REQUEST FOR PROPOSALS

**CONSULTING SERVICES**

|  |  |
| --- | --- |
| **Requester:** | **World Wide Fund for Nature – Vietnam**  **(WWF-Viet Nam)** |
| **Project:** | **LtC2** |
| **Name of Package:** | **LTC2 PROJECT AUDIT** |
| **Bid reference number:** |  |
| **Submission Deadline:** | **Friday, July 25, 2025, 17:00 (ICT)** |

Issued on: 16th July 2025

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# PART I – TERM OF REFERENCE

**Annual Audit of Project/programme support**

**Project**: **Greater Mekong Programme – Leading the Change 2, 2023-2028**

**Introduction**

World Wide Fund for Nature (WWF) represented under the Greater Mekong Programme by Representative office in Hanoi-Viet Nam (WWF – Viet Nam) License No. 28/CNV-VPDD), hereafter referred to as the “Cooperation partner” wishes to engage the services of an audit firm for the purpose of auditing the programme Leading the change, as stipulated in the agreement between the Cooperation partner and WWF Sweden. The audit shall be carried out in accordance with international audit standards (ISA) issued by IAASB[[1]](#footnote-1). In addition, an assignment according to International Standards on Related Services (ISRS) 4400 shall be carried out. The audit and the additional assignment shall be carried out by an external, independent and qualified auditor.

1. **Objective and scope of the audit**

The objective is to audit the financial report for the period 1 July 2024 30 September 2025 as submitted to WWF Sweden and to express an audit opinion according to ISA, applying ISA 800/ISA 805, on whether the financial report of the programme is in accordance with the Cooperation partner´s accounting records and WWF Sweden s requirements for financial reporting as stipulated in the Agreement including appendices between WWF Sweden and Cooperation partner (Agreement);

The financial report for the period must be signed by the authorised person with the WWF Country Office and must be attached to the report.

1. **Additional assignment; according to *Engagement to perform agreed upon procedures (ISRS 4400)*, review the following areas in accordance with the terms of reference below**

Mandatory procedures that must be included:

1. Observe whether the financial report is structured in a way that allows for direct comparison with the latest approved budget[[2]](#footnote-2);
2. Observe and inspect whether the financial report provides information regarding:

* Financial outcome per budget line (both incomes and costs) for the reporting period and columns for cumulative information regarding earlier periods under current agreement
* When applicable, compare if the opening fund balance[[3]](#footnote-3) for the reporting period matches with what was stated as closing fund balance in the previous reporting period
* A disclosure of exchange gains/losses. Inquire and confirm whether the disclosure includes the entire chain of currency exchange from WWF Sweden’s disbursement to the handling of the project/programme within the organisation in local currency/ies, if applicable
* Explanatory notes (such as, for instance, accounting principles applied for the financial report)
* Amount of funds that has been forwarded to implementing partners, when applicable

1. Including:

* Inquire and inspect with what frequency salary costs during the reporting period are debited to the project/programme. Choose a sample of three individuals for three different months and
* Inquire and inspect whether there are supporting documentation[[4]](#footnote-4) for debited salary costs
* Inquire and inspect whether actual time worked is documented and verified by a manager. Inquire and inspect within which frequency reconciliations between debited time and actual worked time is performed
* Inspect whether the Cooperation partner comply with applicable tax legislation with regard to personal income taxes (PAYE)[[5]](#footnote-5) and social security fees.

1. Review and confirm that the Cooperation partner screens IP’s and/or suppliers to ensure that such parties are not subject to the European Union’s financial sanctions list of persons, groups and organisations (EU Sanctions list). Enquire whether there has been any reported findings from the screening process and if so, report on such findings.
2. Including:

* Inspect and confirm that the unspent fund balance (according to the financial report) at the end of the financial year is in line with information provided in the accounting system and/or bank account
* Applicable the final year: Inspect and confirm the unspent fund balance (including exchange gains) in the financial report and confirm the amount that shall be repaid to WWF Sweden

