma NR Park and WWF |
| 2 | Wildlife corridor concept report | 3, 4, 5 | 1 | No later than 2 months after signing the contract (draft sent 5 days before the workshop) | In Vietnamese and english, by email | The draft report is approved by Bach Ma NP and WWF |
| 3 | Pre-feasibility study report of wildlife corridor scenario | 6, 7, 8 | 1 | No later than 4.5 months after signing the contract (draft sent 5 days before the workshop) | 03 final Vietnamese paper copies of the report; digital file versions in English and Vietnamese via email | The report is approved by Bach Ma NP and WWF |
| 4 | Mission report | 9 | 1 | No later than 5 months after signing the contract | In English and Vietnamese (electronic and paper files: 3 copies) | The final mission report was approved by Bach Ma NP and WWF |

# **Location and duration**

The work will be conducted in Hue city and Nam Dong district and in the headquarters of Bach Ma NP (Phu Loc township, Phu Loc District, TT Hue province).

The work of this consulting package will be completed within 5 months after signing the contract.

# **Required personnel**

The implementing organization selected to carry out this scope of work needs to ensure that it is organized into a group with the following positions:

| POSITION | QUANTITY | RESPONSIBILITIES | ESTIMATED NUMBER OF WORKING DAYS |
| --- | --- | --- | --- |
| Team leader – Wildlife management expert | 1 | Leading the assignment. Responsible for mission design, desktop survey, field survey design and oversight, scenario development, reporting and point of contact. | 40 |
| Wildlife legal and policy expert | 1 | Responsible for all legal and policy aspects. Supporting scenario development. | 20 |

#### **Consultants who do not meet the mandatory requirements will not be considered**

#### Qualifications

#### **Wildlife Management Expert – Team Leader**

##### Nationality: Vietnam

##### **Qualification and skills**

**Mandatory**

* MSc or higher in wildlife management.
* Fluent in English

**Advantage**

* Working proficiency in English is an advantage.

##### **Professional experience**

**Mandatory**

* Ten years or more experience in wildlife management projects
* Proven knowledge and understanding of wildlife conservation corridors

**Advantage**

* Practical experience with assessing, designing or implementing a biodiversity conservation corridor is preferred.

#### **Wildlife Legal and Policy Expert**

Nationality: Vietnam

##### **Qualification and skills**

**Mandatory**

* MSc or higher in biology, ecology, or wildlife management

**Advantage**

* Working proficiency in English is an advantage

##### **Professional experience**

**Mandatory**

* Ten year or more in wildlife conservation.
* Five years or more in conservation and development projects
* Five years or more working with government
* Proven knowledge of protected area management practice and policy environment.

# **Special requirement**

Reports and documents used for the workshop must comply with regulations on using logos and report templates of USAID and WWF-Vietnam.

*The report must clearly state the project name: "Biodiversity Conservation Component, Sustainable Forest Management and Biodiversity Conservation Project (VFBC), funded by the United States Agency for International Development (USAID). Sponsored, WWF coordinates with the Ministry of Agriculture and Rural Development to implement.*

**Part 2**

**I****NSTRUCTIONS TO CONSULTANTS**

**Chapter I – CALLING FOR PROPOSAL**

**Section 1. Content of Calling for Proposal**

1. Purchaser: World Wide Fund for Nature – Viet Nam (WWF-Viet Nam) would like to request for an proposal from eligible consulting groups (hereinafter called Consultants) who are interested in submitting the proposal for “PRE-FEASIBILITY STUDY FOR WILDLIFE CORRIDORS OF TUY LOAN – LA SON HIGHWAY IN BACH MA NATIONAL PARK”

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

**Section 2. Language**

The proposal, as well as all documents exchanged between the purchaser and the consultant relating to the request for proposal, will be written in **English**.

**Section 3. Proposal contents and timeline**

The proposal prepared by the consultant must include the following contents:

Letter of Interest using Form-1;

Agreement to establish a consulting group using Form-2;

A curriculum vitae stating relevant experiences and qualifications of each consultant with the signature of the consultant (use the own form of consultant or Form-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-3. Consultants who do not carry out similar bidding packages can skip;

Confirming participants in the bidding package using Form-4;

Technical and Financial proposal using Form-6

Proposal dealine submission: 90 days since bid submission deadline date.

**Section 4. Details of submission:**

Please send the electronic proposal to WWF-Viet Nam’s designated mailbox at [gam.phamthi@wwf.org.vn](mailto:gam.phamthi@wwf.org.vn); [duc.dominh@wwf.org.vn;](mailto:duc.dominh@wwf.org.vn) [chuong.buiphuoc@wwf.org.vn](mailto:chuong.buiphuoc@wwf.org.vn) and [trang.phamthu@wwf.org.vn](mailto:trang.phamthu@wwf.org.vn) Your e-mail must have the subject heading as: “**HSDX-[*Consultant’s name*]- FY24/1611 BCA** **“Pre-feasibility study for wildlife corridors of Tuy Loan – La Son highway in Bach Ma National Park”.**

The maximum size per email that WWF-Viet Nam can receive is **25MB**.

