

REQUEST FOR PROPOSALS

CONSULTING SERVICES

Purchaser: World Wide Fund for Nature – Viet Nam
(WWF-Viet Nam)

Name of Package: Survey knowledge, attitudes and practices of fishing communities on Nam Du, Ba Lua and Hai Tac islands towards combating IUU fishing and fisheries co-management, and develop corresponding communication plan

Bid reference number: Ref FY24-0884

Submission Deadline: January 2, 2024 at 17:00 (ICT).

REQUEST FOR PROPOSALS FOR CONSULTING SERVICES

Contract Title: Survey knowledge, attitudes and practices of fishing communities on Nam Du, Ba Lua and Hai Tac islands towards combating IUU fishing and fisheries co-management, and develop corresponding communication plan

WWF-Viet Nam would like to request proposals from eligible national consulting firms, research institutes, or a group of consultants (hereinafter called Consultants) who are interested in conducting the assignment of **Survey knowledge, attitudes and practices of fishing communities on Nam Du, Ba Lua and Hai Tac islands towards combating IUU fishing and fisheries co-management, and develop corresponding communication plan.**

The selection will be conducted through the Simplified Quality and Cost Based (Simplified QCBS) method as specified in this Request for Proposals and is open to all eligible Consultants.

The proposal must be submitted on or before **January 2 2024, 17:00 (ICT)**. Late submissions will be rejected.

Correspondence related to the tender shall be addressed to:

WWF-Viet Nam

Tender Ref FY24-0884

Email: vu.nguyentuan@wwf.org.vn cc binh.vuthanh@wwf.org.vn

Representative of Purchaser

Nguyen Thi Dieu Thuy
Plastic Program Director
WWF-Viet Nam

STATEMENT OF NEED AND TERMS OF REFERENCE

Statement of Need and Terms of Reference Survey knowledge, attitudes and practices of fishing communities on Nam Du, Ba Lua and Hai Tac islands towards combating IUU fishing and fisheries co-management, and develop corresponding communication plan

I. Background

The Mekong Delta and its islands are home to 70% of Vietnam's mangroves and 90% of its seagrass beds, which support Vietnam's richest fish grounds. These habitats, however, are under growing threat. Intensive near-shore fishing has depleted fish stocks leading to the phenomenon of "fishing down the food chain", which is opportunistic, non-selective, and devastating ecologically. In 2017, Vietnam's inability to reign in illegal fishing outside its territorial waters resulted in the EU issuing it a Yellow Card. Since then, seafood exports to the EU have declined by 10%/year, equivalent to a loss of hundreds of millions of dollars a year.

In 2023, the Prime Minister issued Decision No. 81/QĐ-TTg on: "Action plan to combat illegal, unreported and unregulated fishing (IUU), prepared to work with the Inspectorate of the Government of 4th European Commission". One of the key tasks is to carry out a domestic communication campaign, including diverse forms of training, awareness raising, and information dissemination to local fishing communities and related organizations and individuals on regulations to combat IUU fishing.

Correspondingly, the Kien Giang Provincial People's Committee has deployed a campaign of 180 days of action against IUU fishing. Illegal fishing in the province still occurs due to many reasons, one of which is that engagement with local fishers via communication is not deep enough and has not reached the right audience; collaboration and sharing information between fisher communities and local governmental agencies is only passive etc..

Against this backdrop, an upcoming collaboration project (MDC) between IUCN and WWF-Viet Nam is supporting the Kien Giang Department of Agriculture and Rural Development (DARD) to identify potential areas to establish fisheries protected areas for three island clusters: **Nam Du, Ba Lua and Hai Tac**. Within these fisheries protected areas, the project is aiming to establish fisheries co-management that creates an ideal opportunity to address IUU in local waters. The plan is to implement 500 ha of protected areas for yellow clams (*Paphi undulata*) in Ba Lua islands, and develop documents of 02 potential fisheries protected areas in Nam Du and Hai Tac islands with key species such as: blue swimming crabs, grouper, cobia...In the process of implementing those activities, the active role of the local community in collaboration in combating IUU fishing and protecting fishery resources is very important. Thus, the project will implement communication campaigns in various forms to raise awareness and change behaviour of local fisher communities on the three islands to reduce IUU fishing and better manage fishery resources via co-management.

The co-management and IUU fishing communication campaign is a long term process and is expected to include the following three main phases:

1. Survey to understand the fisher communities' knowledge, attitudes and fishing practices (KAP) towards combating IUU fishing and managing fisheries resources via co-management models.
2. Based on the results of the KAP survey, develop and implement corresponding specific communication campaigns to raise awareness and change behaviour of the fisher communities.