1. Inspect and confirm the Budget and Forecast revision in the financial report.

* A new budget shall be set up whenever a major change arises. A major change is defined as more than 10 % variation in between budget lines and in between Outcomes. The overall budget cannot be increased. The budget changes shall be approved in advance by WWF Donor and a new amendment to the agreement shall be set up with the new budget attached
* Besides the revised budget a forecast/minor budget revision is allowed three times a year in connection to financial reporting. The forecast changes can only be used for changes of less than 10 % between budget lines. These changes are approved by WWF Sweden in writing. Where no Forecast has been prepared the Budget will be displayed in this column as well. If the Forecast is filled in and approved by WWF Donor, the Forecast will be considered as the new budget for the current Financial Year

**Follow up of funds that are channeled to implementing partners**

* Mandatory assignments that must be included if the Cooperation partner forward funds to implementing partners (IP’s):
* Choose a sample of a minimum of 10 % of the total of disbursed funds as well as 10 % of the number of IP’s or a maximum of 10 IP’s

1. Inspect and confirm whether the Cooperation partner has signed agreements with the selected IP’s.
2. Inspect and confirm whether the Cooperation partner, in all agreements entered with IP’s, included the requirement to carry out annual audits. The requirement shall specify that these audits shall be carried out with application of ISA (reporting according to ISA 800/805) and a separate assignment according to ISRS 4400 should be included for project/programme support. If agreements regarding core support are entered into with IP’s, the audit shall be conducted in accordance with ISA 700 or National standards on auditing.
3. Inquire and inspect whether the Cooperation partner has received financial reports and reportings from auditors from all IP’s included in the selected sample:

* Inquire and inspect whether the Cooperation partner has verified if reports from IP’s are in line with the requirements in the Agreement
* Inquire and inspect whether the Cooperation partner has documented its assessment of the submitted financial reports and reporting from auditors including management responses and action plans from selected IP’s
* Inquire and inspect whether the Cooperation partner has documented its follow-up actions based on the information provided in the financial reports and the reporting from the auditor of the selected IP’s
* Inquire and inspect whether the Cooperation partner has reported substantial observations [[6]](#footnote-6) from selected IP’s audit reports in its communication with WWF Sweden. List observations[[7]](#footnote-7) from IP’s audit reports which have been part of this sample

1. Overhead costs:

* Inquire and inspect if the agreed overhead costs are based on a cost recovery model. Obtain information on debited overhead costs within the project and confirm whether the costs are in line with the Cooperation partner´s routines for allocating overhead costs to different projects
* Inspect whether there is a reconciliation between the budgeted amount and the actual costs for overhead on an annual basis

1. **The Reporting**

The reporting shall be signed by the responsible auditor (not just the audit firm[[8]](#footnote-8)) and shall include the title of the responsible auditor.

*Reporting from the ISA assignment*

The reporting from the auditor shall include an independent auditor’s report in accordance with the format in standard ISA 800/805 and the auditor’s opinion shall be clearly stated. The financial report that has been the subject of the audit shall be attached to the audit report.

The reporting shall also include a Management letter that discloses all audit findings, as well as weaknesses identified during the audit process. The auditor shall make recommendations to address the identified findings and weaknesses. The recommendations shall be presented in priority order and with a risk classification.

Measures taken by the Cooperation partner to address weaknesses identified in previous audits shall also be presented in the Management Letter. If the previous audit did not have any findings or weaknesses to be followed-up on, a clarification of this must be disclosed in the audit reporting.

If the auditor assesses that no findings or weaknesses have been identified during the audit that would result in a Management Letter, an explanation of this assessment must be disclosed in the audit reporting.

*Reporting from the ISRS 4400 assignment*

The additional assignment according to agreed upon procedures ISRS 4400 under section II, shall be reported separately in an “Agreed-upon procedures report”. Performed procedures should be described and the findings should be reported in accordance with the requirements in the International Standard on Related Services 4400.

When applicable, the sample size shall be stated in the report.

1. **Project information for auditing**
2. **Project Name**

Greater Mekong Programme – Leading the Change 2, 2023-2028

1. **Project Donor**

Primary Donor: The Swedish Agency for International Development Cooperation, Sida

Network Donor: WWF Sweden

Primary Donor Funding Source Agreement Number: 300249

1. **Project Location**

Vietnam, Cambodia, Laos, Thailand and Myanmar

1. **Project Duration**

01 July 2023 – 30 June 2028

Audit period: Year 1: 01 July 2023-30 Jun 2024

Year 2: 01 July 2024-30 September 2025

The duration of the audit engagement can be extended to align with the primary project timeline, based on mutual written agreement.