**Section 5. Deadline for submission**

1. Consultants can send their proposal via email to WWF-Vietnam's address, but must ensure that the purchaser receives the proposal **on or before 17:00, July 09th , 2024 (Hanoi time – ICT).**

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 in written form 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 amended 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.

**Section 6. 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, 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.

**Section 7.** **Conditions for the evaluation**

Consultants will be considered and selected for evaluation when 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.

**Section 8. Result announcement and evaluation**

Selection will be made through domestic competitive bidding procedures as outlined in this Call for Proposals and is open to all qualified consultants as defined in the Standard Terms. USAID M6 standard - Procurement Policy for Non-US Entities. Geocode 937 applies to USAID Biodiversity Conservation projects. For more detailed information about Geocode 937, please refer to:

[ADS Chapter 310: Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID | U.S. Agency for International Development](https://www.usaid.gov/ads/policy/300/310)

The technical proposals of eligible consulting group will be evaluated along the following matrix:

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Technical proposal** |  | **50** |
| 1.1 | Demonstrated understanding of the assignment (1-5) | | 5 |
| 1.2 | Methodology to scope the study (1-20) | | 20 |
| 1.3 | Methodology to conduct the study (1-25) | | 25 |
| **2** | **Qualifications and experience** |  | **50** |
| **2.1** | ***Team leader – Wildlife management expert*** |  | **30** |
|  | ***Qualifications*** | |  |
| 2.1.1 | Education (Bachelor’s 1; Master’s 2; PhD 5) | | 5 |
|  | ***Experience*** | |  |
| 2.1.2 | Ten years or more experience in wildlife management projects (1-10) | | 10 |
| 2.1.3 | Practical experience with assessing, designing or implementing a biodiversity conservation corridor (1-10) | | 10 |
| 2.1.4 | Proven knowledge and understanding of wildlife conservation corridors (1-5) | | 5 |
| **2.2** | ***Wildlife legal and policy expert*** |  | **20** |
|  | ***Qualifications*** | |  |
| 2.2.1 | Education (Bachelor’s 1; Master’s 2; PhD 3) | | 3 |
|  | ***Experience*** | |  |
| 2.2.2 | Ten year or more in wildlife conservation (1-5) | | 5 |
| 2.2.3 | Five years or more in conservation and development projects (1-5) | | 5 |
| 2.2.4 | Five years or more working with government (1-2) | | 2 |
| 2.2.5 | Proven knowledge of protected area management practice and policy environment (1-5) . | | 5 |
|  | **Total** *(Maximum score 100 points (threshold 70% or 70 points)* | | **100** |

**Chapter 2 - FORM**

The consultants prepare required forms as follows:

|  |  |  |
| --- | --- | --- |
| **No** | **Content** | **Forms** |
| 1 | Letter of Interest | Form- 1 |
| 2 | Agreement to establish a consulting group | Form- 2 |
| 3 | Consultant's Experience and Competencies | Form- 3 |
| 4 | Statement of availability | Form- 4 |
| 5 | Professional resume | Form- 5 |
| 6 | Technical and Financial proposals | Form- 6 |

**Form- 1** **– Letter of Interest**

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

**To: The World Wild Fund for Nature-Representative Office in Viet Nam**

Having carefully examined the Calling for Proposal dated *[insert date]* for the assignment **[*insert number and name of the package]***, we, consultant group with ….(name of team leader) as a team leader, expression of interest to participate in this package. We are hereby submitting our Technical and financial proposal for conducting this assignment.

We have read carefully the requirement in the scope of work.

This Proposal document will be valid for 90 days from the date of submission deadline. If we are being selected to implement this assignment, we commit to meet in requirement of timeline, deliverable, we will participate in bidding package \_\_\_\_ *[insert name of consulting package].*

We commit that the information declared in this document is accurate and truthful.

We commit that we are not on the list of entities that are not allowed to participate in the bidding according to USAID regulations

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree that WWF-Vietnam reserves the right to refuse any application of interest that does not meet the requirements outlined in the request for expression of interest. In the circumstances specified in its procurement policy, WWF-Vietnam may cancel the entire EOI process for the implementation of the tender package and proceed with the request for EOI again.

**Representative of the consulting group or all members**

**[Signature and full name]**

# **Form- 2 - 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 request 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 bidding 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 independently 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 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).(3)

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.

