**REQUEST FOR PROPOSALS**

**CONSULTING SERVICES**

**Requester: World Wide Fund for Nature – Vietnam**

**(WWF-Vietnam)**

**Project: Saving Threatened Wildlife**

**Name of Package: SOCIO-ECONOMIC AND FINANCIAL ASSESSMENT OF TIGER FARM MANAGEMENT MEASURES.**

**Bid reference number: PR-HAN- FY23/1117**

**Submission Deadline: 09 June 2023 at 17:00 (ICT)**

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**P ART I - TERMS OF REFERENCE**

**Title of the Consultancy Assignment** : Socio-economic and financial assessment of tiger farm management measures.

**Project** : Saving Threatened Wildlife.

**Work location** : Ha Noi, Kien Giang, Binh Duong, Quang Nam.

**Duration** : 4.5 months .

**1. Background and context**

Directive 29 was issued by the Prime Minister (PM) on 23 July 2020 to increase Viet Nam's compliance with the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), prevent zoonotic disease spillovers , and stop the illegal wildlife trade ( IWT) through increased surveillance and monitoring. As part of Directive 29, the PM tasked the Ministry of Agriculture & Rural Development (MARD) with surveying tiger facilities in Vietnam. The Forest Protection Department (FPD) under MARD has carried out a physical inventory of five tiger farms, operating under approval by the PM, and desk-based inventories for remaining farms, and is now proceeding with the drafting of a final report to submit to the Prime Minister. Reports from provincial FPD and on-site surveys to Binh Duong, Dak Nong, Thai Nguyen, and Thanh Hoa document the number of captive tigers at 365 individuals in 22 farms located in 15 provinces (including zoos and private facilities).

Vietnam has been a signatory to CITES since 1994. Tiger ( tigris panthera ) is listed in the CITES Appendix I which prohibits all commercial trade of the species. Viet Nam's domestic law, furthermore, bans all commercial trade of tiger and tiger body parts as the species is listed under Appendix IB, according to Decree 06/2019 ND-CP (amended by Decree 84/2021 ND-CP). The illegal trading of tiger and tiger body parts is punishable for up to 15 years in prison, as stated in the 2015 Criminal Code (amended in 2017). CITES Decision 14.69 also states “[CITES] Parties with intensive operations breeding tigers on a commercial scale shall implement measures to restrict the captive population to a level supportive only to conserving wild tigers; tigers should not be bred for trade in their parts and derivatives”

Despite these efforts, captive tiger facilities in Viet Nam have been implicated in the illegal wildlife trade, and the country acts as a source, consumer and transit point for tiger parts and products. In the past few years, the number of illegal wildlife trade cases in general, and illegal tiger trade cases in particular, discovered by law enforcement agencies has increased. Most recently the seizure of 17 tigers from a basement in Nghe An province further emphasized the intricate nature of the illegal tiger trade in Viet Nam. At present there are more than 20 facilities that keep and/or breed tigers with a total number of tigers in the country put at more than 300 individuals (the actual number of tiger facilities and tigers are likely to be higher).

To improve the management and monitoring of captive tigers, the FPD is adhere to develop a National Tiger Farm Management Plan to provide a framework for providing that any meet the requirements of CITES and National Standard TCVN 13351:2021 . To inform this Plan, the Saving Threatened Wildlife project, supported by USAID, will assess the financial and social impacts resulting from changes to facilities to meet the Government's requirements and/or the closure of facilities and subsequent care of captive tigers by the Government.

**2. Purpose and Objectives**

This TOR calls for a consultant or consultant group (referred to as the Consultant) with proven capacity and experience, to develop an 'Assessment of the socio-economic status of tiger facilities and the financial costs and options for the care of confiscated, rescued or relinquished tigers' .

The Objectives of the consultancy are to conduct:

a) A socio-economic assessment

● Calculate the contribution of tiger facilities to the national and local economies ( eg local employment, taxes raised etc.)

● Calculate the cost for tiger facilities to meet national (National Standard TCVN 13351:2021) and international standards for the care and welfare of captive tigers (categorised by education purpose, state- or individual-owned zoos/ safaris and rescue centers )

b) A financial assessment

● Provide an assessment of the likely, worst case and best-case scenarios for the care of tigers within representative age and health categories, adhere to best practices of care and National Standard TCVN 13351:2021

● Identify options for raising revenue to support the estimated costs for the care of confiscated, rescued or relinquished tigers by the State

**3. Scope of Work (4.5 months)**

Under the direction of the Policy Coordinator, Saving Threatened Wildlife project, the Consultant will conduct the following pieces of work:

a) Socio-economic assessment

* Review data and documents from FPD, CITES MA on the total number of tiger farms, the number of tigers in each farm, and whether the farm is for-profit
* Develop specific sets of questionnaire tailored to the target audience (eg policymakers, conservationists, local/central officials) to evaluate the socio- economic impacts of phasing out tiger farms. This work should be supplemented with and supported by research drawn from the literature .
* Develop a mixed-method approach (quantitative & qualitative) to assess the educational value of these farms ; calculate the economic contributions of these farms to the local and national economies ( eg local jobs, tax revenue, etc.)
* Social impacts of these facilities in educational, environmental, and conservational aspects.