1. **Project Budget 01 July 2024-30 September 2025 (In SEK)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Total Budget year 2 (15 months)** | **Fund transferred to CSO/CBO (\*)** | **Other budget** |
| Regional | 1,710,764 | 306,880 | 1,392,996 |
| Cambodia | 2,773,870 | 1,599,152 | 1,305,914 |
| Laos | 2,922,873 | 1,905,500 | 931,423 |
| Thailand | 1,570,871 | N/A | 1,433,770 |
| Vietnam | 4,053,837 | 2,491,096 | 1,487,286 |
| Myanmar | 3,157,462 | 1,908,331 | 1,157,473 |
| **Total** | **15,074,549** | **7,365,687** | **7,708,862** |

***(\*) Fund transferred to CSO/CBO:*** *expenditures are audited at CSO/CBO.*

1. **Expected time for receiving audit proposal**

Monday, 25 July 2025

1. **Expected time needed for the audit (included audit field work)**

Early November 2025

1. **Expected time to receive audit report**

First draft: 2nd week of November 25

Final draft: 3rd week of November 25

Final report: No later than 30th November 25

1. **Total Audit for ”Greater Mekong Programme – Leading the Change 2, 2023-2028” in Vietnam, Laos, Cambodia, Thai Lan and Myanmar Project**

1 time, period Jul 2024-Sep 2025.

Possibility of extension period: report align with the primary project timeline, based on mutual written agreement.

1. **Audit Deliverables**

Independent Auditor´s Report (audit certificate)

Audit Memorandum

The auditor shall also carry out an additional examine according to agree upon procedures ISRS 4400 and ISA 800/805 including ISRS 4400, and review the areas in accordance with the Terms of reference.

All audit deliverables shall be issued in physical copies and digital copies. The digital copies must be sent to WWF Sweden by Audit firm.

1. **Supporting documents are available at**

* **WWF-Cambodia**: 21, Street 322 Boeng KengKang I, Chamkarmorn, Phnom Penh, Cambodia;

Tel: +855 23 218 034/ Fax: +855 23 211 909.

* **WWF-Laos**: P.O. Box. 7871 House No.39, Unit 05, Saylom village, Chanthabouly district, Vietiane, Lao PDR;

Tel: +856 21216 080; Fax: +856 21251 883

* **WWF – Viet Nam** and **WWF – Greater Mekong**:

**Ha Noi office:** Number 6, Lane 18 Nguyen Co Thach Street, Nam Tu Liem District, Ha Noi, Vietnam

Tel: +84 24 37193049; Fax: +84 24 37193049

**Hue Office:** 150 Truong Gia Mo street, Vy Da ward, Hue city, Thua Thien-Hue

* **WWF – Thailand**: 92/2 Soi Paholyothin 5,Paholyothin Road, Samsen nai, Phyathai, Bangkok 10400, Thailand
* **WWF – Myanmar**: 15C, Thantaman street, Dagon township, Yangon, Myanmar

# PART II – INSTRUCTION TO BIDDER

# Chapter I – Request for proposal

### Content of Request for proposal

1. Purchaser: **WWF-Viet Nam**

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

### Language

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

### Proposal contents and time life

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

1. TECHNICAL PROPOSAL

* The audit firm is familiar with International Auditing Standards (ISA 800/805), ISRS 4400
* Experience in auditing ODA projects/Public funds
* Understanding of the audit requirements
* Understanding the deliverable of the requirements
* Approach and methodology to be used
* Initiatives (if any) for improving audit implementation plan
* Implementation plan (starting time and total time needed)
* Human resources arrangement: Team leader should be qualified independent auditors

1. FINANCIAL PROPOSAL

* Financial proposals are prepared based on the technical proposal in accordance with the requirements and provisions in the request for proposal, including summary of cost and out of pocket expenses

### Detail of submission:

1. Please send the electronic proposal to WWF-Viet Nam’s designated mailbox at [duc.dominh@wwf.org.vn](mailto:duc.dominh@wwf.org.vn); and [thao.tranthu@wwf.org.vn](mailto:thao.tranthu@wwf.org.vn). Your e-mail must have the subject heading as **“Ref FY26 - [name of bidder] LTC2 Project Audit Service”.**