3. Assess changes in the communities' relevant knowledge, attitude and practices after the communication campaigns.

II. Mandate

WWF-Viet Nam seeks to engage a consulting team (hereinafter called the "Consultant") to: **"Survey knowledge, attitudes and practices of fishing communities on Nam Du, Ba Lua and Hai Tac islands towards combating IUU fishing and fisheries co-management, and develop a corresponding communication plan."** This TOR focuses on the first phase of the aforementioned communication campaign, and also sets up the second phase.

The key objective of this Work Package is to conduct a survey to understand the KAP of the fisher communities, their willingness to collaborate in fishery resources co-management and combating IUU fishing. The survey's results will serve as a crucial foundation for designing targeted initiatives and communication campaigns aimed at promoting sustainable fishing practices and better engaging local fisher communities in the establishment and implementation of co-management models on the three island clusters Nam Du, Ba Lua, Hai Tac. The corresponding communication plan is another objective.

III. Scope of Work:

a. Implementation location: The island clusters: Nam Du, Ba Lua and Hai Tac; nearby districts and communes that have fishers fishing in the waters of Nam Du, Ba Lua and Hai Tac.

b. Methodology:

The Consultant will work closely with the MDC project team to design the methodology, which involves identifying data collection methods, sampling strategies and data analysis plans.

- Possible Data Collection Methods:

Tasks include creating the survey's sample frame and questionnaires, conducting pre-tests, and making necessary improvements based on the pre-test results. The Consultant needs to ensure the questionnaire is suitable for the local context and can effectively collect baseline data for the chosen indicators.

The Consultant also needs to consider:

- Literature review,
- Stakeholders interview

- Sample size of survey tentative:

The Consultant should propose a suitable sample size that fits within the project's budget while still achieving the survey objectives. The table below is a direction in identifying relevant stakeholders that would then help determining the sample size needed:

No	Stakeholders	Hai Tac Island	Nam Du Island	Ba Lua Island	01 commune in An Minh/An Bien	Total sample size/stakeholders
	Fisherman					
	Community leaders					
	Provincial fisheries governmental officials (DARD, sub-DFISH)					

	Local District People's Committees (DPC)					
	Seafood companies (more focused in Ba Lua island)					
	<i>Other stakeholders that the Consultants deem necessary e.g. coast guards</i>					
	Total sample size/location					

- Analysing the data:

The Consultant is tasked with creating a data analysis program, managing the database, entering data accurately and consistently. Other tasks include conducting data analysis, summarising statistics, establishing data usage guidelines, and generating reports to identify missing data, data beyond the accepted range, inconsistent responses, and response rates.

c. Scope of Work:

Within the scope of this package, the consultant is expected to carry out the following activities:

i. Understand the fishercommunities's KAP towards combating IUU fishing and managing fisheries resources via co-management in Nam Du, Ba Lua, Hai Tac, and other relevant areas in Kien Giang province:

- Review and analyse all available reports and media publications on current status of fisheries exploitation in the areas, including but not limited to governmental efforts against IUU, the 180 days of action against IUU in 2023, reports on co-management survey in Nam Du, Ba Lua, Hai Tac,...
- Conduct relevant stakeholders' interviews with appropriate sample sizes (fishers, community leaders, businesses, governmental offices...) and field surveys whenever appropriate to:
 - + Assess the KAP of the local fisher communities, focusing on fisherfolk (including the fishermen and their families), provincial fisheries governmental officials (DARD, sub-DFISH), local governing authorities (DPC), relevant governmental agencies (coasts guards), seafood companies,... Pay attention to the interviewee's profile (e.g. income, education, occupation,..)
 - + Assess the level of awareness and understanding of stakeholders identified above on marine conservation, legal regulations related to IUU fishing and fisheries co-management models (the results should indicate clear quantity and percentage of individuals who: understand IUU fishing and support the government's policy; do not understand and oppose the policy; understand but can not support due to limitations or barriers,...).