**Representative of the consulting group or all members**

**[Signature and full name]**

**Form- 3 – 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 constultant 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- 4 -** **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 envisaged in the proposal submitted.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Expert’s Name** | **Title/Position** | **Duration** |
| 1 |  |  |  |
| 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 Viet Nam in advance

Signature and stamp:

Name on behalf of the Consultant:

Title:

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

**Form- 5 - CURRICULUM VITAE (VC) FOR PROPOSED KEY CONSULTANTS**

*Use an existing resume or use the attached template. This should includes resumes of both 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 obtainment*):

**Membership in Professional Associations**:

Working experience:

|  |  |  |
| --- | --- | --- |
| **Duration** | **Name of organization** | **Position** |
| From month…date…to month…date… | … | …. |

Expected tasks assigned in the bidding package:

|  |  |
| --- | --- |
| Details of expected tasks assigned in the bidding package: | [Nêu kinh nghiệm thực hiện những công việc, nhiệm vụ liên quan trước đây để chứng minh khả năng thực hiện công việc, nhiệm vụ được phân công]  [Indicate previous experience in performing related tasks to prove your ability to perform assigned tasks] |
| *[Indicate the tasks that experts are assigned to perform]* |  |
| ... |  |

Năng lực: *[Mô tả chi tiết kinh nghiệm và các khóa đào tạo đã tham dự đáp ứng phạm vi công tác được phân công. Trong phần mô tả kinh nghiệm cần nêu rõ nhiệm vụ được phân công cụ thể trong từng dự án và tên/địa chỉ của chủ đầu tư/bên mời thầu.]*

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, professional practice certificate.

**Form- 6-**

**TECHNICAL AND FINANCIAL PROPOSALS**

**CONSULTING SERVICES**

**Purchaser World Wide Fund for Nature – Viet Nam**

**(WWF-Viet Nam)**

**Project: USAID Biodiversity Conservation - VFBC project**

**Name of Package: PRE-FEASIBILITY STUDY FOR WILDLIFE CORRIDORS OF TUY LOAN – LA SON HIGHWAY IN BACH MA NATIONAL PARK**

**Bid reference number**: **Ref FY24 1611/BCA**

**Consultant’s information:**

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

**II. Main task and activities**

**III. Technical approach and methodology**

**[ NOTE: Please explain details of the proposed methodologies by your understanding. Do not copy and paste from the Scope of Work]**

|  |  |
| --- | --- |
| **Task** | **Methodology** |
|  |  |
|  |  |
|  |  |
|  |  |

**IV. Work plan**

The consultant can use the schedule of time according to the form below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Tasks/Activities** | **Consultant’s name** | **Tentative timeline** | **Man-day** | **Location** | **Travel day** |
| I | Task 1 |  |  |  |  |  |
| 1 | … |  | … |  |  |  |
| 2 | … |  | … |  |  |  |
| … | … |  | … |  |  |  |
| II | Task 2 |  |  |  |  |  |
| 1 | … |  | … |  |  |  |
| 2 | … |  | … |  |  |  |
|  |  |  |  |  |  |  |
| III | Task 3 |  |  |  |  |  |
| 1 | … |  |  |  |  |  |
| 2 | … |  |  |  |  |  |
| … | … |  |  |  |  |  |
| III | Task 4 |  |  |  |  |  |
| 1 | … |  |  |  |  |  |
| 2 | … |  |  |  |  |  |
|  | Total |  |  |  |  |  |

**IV. Deliverable and timeline**

| **No.** | **Task** | **Deliverable** | **Timeline** |
| --- | --- | --- | --- |
| 1 | **Task 1** |  | ….days after signing the contract |
|  |  |  |  |
| 2 | **Task 2** |  | ….days after signing the contract |
|  |  |  |  |
| 3 | **Task …** |  | ….days after signing the contract |
|  |  |  |  |

**VI. Financial proposal**

*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.*

*Consultants can estimate the cost related to consulting activities, including fee for appraisal, evaluation, perdiem, transportation, accomodation/hotel, and printing relevant document related to the package.*

*Administrative procedures and costs related to technical meetings, and main consultation workshops/meetings will be organized and paid the related costs by the Project Implementation Unit (WWF-Vietnam) for the organization of these meetings, seminars, or workshops (except for consultants’ expenses). Consultants do not propose/ prepare these costs. However, budget line names for these work steps should be included in both the technical and financial proposals but they do not include amounts, and they are clearly noted to be paid for by WWF-Vietnam.*

