

**WWF Vietnam Country Office**

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TERMS OF REFERENCE (TOR)

Position title: **Project Implementation Consultant - Proposal Development for VISION Project**

Reports to: Program Manager, Climate and Energy

Supervises: N/A

Location: Vietnam

Tentative timeline: Phase 1: July – October 2025
Phase 2: April – June 2026

Deadline for applications: **17:00 dated 15 July 2025**

I. Background

WWF was one of the first international non-governmental organizations to establish a presence in Viet Nam. Since 1985, WWF has worked in close collaboration with the Viet Nam Government to develop the national conservation strategy and address a wide range of environmental issues. Over the years, WWF has implemented numerous field activities across the country. For more information, please visit <http://vietnam.panda.org/>.

Under Project VISION - Vietnam Initiative for Sustainable Industry Onwards to Net Zero - Detailed Preparation Phase (DPP), WWF-Viet Nam works with business and government to decarbonize the light industrial sector. The project will support 300 targeted facilities in the T&A and F&B sectors to apply decarbonisation solutions such as the electrification of energy intensive processes and introducing energy efficient technologies to reduce CO₂e emissions. Furthermore, the project will develop sectoral decarbonisation roadmaps, strengthen existing platforms to disseminate best practices and mobilise diverse actors to drive decarbonisation across the target sectors.

WWF-Viet Nam would like to request proposals from eligible individual consultant(s) who are interested in the position of Proposal Development Consultant – VISION Project for the detailed preparation phase of the VISION project.

The selection will be conducted through the simplified Quality and Cost Based selection procedures and is open to all eligible Consultants.

II. Objectives of the consultancy

The consultant will assist WWF-Viet Nam in implementing the project activities by drafting a high-quality, logically structured, and internally consistent proposal to be submitted to the Mitigation Action Facility (MAF), in close coordination with all experts working under this project.

III. Scope of work and deliverables

Task	Timeline	Expected Outputs
1. Internal Coordination and Tracking	July - Aug 2025	<ul style="list-style-type: none">- Consolidated proposal development workplan and timeline- Keep track of technical contributors- Weekly status updates on progress and gaps
2. Proposal Drafting and Support	Jul–September 2025	<ul style="list-style-type: none">- Rolling draft background proposal sections- Support write-up of technical components- Contribute to draft logframe
3. Review and Synthesis of Annexes	Jul–September 2025	<ul style="list-style-type: none">- Technical review and synthesis of annexes- Summary of key content and alignment- Cross-referencing suggestions and gap analysis
4. Consistency and Quality Control	August–October 2025	<ul style="list-style-type: none">- Full internal consistency check- Feedback integration and version tracking- Memo summarizing changes and actions
5. Final Proposal Package and Submission Support	End of September for key documents Feb–June 2026 for full proposal	<ul style="list-style-type: none">- Final review and synthesis of annexes- Co-write full proposal with the team- Final review and clean-up of proposal and materials- Document donor comments and final revisions

IV. Required Qualifications

Education and General Background

- Advanced university degree in a relevant field such as public policy, environment, sustainable development, international relations, climate change, or environmental science.
- Demonstrated understanding of climate finance, project cycle management, and international donor proposal requirements.

Professional Experience

- Minimum of 10 years of proven experience in developing full proposals for complex, multi-stakeholder, and donor-funded projects—preferably for international organizations, climate funds, or development agencies.
- Strong track record in synthesizing technical inputs and aligning annexes (e.g., GESI, M&E, risk assessment) with main proposal narratives and logframes.
- Demonstrated experience in coordinating interdisciplinary teams and managing proposal workflows under tight deadlines

Technical Skills

- Excellent command of results-based management tools, including theory of change and logical framework approaches.
- High proficiency in English technical writing and editing, with proven ability to structure and polish complex content for clarity, consistency, and donor compliance.
- Familiarity with gender-responsive and socially inclusive project design is an advantage.
- Experience in developing or reviewing M&E frameworks, particularly gender-sensitive indicators and risk mitigation strategies.

Soft Skills and Attributes

- Strong organizational and coordination skills, including ability to manage multiple inputs and deadlines simultaneously.
- Excellent communication and interpersonal skills, with the ability to engage constructively with experts, partners, and program staff.
- Meticulous attention to detail and a proactive approach to quality assurance and troubleshooting inconsistencies.
- High level of professionalism and responsiveness in a collaborative work environment.

Desirable

- Knowledge of local policy context and stakeholders in the energy, industry, or climate sectors.
- Familiarity with WWF's programmatic approach or similar environmental NGO structures.

V. Working Relationship

The consultant will report to the Program Manager, Climate and Energy, and coordinate with WWF-Viet Nam's consultants. Close collaboration is expected with gender, M&E, and sector experts.