- + Identify factors and incentives driving the community's IUU fishing behaviour, as well as the motivations that encourage them to stop IUU fishing and support the co-management model.
 - + Understand community's perceptions of IUU fishing regulations and their willingness to collaborate in fishery resources co-management and combating IUU fishing.
 - + Understand the efforts of the government and local authorities to conduct communication campaigns aimed at combating IUU fishing and the obstacles in the implementation of these campaigns.
 - + Gather insights to design effective communication strategies and initiatives for combating IUU fishing and/or promoting fisheries co-management models.
 - + Assess the baseline level of agreement of the communities with the concept that men and women should have equal access to social, economic and political resources and opportunities:
 - Integrate questions related to gender equality in fishing activities into the interview content. The questions focus on aspects related to social, economic and political resources and opportunities that men and women should have equal access to, in the context of exploiting and managing fishery resources.
 - Calculate the percentage of participants who report agreement with the concept of gender equality. This can be done by counting the number of participants who answered positively (e.g., "strongly agree" or "agree").
 - Write a brief summary report about this result in the report.
 - Take photos in the field to later develop communication materials of the second phase:
 - + The photos reflecting local IUU fishing practices, seafood cultivation on 03 islands, at least 10 photos of different activities on each island will be selected;
 - + The photos have high resolution, ensuring quality for large format printing as needed.
- ii. *Recommend potential communication initiatives to enhance community awareness and gradually change behaviour to reduce IUU fishing:*
- From the results of the survey above, develop:
 - + Possible communication initiatives and channels (including but not limited to training sessions, local radio-television systems, mass organisations, campaigns, events, other on-the-ground activities...) aimed at enhancing community awareness and gradually fostering behaviour changes to reduce IUU fishing practices;
 - + A detailed communication plan framework includes outputs, activities, responsible persons, participants, expected results, and timelines, to lay the foundation for the subsequent phases of the communication campaign.
 - Identify effective ways/approaches for WWF-Viet Nam to coordinate with stakeholders to implement the communication initiatives.
 - Writing a final report: consultant will write a report on the completion of above mentioned tasks and output deliverables.

d. Stakeholders to be engaged: WWF-Viet Nam will coordinate and connect the consultants to work with all relevant stakeholders, including but not limited to: local fisher communities; IUCN; Kien Giang province's Department of Agriculture and Rural Development (DARD), other relevant Kien Giang province's governing authorities; Commune People Committees; local mass organizations.

IV. Deliverables and reporting

a. Deliverables:

The Consultant will deliver 01 final report described in Scope of Work. The final report will be in Vietnamese translated into English.

b. Reporting:

The Consultant will work in close collaboration with and report according to agreed periods to the WWF-Viet Nam team.

V. Consultant Profile

- Deep understanding of communication and behaviour change communication;
- Understanding in co-management and fisheries resources protection;
- Experience in designing and editing communication materials and publications;
- Experience in field surveying and relevant data analysis;
- Experience in carrying out communication campaigns, on-the-ground awareness activities;
- Understanding of Kien Giang's fisheries resources is an advantage;
- Essential skills, for example:
 - o Analytical skills
 - o Communications/stakeholder consultation skills
- Experience in preparing high quality written outputs;
- Computer literacy (Microsoft: Word, Excel, PowerPoint and editing software);
- Languages: fluent in Vietnamese and English;
- The Consultant can propose a training assistant.

VI. Timeline and Budget

a. The timeline for this baseline assessment is as follow:

No.	Activities	Timeline
1	Receive and evaluate proposals	December 2023
2	Sign contract with selected consultant	Late December 2023
3	Conduct the survey	January 2024
4	Final report	Late February 2024

VII. Proposal submission requirements

The Consultant should submit applications by **19th December 2023, 23:59 (GMT+7)**, include:

- Covering letter
- Company description (if any)
- Relevant project references (with copies or online links, to at least two relevant projects)
- Proposed methodology and work plan, including milestones
- Project team (if any)
- Proposed budget (breakdown into reimbursement expenses and consultant fees; taxes included)
- Previous salary/fee history for the same type of work to be performed in this assignment.

CVs of key experts (maximum 4 pages) signed by the expert and the authorized representative of the consultant organization should be provided in an annex.

B – INSTRUCTIONS TO CONSULTANTS

I. ELIGIBILITY

For consultant firm(s)

Consultants must: (i) have adequate financial controls; appropriate legal set-up proven by eligible Business Registration Certificate with relevant business lines, company profile, list of similar contracts; (ii) having fulfilled applicable fiscal obligations regarding payments of applicable taxes; (iii) have not been debarred from carrying out procurement; and (iv) not have a conflict of interest.

For group of individual consultants

Consultants must: (i) Agreement to establish a group of consultants with confirmation of all members; and (ii) not have a conflict of interest. (iii) submit following document before contract signing, if selected.

- a) In case the consultants/experts are currently employed by a state agency, before contract signing, a "Release Letter" must be attached, please refer to Appendix 1.
- b) In case the consultants/experts are currently employed by an agency, company or organizations other than state agencies, a "Declaration Form" must be attached, please refer to Appendix 2.

Consultant shall commit in writing to meet with eligibility and qualification requirements and provide such evidence of satisfactory to the Purchaser when reasonably requested.