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

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

2. Consultants may also submit their Proposal directly to the address of WWF-Vietnam. The Proposal shall be submitted in a sealed and stamped envelope, the outside of which should be clearly marked **“Ref FY26 - [name of bidder] LTC2 Project Audit Service”. - DO NOT OPEN BEFORE DEADLINE OF SUBMISSION.**

**The address to receive the proposals is as follows:**

Procurement Unit – WWF-Viet Nam

Add: No.6, Lane 18, Nguyen Co Thach, Cau Dien Ward, Nam Tu Liem District, Hanoi.

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

### Deadline for submission

1. Bidders can send their proposal via email or directly to WWF-Vietnam's address but must ensure that the purchaser receives the proposal on or before **Friday, July 25, 2025, 17:00 (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 bidders in written form that have submitted their proposals, and at the same time publicly post the notice of extension of the submission deadline. Bidders who have submitted proposals can receive them back to amend and supplement their proposals. In case the bidder does not receive back the submitted proposal and does not send back the edited and supplemented proposal before the extension time, the purchaser will preserve such proposals and consider it as the official and valid proposal of the bidder and will conduct a review of the following submissions according to the newly extended deadline.

### Late submission

Proposals sent to the purchaser after the deadline for submission will not be opened and returned to the bidder in their original state. Any documents sent by the bidder after the deadline for submission of documents to amend and supplement the submitted Proposal are invalid, except for the documents sent by the bidder to clarify the Proposal at the request of the purchaser for clarifying or supporting documents to demonstrate the bidder'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 bidder 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 bidder for consideration and assessment; additional documents, and clarifications on eligibility, qualifications, and experience are considered part of the application. The purchaser will notify the bidder of receipt of additional clarifications from the bidder.

### Conditions for the evaluation

Bidders will be considered and selected for interview and 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.

### Selection criteria and scoring

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

* Technical Criteria: 60 score out of 100
* Financial Criteria: 40 score out of 100

|  |  |
| --- | --- |
| **Criteria** | **Scores** |
| 1. **Technical criteria** | **60** |
| The auditor must be a chartered or registered public accountant |  |
| Experience in auditing Sida funded project |  |
| Experience in auditing ODA projects/public funds |  |
| Understanding of the audit requirements |  |
| Understanding the deliverable of the requirements |  |
| Approach and Methodology to be used |  |
| Implementation plan (starting time and total time needed) |  |
| HR arrangement; Team leader and team member hold CPA or ACCA, CFA or MBA qualification experience with audit of ODA funded projects |  |
| Initiatives (if any) for improving audit implementation plan |  |
| 1. **Financial criteria** | **40** |
| Total (A + B): | **100** |

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

### Currency:

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

### Validity period of proposal

90 days since the bid submission deadline date.

# Chapter II – Form

The consultants prepare the required forms as follows:

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Forms** |
| 1 | General Information’s of Bidder | Form-1 |
| 2 | Proposal submission | Form-2 |
| 3 | Declaration of Undertaking | Form-3 |
| 4 | Statement of availability | Form-4 |
| 5 | Professional resume | Form-5 |
| 6 | Technical and financial proposals | Form-6 |

### FORM-1 - GENERAL INFOMATIONS OF BIDDER

Company Registered Name / Individual Consultant Full Name:

-------------------------------------------------------------------------------------------------------------------------------------

Company Registration No (Other Registration No): VAT Registration No/

or Personal ID No/

-------------------------------------------------------------------------------------------------------------------------------------

Address:

-------------------------------------------------------------------------------------------------------------------------------------

City: Postal Code:

-------------------------------------------------------------------------------------------------------------------------------------

Country: Email Address:

-------------------------------------------------------------------------------------------------------------------------------------

WWF Contact person:

-------------------------------------------------------------------------------------------------------------------------------------

Business Vendor Activity:

-------------------------------------------------------------------------------------------------------------------------------------

Bank Account Holder Name:

-------------------------------------------------------------------------------------------------------------------------------------

Bank Name:

-------------------------------------------------------------------------------------------------------------------------------------