VI. Submission Requirements

Interested consultants/experts team can email applications to procurement@wwf.org.vn including Curriculum Vitae, brief proposal, total working days with a daily rate, and total estimated cost. Please mention the reference subject: *Proposal Development Consultant – VISION Project*

VII. Evaluation Criteria

The Service Provider will be evaluated based on the following methodology:

- Technical Criteria weight: 70% (scored out of 100)
- Financial Criteria weight: 30% (scored out of 100)

Criteria	Scores
A. Technical criteria	70
1. RELEVANT EXPERIENCES FOR THE MISSION	55
- UNDERSTANDING OF THE MANDATE	5
- METHODOLOGY	20
- EXPERIENCE IN THE FIELD OF STUDY	25
2. QUALIFICATIONS	10
3. IMPLEMENTATION SCHEDULE	10
B. Financial criteria	30
Total (A + B):	100

VIII. Request for competency profile and proposal

Based on the contents of the assignment described in the Terms of Reference, the candidates are requested to submit the Application, according to the following forms:

NO	Contents	Form
1	Technical Proposal - TBD by the consultant	Annex 1
2	Letter of interests	Annex 2
3	Curriculum vitae (CV)	Annex 3
4	Release Letter (if expert is working full-time at a state-owned units or non-state agencies)	Annex 4

Annex 1. Technical Proposal/Đề xuất kỹ thuật

Proposed methodologies, approaches, describe your relevant experience and capabilities, and suggest a plan for carrying out the tasks from the consultant (if selected)

Tư vấn đề xuất phương pháp luận, cách tiếp cận, mô tả tính đáp ứng năng lực kinh nghiệm của mình và đề xuất kế hoạch thực hiện nhiệm vụ (nếu được lựa chọn)

Criteria	Consultant briefing on meeting requirements
1. Relevant experiences for the mission	
- Understanding of the mandate	
- Methodology	
- Experience in the field of study	
2. Qualifications	
3. Implementation schedule	

Full Name and Signature:

Date Signed: , 2025

Annex 2. Letter of interests

LETTER OF CONFIRMING INTEREST AND AVAILABILITY

Date _____, 2025

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

Dear Sir/Madam,

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference (ToR) describing the duties and responsibilities of *Individual Consultant to provide assistance to(name of assignment)*;
- b) I hereby propose my services and I confirm my interest in performing the assignment through the submission of the CV which I has duly signed and attached hereto as Annex 1;
- c) In compliance with the requirements of the ToR, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in the *proposed work plan with timeline to carry out the assignment*.
- d) I hereby propose to complete the services based on the following payment rate:
 - ☐ An all-inclusive daily fee ofVND for the daily rate of VND/working day.
 - ☐ A total lump sum of payable in the manner described in the ToR.
- e) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to WWF-Viet Nam's review, acceptance and payment certification procedures;
- f) This offer shall remain valid for a total period of days after the submission deadline;
- g) If I am selected for this assignment, I shall sign an Individual Contract with WWF-Viet Nam;
- h) I fully understand and recognize that WWF-Viet Nam is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that WWF-Viet Nam will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

Full Name and Signature:

Date Signed: _____, 2025

Annex 3. Curriculum vitae (CV)

CURRICULUM VITAE (CV)/ LÝ LỊCH CHUYÊN GIA

(Đơn vị tư vấn/Chuyên gia sử dụng sơ yếu lý lịch sẵn có hoặc sử dụng mẫu đính kèm. Cá nhân chuyên gia tư vấn trong danh sách nêu tại Mẫu số 3 phải kê khai Mẫu này.)

1. Vị trí đề xuất/Proposed Position *(Chỉ đề xuất 1 tư vấn cho 1 vị trí/only one candidate shall be nominated for each position):* _

2. Tên chuyên gia/Name of Expert *(Điền đầy đủ họ và tên/Insert full name):* ____

3. Địa chỉ email/Contact email: _____ **Điện thoại liên hệ/Contact phone No.:** _____

4. Ngày tháng năm sinh/Date of Birth: ____ **Quốc tịch/Citizenship:** ____

Mã số thuế cá nhân/ID tax code:

5. Trình độ văn hóa/Education and Trainings *(Liệt kê bằng tốt nghiệp cao đẳng/đại học và các khóa học chuyên ngành khác của chuyên gia tư vấn, nêu tên trường học, loại bằng cấp và thời gian nhận bằng/Indicate college/university and other specialized education and trainings of expert, giving names of institutions, degrees obtained):*

Loại bằng cấp: _____

Trường học: _____

Thời gian nhận bằng: _____

6. Thành viên hiệp hội chuyên môn/Membership in Professional Associations: ____

7. Lĩnh vực chuyên môn/Areas of expertise: *(Liệt kê đầy đủ nhất các lĩnh vực chuyên môn, nghiệp vụ của tư vấn/List out as much as possible your professional expertise)*

8. Kinh nghiệm làm việc với WWF (nếu có)/Previous working experience with WWF, if any *(Liệt kê các nhiệm vụ tư vấn đã từng đảm nhận tại WWF/List out assignments which expert has worked with WWF):*