Conflict of interest: A Consultant shall not have a conflict of interest. Any Consultant found to have a conflict of interest shall be disqualified. A Consultant may be considered to have a conflict of interest for the purpose of this bidding process, if the Consultant:

- (a) Has the same legal representative as another Consultant; or
- (b) Participates in more than one Proposal in this bidding process, both as an individual firm and as a JV member. Participation by a Consultant in more than one Proposal will result in the disqualification of all Proposals in which such Consultant is involved. However, this does not limit the inclusion of the same subcontractor/outsourced key personnel who are in more than one Proposal; or
- (c) Has a close business or family relationship with a professional staff of the Purchaser who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract.
- (d) Involves in circumstances as described WWF's COI policies in Section XI below.

Note: In cases the individual to be selected for contract, fees may be paid on an hourly/daily rate, or on a fixed fee basis. All fees paid to individuals must be consistent with previous salary/fee history, as a documented in a CV and must be comparative and in line with established norms for the type of work to be performed.

II. SELECTION CRITERIA AND SCORING

The contract will be awarded based on the Quality and Cost Selection Method.

II.1 Technical proposal evaluation

The maximum total quality score is 100 points. Technical proposals that receive less than 70% of the maximum possible marks for the whole quality evaluation or less than 60% for one of the quality criteria will be eliminated and their final score will not be further evaluated and therefore disqualified.

To assist in the examination, evaluation, and comparison of the proposals, the Purchaser may, at its discretion, ask any Consultant for a clarification and or integration of documents of its Proposal whether these results 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.

Technical Proposals shall be evaluated on the basis of their responsiveness to the scope of work and terms of reference, applying the evaluation criteria, sub-criteria, and point system specified above. Each responsive Technical Proposal will be given a technical score (TS) following these criteria:

Category	Description	Max. Score
1	Concept & methodology	45
<i>1.1</i>	<i>Clarity and Completeness of the Proposal (Low importance)</i>	<i>5</i>
<i>1.2</i>	<i>Critical analysis of the project objectives and the TOR (Medium Importance)</i>	<i>10</i>
<i>1.3</i>	<i>Proposed concept, methodology and timelines (High importance)</i>	<i>30</i>
2	Quality of Key Personnels	55
<i>2.1</i>	<i>Team Leader/Project Manager (qualifications & skills; general professional experience; specific professional experience) (High importance)</i>	<i>30</i>
<i>2.2.</i>	<i>Other Key Experts to be mobilized (qualifications & skills; general professional experience; specific professional experience) (High importance)</i>	<i>25</i>
	TOTAL TECHNICAL SCORES	100

A Proposal shall be rejected at this stage if it does not respond to important aspects of the Scope of work or if it fails to achieve the minimum technical score of 70 points.

II.2 Financial Proposal Evaluation

The Consultant is deemed to have included all prices in the Financial Proposal. The total price, all taxes inclusive shall be considered as the offered price. Financial proposal needs to include all service costs, direct and indirect taxes.

The lowest evaluated Price is given the maximum financial score of 100.

The formula for determining the financial scores (F) of all other Proposals is calculated as following:

$F = 100 * Co/C$, in which "F" is the financial score, "Co" is the lowest price, and "C" the price of the proposal under consideration.

II.3 Quality and Cost-Based Selection

The weights given to the Technical (T) and Financial (F) Proposals are as follows:

WT = 80 %, and

WF = 20 %

The weighted technical score is calculated as follows:

$PT = WT * T$, with

PT = weighted technical score (points) of a technical Proposal,

WT = 80% (weight of the technical Proposal, in percent),

T = technical score (points) as per technical evaluation.

The weighted financial score is calculated as follows

$PF = WF * F$, with

PF = weighted financial score (points) of a financial Proposal,

WF = 20% (weight of the financial proposal, in percent),

F = financial score (points) as per financial evaluation.

The overall combined score is calculated as:

$P = PT + PF$

III. BUDGET and rates

The current cap at **VND 363,583,000**. The lowest financial proposal shall get the maximum financial score of 100. The balance between quality score and financial score shall be 80% and 20%. Consultant fee quoted for individual experts shall be on daily rate and consistent with current or previous salary and/or history consultant contract of similar types.

IV. CURRENCY

Financial Proposal shall be developed and quoted in the following currency: Vietnamese Dong (VND)

V. LANGUAGE

Proposals shall be submitted in the following language: English

VI. TAXES

The Consultants shall familiarize themselves with the current regulations and laws of the Government of Viet Nam on consulting firms and individuals' taxes that may be applicable under this assignment.

Amounts payable by the Purchaser to the Consultant under the contract to be subject to local taxation.

VII. VALIDITY PERIOD OF PROPOSAL

90 days since bid submission deadline date.