Bank Address:

-------------------------------------------------------------------------------------------------------------------------------------

Account Number: Branch Code:

-------------------------------------------------------------------------------------------------------------------------------------

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

-------------------------------------------------------------------------------------------------------------------------------------

SWIFT/BIC Code: Routing no.: (if applicable):

-------------------------------------------------------------------------------------------------------------------------------------

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

-------------------------------------------------------------------------------------------------------------------------------------

**For Consultants only:**

**[Each office to add any details needed to determine and to confirm that the consultant can be contracted according to the** [WWF OPERATIONAL NETWORK STANDARD - Use of Consultants](https://drive.google.com/file/d/1gqJ4PtLd_Y3Q16pqK9C5o_vP2uIzMDJi/view?usp=sharing) **document]**

**\* All fields are mandatory.**

**I confirm that all information provided is correct: Date:**

**Vendor Stamp (If applicable) Signature**

### FORM-2 - PROPOSAL SUBMISSION FORM

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

[Date]

Dear Sir/Madam,

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

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

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

We hereby confirm that:

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

We also declare that:

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

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

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

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

Yours sincerely,

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

**[Signature and full name**

### FORM-3 - DECLARATION OF UNDERTAKING

***(Bidder shall carefully read, understand, agree and sign and seal the Declaration of Undertaking, submitted with the bid)***

To: *World Wide Fund For Nature – Vietnam*

1. 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;
2. We commit to participate no more than one bid in this bidding process, either as an independent bidder or in any form of joint venture;
3. We commit not to have close business or family relationships with any staff of the purchaser that: (i) directly or indirectly participates in preparing bidding documents or technical specifications of the contract; and/ or bid evaluation process for the bidding package; or (ii) will participate in the execution or contract supervision, unless a conflict of interest arising from that relationship is disclosed and accepted by Purchaser;
4. We commit to having enough financial and legal capacity as well as experience to carry out the bidding package in accordance with the regulation and requirements stated in Invitation to Bid;
5. We commit not being in the process of dissolution; nor be concluded to be in bankruptcy, nor in a state of debts that cannot be paid according to the law; nor in state of conflicts of interest as described in Section 2 of Part I of Invitation to Bid;
6. We also underscore the importance of adhering to environmental and social standards in the implementation of the project;
7. 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;
8. We also declare that our company/all members of the Joint Venture has/have not been included in the list of sanctions of the United Nations, nor of the US Government, nor of the 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;
9. We acknowledge that, in the event our company (or a member of the Joint Venture) 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 issue.

[Date]

**Legal representative of the bidder**

### 

### 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 envisioned in the proposal submitted.

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

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

Signature and stamp:

Name on behalf of the Bidder:

Title:

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

### FORM-5 - CURRICULUM VITAE (CV) FOR PROPOSED KEY CONSULTANTS

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

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

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

**Date of Birth** : **Citizenship** :

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

**Membership in Professional Associations** :

Working experience:

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

Expected tasks assigned in the bidding package:

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

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

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

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

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

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

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

[Signature and full name]

Note:

- Each individual consultant on the list mentioned in Form-4 must declare this Form.

- Upon request, the Consultant will send copies of the contract to the soliciting party; Photocopy of diploma, and professional practice certificate.

### FORM-6 TECHNICAL AND FINANCIAL PROPOSALS

**TECHNICAL PROPOSALS**

**AUDITING SERVICES**

**Purchaser**  **World Wide Fund for Nature – Vietnam**

**(WWF-Vietnam)**

**Project:**

**Name of Package: LTC2 PROJECT AUDIT**

**Bid reference number**:

**Consultant's information:**

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

**II. Main tasks and activities**

**III. Technical approach and methodology**

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

**IV. Work plan**

The The consultant is expected to 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 |  |  |  |  |  |
| first | … |  | … |  |  |  |
| 2 | … |  | … |  |  |  |
| … | … |  | … |  |  |  |
| II | Task 2 |  |  |  |  |  |
| first | … |  | … |  |  |  |
| 2 | … |  | … |  |  |  |
|  |  |  |  |  |  |  |
| III | Task 3 |  |  |  |  |  |
| first | … |  |  |  |  |  |
| 2 | … |  |  |  |  |  |
| … | … |  |  |  |  |  |
| III | Task 4 |  |  |  |  |  |
| first | … |  |  |  |  |  |
| 2 | … |  |  |  |  |  |
|  | Total |  |  |  |  |  |