* + - 1. **Table 1: COST CALCULATION FOR PACKAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Consultancy fee (including applicable taxes)** | **Unit** | **Q’ty** | **Unit price** | **Total** |
| 1.1 | Day |  |  |  |
| 1.2 | Day |  |  |  |
|  |  |  |  |  |
| **Sub-Total** | | | |  |
| **2. Allowance & Accommodation (including applicable taxes)** | | | | |
| 2.1 |  | ... |  |  |
| 2.2 |  | ... |  |  |
| … |  |  |  |  |
| **Sub-Total** | | | |  |
| **3. Travel & Transport Cost (including applicable taxes)** | | | | |
| 3.1 Vehicle lease/rent |  | ... |  |  |
| 3.2 Air-tickets |  | ... |  |  |
|  |  |  |  |  |
| **Sub-Total** | | | |  |
| **4. Other costs (including applicable taxes)** | | | | |
| 4.1 |  | ... |  |  |
| 4.2 ... |  | ... |  |  |
| **Sub-Total** | | | |  |
| … | | | | |
| **Grand total** | | | |  |

#### **Table 2: DETAILED COST BREAKDOWN PER TASK**

**Task/Deliverable 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Consultancy fee (including applicable taxes)** | **Unit** | **Q’ty** | | **Unit price** | **Total** |
| 1.1 | Day |  | |  |  |
| 1.2 | Day |  | |  |  |
| **Total** | | | | |  |
| **2. Allowance & Accommodation (including applicable taxes)** | | | | | |
| 2.1 |  | ... |  | |  |
| 2.2 |  | ... |  | |  |
| … |  |  |  | |  |
| **Total** | | | | |  |
| **3. Travel & Transport Cost (including applicable taxes)** | | | | | |
| 3.1 Vehicle lease/rent |  | ... |  | |  |
| 3.2 Air-tickets |  | … |  | |  |
| …. |  | ... |  | |  |
| … |  |  |  | |  |
| **Total** | | | | |  |
| **4. Other cost (including applicable taxes)** | | | | | |
| 4.1 |  | ... |  | |  |
| 4.2 ... |  | ... |  | |  |
| **Total** | | | | |  |
| … | | | | | |
| **Grand total** | | | | |  |

**Task/Deliverable 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Consultancy fee (including applicable taxes)** | **Unit** | **Q’ty** | | **Unit price** | **Total** |
| 1.1 | Day |  | |  |  |
| 1.2 |  |  | |  |  |
| **Total** | | | | |  |
| **2. Allowance & Accommodation (including applicable taxes)** | | | | | |
| 2.1 |  | ... |  | |  |
| 2.2 |  | ... |  | |  |
| … |  |  |  | |  |
| **Total** | | | | |  |
| **3. Travel & Transport Cost (including applicable taxes)** | | | | | |
| 3.1 Vehicle lease/rent |  | ... |  | |  |
| 3.2 Air-tickets |  | … |  | |  |
| …. |  | ... |  | |  |
| … |  |  |  | |  |
| **Total** | | | | |  |
| **4. Other cost (including applicable taxes)** | | | | | |
| 4.1 |  | ... |  | |  |
| 4.2 ... |  | ... |  | |  |
| **Total** | | | | |  |
| … | | | | | |
| **Grand total** | | | | |  |

**Task/Deliverable 3:**

**……**

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

**Consultant**

*Sign and full name*

***WWF’s cost norm for reference:***

**Daily allowance:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Daily allowance 1 day = 02 lunches and dinners. If any meal was provided, it will be deducted from the daily allowance at the rate of 50% for 1 meal.   |  |  | | --- | --- | | Location | Daily allowance (VND) | | Cities and province, Tourist site | 600,000 | | District, commune | 450,000 | |
| If lunch/dinner is provided, deduct it from the per diem as follows   |  |  | | --- | --- | | Location | Daily allowance (VND) | | Cities and province | 250,000/ meal | | District, commune | 175,000/ meal | |

If the trip only includes 1 lunch or dinner in 1 day, only 50% of the per diem allowance will be paid

**Airport transfer fee:**

Actual payment or following the norm below:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Airport** | **Location** | **Cost norm for one way (from or to airport)** |
| 1 | Noi Bai | Ha Noi | 350,000 |
| 2 | Vinh | Vinh City | 125,000 |
| 3 | Dong Hoi | Dong Hoi city, Quang Binh province | 170,000 |
| 4 | Phú Bài | Hue City, Thua Thien Hue province | 260,000 |
| 5 | Da Nang | Da Nang city | 100,000 |
| 6 | Chu Lai | Tam Ky, Quang Nam | 460,000 |
| 7 | Lien Khuong | Da Lat city | 260,000 |
| 8 | Tan Son Nhat | Ho Chi Minh city | 180,000 |

**Accommodation**:

|  |  |
| --- | --- |
| Location | Maximum rate/pax/night |
| Centrally run cities, Hue City, Da Nang City | 1,800,000 |
| Cities and province, tourist site | 1,500,000 |
| District, commune | 800,000 |
| Support if staying at or relative’s house friends’shouse | 200,000 |

1. (2010). Creation of ecological Corridors in Ukraine. A manual on stakeholder involvement and landscape-ecological modelling to connect protected areas, based on a pilot in the Carpathians. [↑](#footnote-ref-1)