VIII. PAYMENT TERMS/RIGHTS AND OBLIGATIONS OF PURCHASER AND CONSULTANT

Consultants are requested to refer to the Form of Contract to be well aware of standard contract conditions.

IX. PROPOSALS SUBMISSION

Consultants are invited to submit electronic proposals via email. Consultants who intend to submit electronic proposals must observe the following submission instructions:

- The proposal shall include technical proposal and financial proposal.
- The electronic file shall be in the form of MS word or MS excel or PDF.
- Please send the electronic proposal to WWF-Viet Nam's designated mailbox at vu.nguyentuan@wwf.org.vn cc binh.vuthanh@wwf.org.vn. Your e-mail must have the subject heading "**Ref FY24-0884- [name of consultant] – Proposal Submission**".
- The maximum size per email that WWF-Viet Nam can receive is **25MB**.

The deadline for submission is January 2, 2024, 17:00 (ICT). (ICT)

X. REJECTION OF PROPOSALS, TENDER CANCELLATION

Should any proposal fail to comply with the terms and conditions stipulated in this RFP, or be incomplete, conditional or obscure, or contain additions not called for or irregularities of any kind, or does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in Section II above, it may be rejected as non-responsive.

WWF-Viet Nam reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the participating consultants.

XI. WWF-VN's POLICIES ON CONFLICT OF INTEREST

COI	Description
Conflicting Activities	<p>Consultant activities and those of affiliates conflict with their assignment:</p> <ul style="list-style-type: none"> ▪ Downstream provision of goods, works, and non-consultancy services, related to the provider's assignment. ▪ Downstream provision of consulting services related to works executed or equipment supplied either by the consultants or their affiliates.
Conflicting Assignments	<p>Consulting assignments that, by their nature, are or may be in conflict with each other:</p> <ul style="list-style-type: none"> ▪ Conflicting assignments by nature, in which the consultants could bias their advice to be consistent with findings of another of their assignments or those of their affiliates; ▪ Conflicting downstream assignments where the incumbent consultants create conditions under which they attain or are perceived to attain an undue advantage over other consultants who may apply for consideration in a downstream related assignment, thus depriving the client of the benefits of full competition. For example, a Consultant engaged to develop or draft TOR, specifications, requirements, statements of work, invitations for bids, and/or requests for proposals must be excluded from competing for such procurements.
Conflicting Relationships	<p>Relationships between the consultants and WWF staff, for example:</p> <ul style="list-style-type: none"> ▪ The consultant competing for an assignment has a family or a business relation with a member of WWF staff involved in the preparation of the TOR of the contract, in the selection process or in the supervision of that assignment; ▪ If a consultant nominates a WWF employee as key staff in its technical proposal.
Conflicting Clients	<p>Consultants serving different clients with conflicting interests on closely related assignments. For example, a consultant working simultaneously for two or more clients whose interests are in conflict.</p>

XII. CLARIFICATION QUESTIONS

Questions for clarification can be submitted to vu.nguyentuan@wwf.org.vn cc binh.vuthanh@wwf.org.vn

Closing time for clarifications receipt: December 26, 2023 at 17:00 **(ICT)**

XIII. PROPOSAL TEMPLATES

Please use the below templates to structure the proposal.

TECHNICAL PROPOSALS

CONSULTING SERVICES

To: World Wide Fund for Nature-Viet Nam
(WWF-Viet Nam)

Name of Package: Survey knowledge, attitudes and practices of fishing communities on Nam Du, Ba Lua and Hai Tac islands towards combating IUU fishing and fisheries co-management, and develop corresponding communication plan

Bid reference number: FY24-0884

Consultant's information:

FORM-1 – PROPOSAL SUBMISSION

TO: WWF-Viet Nam
No.6, Lane 18 Nguyen Co Thach Str.,
Nam Tu Liem Dist., Hanoi
[Email: vu.nguyentuan@wwf.org.vn](mailto:vu.nguyentuan@wwf.org.vn); binh.vuthanh@wwf.org.vn

(date)

Dear Sirs/Madams,

Having carefully examined the Request for Proposals dated *[insert date]* for the assignment ***[insert number and name of the package]***, we, the undersigned, would like to submit our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

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

We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts without written approval from WWF-Viet Nam may lead to the termination of contract negotiations.

Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

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 understand that WWF-Viet Nam is not bound to accept the lowest or any Proposal you may receive.

We remain,

Yours sincerely,

Signature and seal:in the capacity of.....

Duly authorized to sign tenders for and on behalf of.....

.....