**IV. Deliverable and timeline**

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

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

**FINANCIAL PROPOSAL**

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

**To: WWF-Vietnam**

Package No. ….: **…………………………………**

We, the undersigned, propose to provide consulting services for Package: ………

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

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

**Representative of the Bidder**

**[Signature and stamp]**

**FINANCIAL PROPOSAL**

**COST BREAKDOWN**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Remuneration** | **Unit** | **Quantity** | **Unit Rate** | **Amount** |
| **1.1. Deliverable 1** |  |  |  |  |
| 1.1.1 Team Leader |  |  |  |  |
| 1.1.2 Expert 1 |  |  |  |  |
| 1.1.3 Expert 2 |  |  |  |  |
| .. |  |  |  |  |
| **1.2 Deliverable 2** |  |  |  |  |
| 1.2.1 Team Leader |  |  |  |  |
| 1.2.2 Expert 1 |  | ... |  |  |
| 1.2.3 Expert 2 |  | ... |  |  |
| .. |  |  |  |  |
| **1.3. Deliverable 3** |  |  |  |  |
| 1.3.1 Team Leader |  |  |  |  |
| 1.3.2 Expert 1 |  |  |  |  |
| 1.3.3 Expert 2 |  | … |  |  |
| .. |  |  |  |  |
| **Sub-total** | | | |  |
| **2. Allowance, Accommodation, Complementary Travel Costs** | | | | |
| 2.1 Allowance |  | ... |  |  |
| 2.2 Accommodation |  | ... |  |  |
| … |  |  |  |  |
| **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 (net of taxes)** | | | |  |
| **Taxes** | | | |  |
| **Grand – Total** | | | |  |

### WWF's cost norm for reference:

**Daily allowance:**

|  |  |
| --- | --- |
| Daily allowance covers lunch and dinner. If a meal is provided, 50% of the allowance will be deducted per meal. | |
| **Location** | **Daily allowance (VND)** |
| Cities and province | 600,000 |
| District, commune | 450,000 |

**Airport transfer fee:**

Actual payment or following the norm below:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Airport** | **Location** | **Cost norm for one way (from or to the airport)** |
| 1 | Noi Bai | Ha Noi | 350,000 |
| 2 | Can Tho | Can Tho city | 230,000 |
| 3 | Tan Son Nhat | Ho Chi Minh City | 180,000 |
| 4 | Vinh | Thành phố Vinh | 125,000 |
| 5 | Dong Hoi | Dong Hoi City, Quang Binh | 170,000 |
| 6 | Phu Bai | Hue City, Thua Thien Hue | 260,000 |
| 7 | Da Nang | Da Nang city | 100,000 |
| 8 | Chu Lai | Tam Ky District and Quang Nam Province | 460,000 |
| 9 | Lien Khuong | Da Lat city | 260,000 |

**Accommodation:**

|  |  |
| --- | --- |
| **Location** | **Maximum rate/pax/night** |
| Cities under the Central Government/ Hue City/ Da Nang City | 1,800,000 VND |
| All other Cities, provinces and tourist site | 1,500,000 VND |
| District, commune | 800,000 VND |
| Support if travelers could not provide an invoice | 200,000 VND |

1. The International Auditing and Assurance Standards Board [↑](#footnote-ref-1)
2. The budget is attached to the agreement with Sida as an annex and any updates should be supported by a written approval by Sida [↑](#footnote-ref-2)
3. I.e. funds remaining from disbursements made during previous reporting period/s [↑](#footnote-ref-3)
4. Debited salary costs should be verified by supporting documentation such as employment contracts [↑](#footnote-ref-4)
5. Pay As You Earn [↑](#footnote-ref-5)
6. Deemed substantial by the Cooperation partner [↑](#footnote-ref-6)
7. Observations included in Management Letters and if applicable, qualified audit reports [↑](#footnote-ref-7)
8. If the audit firm is obliged to sign, refer to relevant legislation. Sida still needs to know who has been responsible for the audit assignment [↑](#footnote-ref-8)