Từ (năm)/From (Year): : _____ Đến (năm)/To (Year): _

Tên Dự án và địa điểm triển khai Dự án/Project name and location: ____

Vị trí đảm nhận và các nhiệm vụ được phân công Positions held/main assignment : ____

Đồng nghiệp/cấp trên đã từng là cộng sự/Focal point that you worked with: ____

9. Kinh nghiệm làm việc với các Tổ chức phi chính phủ, các tổ chức quốc tế song phương và đa phương (nếu có)/Previous working experience with INGOs, bi-lateral of multi-lateral

international organizations, if any (Liệt kê danh sách các tổ chức mà tư vấn đã từng làm việc/*List out name of the organizations you have worked with*)

10. Minh chứng của Sự phù hợp với nhiệm vụ/Relevant Professional Record

(Tham chiếu tới những Công việc/Nhiệm vụ trước đây mô tả tốt nhất năng lực thực hiện nhiệm vụ được giao/Describe work undertaken that best illustrates capability and experience to handle the Tasks Assigned)

Từ (năm)/From (Year): : _____ Đến (năm)To (Year): _

Đơn vị sử dụng lao động/Employer: ____

Vị trí đảm nhận / Positions held/:_____

11. Các nghiên cứu liên quan và các bài đã đăng: Relevant Researches, Publications

(Liệt kê và mô tả các nghiên cứu và bài đăng mô tả tốt nhất năng lực và kinh nghiệm để đảm nhận nhiệm vụ được giao/List and Describe researches and publications that best illustrates capability and experience to handle the Tasks Assigned)

Cam đoan/Certification:

Tôi, ký tên dưới đây, cam đoan là bản CV này mô tả chính xác bản thân tôi, năng lực và kinh nghiệm của tôi. Tôi nhận thức được rằng mọi lời khai không chính xác ở đây đều có thể dẫn đến việc tôi bị Bên mời thầu loại hoặc sa thải./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.

Tôi đồng ý để WWF-Việt Nam sử dụng dữ liệu của tôi vào danh sách các tư vấn tiềm năng và nhận các thông báo mời thầu phù hợp khi được triển khai/I accept that WWF-Viet Nam can use my data to update WWF's consultant list and send bid invitations to me when properly. *(Lựa chọn/Optional: Tư vấn có thể xóa dòng này nếu không đồng ý để WWF-Việt Nam cập nhật liên hệ của mình vào dữ liệu danh sách chuyên gia/Expert delete this statement if you do not accept to be recorded into WWF's consultant list).*

Đại diện nhà thầu nộp HSDX

(Ký, ghi rõ họ tên, chức vụ, đóng dấu)

Tên tư vấn

(Ký, ghi rõ họ tên)

Ngày/tháng/năm

Ngày/tháng/năm

Annex 4. Release Letter (if expert is working full-time at a state-owned units or non-state agencies)

(Applied for an individual consultant who is a full-time employee of an organization and only be requested to submit before the signing of consulting service contract)

(Áp dụng cho tư vấn cá nhân là nhân viên toàn thời gian cho một tổ chức và chỉ được yêu cầu nộp trước khi ký kết hợp đồng dịch vụ tư vấn)

[LETTERHEAD OF CONFIRMATION LETTER ISSUED]

RELEASE LETTER - THƯ XÁC NHẬN

Date & Time

Ngày

To: WWF-Viet Nam

Kính gửi: WWF-Viet Nam

The [Name of the Organization] agrees that:

[Tên tổ chức] đồng ý:

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

ID Number: issued by: dated:

Mr/Ms. [Tên tư vấn], [Chức vụ]

Số CMT: cấp tạingày

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

[Tên tổ chức] đồng ý cho phép ông/bà [Tên tư vấn] thực hiện dịch vụ tư vấn độc lập cho tổ chức WWF Việt Nam trong khuôn khổ dự án. [Tên dự án] trong khoảng thời gian dự kiến từđến

During this consultancy assignment, Mr/Ms. [Name of the Consultant] commits to:

- Implement the consultancy services outside of the official working hours of his/her employer or during his/her approved annual leave.
- Implement the consultancy services outside of his regular duties assigned by his/her employer.

Trong thời gian thực hiện dịch vụ tư vấn này, Ông/bà. [Tên tư vấn] cam kết:

- Thực hiện các dịch vụ tư vấn ngoài giờ làm việc chính thức quy định bởi [Tên tổ chức] hoặc

trong thời gian nghỉ phép của Ông/Bà [Tên tư vấn]

- Thực hiện các công việc tư vấn độc lập ngoài phạm vi nhiệm vụ chính thức được giao tại [Tên tổ chức]

Sincerely,

Trân trọng,

(Sign or seal according to the internal authority of the certifying organization

(Ký đóng dấu hoặc đóng dấu theo thẩm quyền nội bộ của tổ chức xác nhận)