(IN BLOCK CAPITALS)

Form-2 – DECLARATION OF UNDERTAKING

Date:

Tender Ref:

We, the undersigned, declare that:

a) We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any of Purchaser’s staff or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

b) We meet the eligibility requirements, and have no conflict of interest in accordance with the Request for Proposals.

c) We commit to have sufficient financial and legal capacity as well as experience to carry our consultancy services in accordance with the provisions and requirements set forth in this Request for Proposals.

d) We commit not being in the process of dissolution; nor be concluded to be in bankruptcy, nor in state of cash-flow insolvency and/or balance-sheet insolvency; We commit not being involved in any form of corruption or any fraudulent activities; We commit not to engage in any collusive or coercive practices;

e) We also underscore the importance of adhering to environmental and social standards in the implementation of the project.

f) We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

g) We also declare that our company/all members of the Joint Venture/group has/have not been included in the list of sanctions of the United Nations, nor Vietnamese Government and affirm that our company/all members of the consortium will immediately inform the Purchaser if this situation should occur at a later stage.

h) We acknowledge that, in the event our company (or a member of the Joint Venture/member of our group) is added to a list of sanctions that is legally binding on the Purchaser, the Purchaser is entitled to exclude our company/the Joint Venture from the procurement procedure and, if the contract is awarded to our company/the Joint Venture, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Signature and seal :in the capacity of.....

Duly authorized to sign tenders for and on behalf of.....

.....

(IN BLOCK CAPITALS)

FORM-3 - CONSULTANT'S ORGANIZATION AND EXPERIENCE (FOR FIRM CONSULTANT)

Form-3 A - Consultant's Organization

[Provide here a brief (maximum one pages) description of the background and organization of the Consultant (including associate firms) and, if applicable, Sub-Consultant and each joint venture partner for this assignment.] . Consultant can fill in the following form:

Name of Company: <i>[Insert Consultant's legal name]</i>
In case of Joint Venture (JV), legal name of each member: <i>[Insert legal name of each member in JV]</i>
Country of registration: <i>[Insert actual or intended country of registration]</i>
Year of registration: <i>[Insert Consultant's year of registration]</i>
Address in country of registration: <i>[Insert Consultant's legal address in country of registration]</i>
Authorized Representative Information Name: <i>[Insert Authorized Representative's name]</i> Address: <i>[Insert Authorized Representative's address]</i> Telephone/Fax numbers: <i>[Insert Authorized Representative's telephone/fax numbers]</i> E-mail address: <i>[Insert Authorized Representative's email address]</i>
1. Attached are copies of original documents of <i>[Check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association) and/or documents of registration of the legal entity named above; <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement. 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership showing governance structure of the Consultant; 3. Certified or notarized copies of the Consultant 's tax registration, tax clearance certificates or similar document;

FORM-3 A - AGREEMENT TO ESTABLISH A GROUP OF CONSULTANTS (FOR GROUP OF INDIVIDUAL 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.

Signature of all members

[Signature and full name]

Form-3 B - Consultant's Experience

*Using the format below, provide information on each assignment for which your firm, and each associated firm or joint venture partner or Sub-Consultant for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association or joint venture or as a Sub-Consultant, **for carrying out consulting services similar to the ones requested under this assignment.***

Duration (from mm/yyyy to mm/yyyy)	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm (group/team members)	Role on the Assignment (included the name of the consultant involved)

FORM-4 – DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT

You are suggested to present your Technical Proposal divided into the followings:

- a) Understanding and interpretation of the TOR*
- b) Technical Approach and Methodology,*
- c) Mitigation/Risk plan*
- d) Work Plan, and*
- e) Team organization and Personnel.*

a) Understanding and interpretation of the TOR: You should explain your understanding of the TOR especially objectives, timeline and mandate of the assignment, approach to the services and outputs.

b) Technical Approach and Methodology: You should explain your approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

c) Mitigation/Risk plan: Develop appropriate options and action plans to reduce the threats of specific risks to the consultancy objectives including Covid19 mitigation. Develop strategies for responding to risks and a management plan.

d) Work Plan. You should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and proposed delivery dates of the reports. Please use the timeline in the TOR as a reference. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included. The work plan should be consistent with Form 9 - Work Plan.

e) Team Organization and Personnel. You should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key experts' responsibility, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a joint venture or lead consultant in an association. It is suggested that the core researching team should include one team leader. Consultants can use Form 5-7-8 as part of this Section.

FORM-6 – CURRICULUM VITAE (VC) FOR PROPOSED KEY EXPERTS

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

2. **Name of Expert** (*Insert full name*): _____

4. **Date of Birth:** _____ **Citizenship:** _____

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

6. **Membership in Professional Associations:** _____

7. **Other Trainings** (*Indicate significant training since degrees*) _____

8. **Countries of Work Experience:** (*List countries where expert has worked in the last ten years*):

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

10. Relevant Professional Record

(*Describe work undertaken that best illustrates capability and experience to handle the Tasks Assigned*)

From (Year): _____ To (Year): _____

Employer: _____

Positions held: _____

11. Previous working experience with INGOs, bi-lateral or multi-lateral international organizations, if any (*List out the name of the organizations you have worked with*)

12. Relevant Researches, Publications

(*List and Describe research and publications that best illustrate capability and experience to handle the Tasks Assigned*)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, and my experience. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Purchaser.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Representative of the Consultant (*the same who signs the Proposal*)

Signature

FORM-7 – STATEMENT OF AVAILABILITY

To: WWF-Viet Nam
No.6, Lane 18 Nguyen Co Thach Str.,
Nam Tu Liem Dist., Hanoi
Email: procurement@wwf.org.vn

Ref. No.:

Dear Sir/Madam,

Subject: [insert number and name of the package]

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-8 –PERSONNEL SCHEDULE

No.	Name of Expert / Position	Professional Expert input in persondays												Total input (days)			
		Activity No.	1	2	3	4	5	6	7	8	9	..			Home	Field	Total
1		[Home]															
		[Field]															
2		[Home]															
		[Field]															
3		[Home]															
		[Field]															
N		[Home]															
		[Field]															
											Total						

APPENDIX 1: "Release Letter"

(For individual consultants/experts currently employed by a state agency; Submitted as pre-condition before the contract signing)

RELEASE LETTER/ THƯ XÁC NHẬN

Location, date

Địa điểm, ngày tháng năm

To: World Wide Fund for Nature, Representative office in Hanoi-Viet Nam (WWF – Vietnam)
Kính gửi: Văn Phòng Đại diện tổ chức World Wide Fund for Nature Tại Việt Nam (WWF-Việt Nam)

The [Name of the Organization] agrees that:
[Tên tổ chức] đồng ý rằng:

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

Ông/Bà [Tên tư vấn], [Chức danh]:

DOB/Ngày sinh:

ID Number: issued by: dated:

Số CCCD: cấp bởi: ngày:

Tax code/Mã số thuế cá nhân:

To provide independent consulting service for WWF-Viet Nam on [Name of the consultancy assignment] under [Project name] in the duration from... to.... Or until the completion of consultant contract for above assignment.

Được làm dịch vụ tư vấn độc lập cho tổ chức WWF-Việt Nam để thực hiện [Nhiệm vụ tư vấn] trong khuôn khổ dự án [Tên dự án] trong thời gian dự kiến từ ngày...đến ngày....hoặc cho đến khi kết thúc hoàn toàn hợp đồng tư vấn cho nhiệm vụ trên.

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)

APPENDIX 2: Declaration Form

(For individual consultants/experts currently employed by an agency, company or organizations other than state agencies; Submitted as pre-condition before the contract signing)

DECLARATION/TUYÊN BỐ

Consultant Information/Thông tin tư vấn:

Name/Tên:
Date of Birth/Ngày sinh:
National ID Card/CMND/Passport Number/Số Hộ chiếu:
Mobile phone Number/Số điện thoại:
Email/Địa chỉ email:
Current Employer/Agency/Cơ quan/Đơn vị đang làm việc hiện tại:
Position/Chức vụ:
Tax code/Mã số thuế thu nhập cá nhân:

I have been selected to provide the consultancy service of ... for the ... project of World Wide Fund for Nature, Representative office in Viet Nam (WWF-Viet Nam)
Tôi đã được lựa chọn để cung cấp dịch vụ tư vấn về... cho dự án... của Văn phòng Đại diện Tổ chức World Wide Fund for Nature tại Việt Nam (WWF Việt Nam)

I hereby declare and confirm that/*Tôi xin cam đoan và xác nhận rằng:*

- I undertake to deliver this consultancy service on a personal basis, not on behalf of my employer/agency.
Tôi cam kết thực hiện dịch vụ tư vấn này dựa trên cơ sở cá nhân, không thay mặt cho cơ quan/đơn vị tôi đang làm việc.
- My employer/agency shall not be engaged in this consultancy service contract, nor any assignment and/or derivative of this contract.
Cơ quan/đơn vị của tôi sẽ không liên quan đến hợp đồng dịch vụ tư vấn này cũng như các công việc và/hoặc phát sinh của hợp đồng này
- I acknowledge and take full responsibilities under this Declaration of any conflict that might arise between WWF-VIET NAM and my employer/agency as a result of my consultancy service contract.
Tôi xin xác nhận và chịu hoàn toàn trách nhiệm về bất kỳ xung đột nào có thể phát sinh giữa WWF-VIET NAM và Đơn vị/cơ quan của tôi đang làm việc liên quan đến việc thực hiện hợp đồng dịch vụ tư vấn này.

Signature of the Consultant/Chữ ký của Tư vấn:

Date/Ngày: .../.../...

FORM-10 – FINANCIAL PROPOSAL SUBMISSION

For [insert number and name of the package]

Date:

To : World Wide Fund for Nature – Viet Nam

Attn: [insert if any]

Email address: [insert email address to which you submit your Proposal]

Dear Sirs/Madams,

We, the undersigned, offer to provide the consulting services for **[insert number and name of the package]** in accordance with your TOR/ Request for Proposal dated *[Insert Date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of *[Indicate the corresponding to the amount(s) currency(ies)] [Insert amount(s) in words and figures]*, [select one, "including" or "excluding"] of all indirect local taxes. The estimated amount of local indirect taxes is *[Insert currency] [Insert amount in words and figures]* which shall be confirmed or adjusted, if needed, during negotiations.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

[Authorized Signature and Company Stamp

Name and Title of Signatory:

Name of Consultant (company's name or JV's name):]

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

FORM-11- FINANCIAL PROPOSAL – COST BREAKDOWN

(General guidelines for Financial Proposal: Proposed man-days, travel and accommodation costs should be in line with the technical proposal. Please include the Excel file of detailed cost calculation for our reference and financial check. Kindly delete these instructions in your Financial Proposal.)

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

1. Remuneration	Unit	Quantity	Unit Rate	Amount
1.1 Team Leader		...		
1.2 Expert 1		...		
1.3 Expert 2		...		
..				
Sub-total				
2. Allowance, Accommodation, Complementary Travel Costs				
2.1 Allowance, accommodation - Long-term staff		...		
2.2 Allowance, accommodation - Short-term staff		...		
...				
Sub-total				
Travel & Transport Cost				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Flights		...		
...				
Sub-total				
4. Reports and Documents				
4.1 ... (Type of reports/documents to be stated)		...		
4.2		
Sub-total				
...				
Total				
Taxes				
Grand – Total				

Detailed Cost Breakdown per Deliverables
[insert number and name of the package]

Deliverable 1:

1. Remuneration	Unit	Quantity	Unit Rate	Amount
1.1 Team Leader		...		
1.2 Expert 1		...		

1.3 Expert 2		...		
..				
Sub-total				
2. Allowance, Accommodation, Complementary Travel Costs				
2.1 Allowance, accommodation - Long-term staff		...		
2.2 Allowance, accommodation - Short-term staff		...		
...				
Sub-total				
3. Travel & Transport Cost				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Flights		...		
...				
Sub-total				
4. Reports and Documents				
4.1 ... (Type of reports/documents to be stated)		...		
4.2		
Sub-total				
...				
Total				
Local taxes				
Grand – Total				

Deliverable 2:

1. Remuneration	Unit	Quantity	Unit Rate	Amount
1.1 Team Leader		...		
1.2 Expert 1		...		
1.3 Expert 2		...		
..				
Sub-total				
2. Allowance, Accommodation, Complementary Travel Costs				
2.1 Allowance, accommodation - Long-term staff		...		
2.2 Allowance, accommodation - Short-term staff		...		
...				
Sub-total				
Travel & Transport Cost				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Flights		...		
...				
Sub-total				
4. Reports and Documents				
4.1 ... (Type of reports/documents to be stated)		...		
4.2		

Sub-total				
...				
Total				
Local taxes				
Grand – Total				

WWF's cost norm for reference:

**the amounts indicated below are the maximum level. The Consultants can always choose lower levels of cost norm for a more efficient budget build.*

Daily allowance:

Area	Maximum rate/pax/day	
	City	District, ward
Hanoi	600,000	
Ho Chi Minh	600,000	
Nha Trang	600,000	
Hai Phong city	600,000	
Hoi An city	600,000	
Hue city	600,000	
Vung Tau	600,000	
Can Tho	600,000	
Kien Giang	600,000	450,000
Soc Trang	600,000	450,000

Transportation cost:

Based on actual invoices.

Accommodation:

VND/per day		
Area	Maximum rate/pax/night	
	*City	*District, ward
Hanoi	1,800,000	
Ho Chi Minh	1,800,000	
Nha Trang	1,500,000	
Hai Phong city	1,747,057	
Hoi An city	1,500,000	
Hue city	1,405,180	
Vung Tau	1,224,976	
Can Tho	1,177,940	
Kien Giang	916,289	800,000
Soc Trang	916,289	800,000

(* Fx: USD/VND: 23,955.26