b) Financial assessment

* Based on representative examples, estimate the range of costs for tiger facilities to meet the required standards of care according to National Standard TCVN 13351:2021
* Main sources of income of these facilities ( eg tickets, donations, etc.)
* Identify financing options that can be considered to 1) subsidize the costs for tiger farm owners to meet the required standards of care and 2) be applied by the Government to raise revenue for the care of tigers, due to the closure of tiger farms

The results of the socio-economic and financial assessments will be provided in a single report, identifying the range of scenarios and associated costs for representing tiger farms meet the requirements of Standard TCVN 13351:2021 and CITES, and the potential costs involved with the closure of tiger farms not meeting these standards and financing options available to the Government to support these costs.

**4. Expected Deliverables & Timeline**

The Consultant is required to ensure timely delivery and completion of activities of the Assessment as per the deliverables and schedule below.

The duration of the assessment is estimated to be conducted within a period of 4.5 (4.5) months starting from the contract signing date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Activity Description** | **Language** | **Deliverables Description** | **Due Date*****( following contract signature)*** |
| first. | A detailed assessment plan which is in line with the technical proposal, including:* Research team(s) with a clear scope of assignments and roles.
* Detailed qualitative and quantitative research methods and tools, sampling methods, data collection tools , and sources.
 | Vietnamese | 01 Assessment plan | 2 weeks |
| 2. | Literature review | Vietnamese | 01 literature review | 4 weeks |
| 3. | Interview questionnaire developed and agreed upon by WWF | Vietnamese | 01 set of questionnaires | 4 weeks |
| 4. | Field surveys conducted | Vietnamese |  | 8 weeks |
| 5. | Draft report completed and submitted for comments | Vietnamese | 01 draft report | 14 weeks |
| 6. | Provide a presentation, with speaker notes, summarizing the methodology and findings of the assessments | Vn+Eng | 01 presentation + 01 report summary | 16 weeks |
| 7. | Final report submitted and approved by WWF (including survey data and economic calculations submitted) | Vn+Eng | 01 final report | 18 weeks |

**5. Methodology**

A scientific and cost-effective assessment method and tools will be proposed in the technical and financial proposals. It is recommended that the Consultant should move a mixed-method approach to collect both qualitative and quantitative data through desk-based study.

**6. Required Profile**

**Knowledge/Expertise:**

* + Understand domestic and international regulations and laws as regards management of tiger farms and illegal trade of tigers and their derivatives
	+ Have a deep of the allocation of farms, facilities, tiger rescue facilities and the number of tigers understanding quality
	+ Organizational skill and professional skill in collecting, synthesizing, and analyzing data from many different sources
	+ Proficiency in compilation software and data analysis
	+ Proficiency in Vietnamese and English
	+ Report writing skill and presentation skill

**Experience (team leader)**

* + Good knowledge of socio-economic and financial evaluations.
	+ Strong professional background/expertise in environmental laws, statistics, social sciences, and wildlife conservation
	+ Advanced skills and experience conducting social surveys and research, including a strong track record on research design and implementation
	+ Strong organizational ability and expertise in conducting a variety of projects ranging from national representative studies with large samples to small-size participatory research
	+ Strong partnership and engagement experience with a wide range of government stakeholders
	+ Proven experience in consolidating interview findings and literature reviews into comprehensive and actionable reports
	+ Software programming for logical control of questionnaires
	+ Excellent Vietnamese and English language skills
	+ Excellent report writing and designing skills

**Experience (team members)**

* + More than five years of relevant research and consultancy experience including socio-economic assessments, financial evaluations
	+ Understanding of the legal framework governing wildlife and wildlife trade in Vietnam and internationally
	+ Skills and experience conducting social surveys and research, including a track record on research design and implementation
	+ Partnership and engagement experience with a wide range of government stakeholders
	+ Data entry & verification and processing capacity of large databases software programming for logical control of questionnaires

Good Vietnamese and English language skills

* + Good report writing and designing skills

**PART II** **- INSTRUCTIONS TO CONSULTANT**

**Chapter I – CALLING FOR PROPOSAL REQUIREMENTS**

1. **Content of Calling for proposals**

1. Purchaser: World Wide Fund for Nature – Viet Nam (WWF-Viet Nam) would like to call for proposals from eligible consulting groups (hereinafter called Consultants) who are interested in submitting the proposal for the **“Socio-economic and financial assessment of tiger farm management measures.”** package.

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

1. **Language**

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

1. **Proposal contents and timeline**

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

Proposal using Form- 1;

Agreement to establish a consulting group using Form- 2;

A curriculum vitae relevant experiences and qualifications of each consultant with the signature of the consultant (use the own form of consultant or Form-5 );

In case the consultant has performed similar bidding packages performed by the team or by members of the consulting team, the consultant can list them on Form-3. Consultants who do not carry out similar bidding packages can skip;

Confirming participation in the bidding package using Form- 4;

Technical and Financial proposal using Form-8

1. **Details of submission:**

1. Please send the electronic proposal to WWF-Viet Nam’s designated mailbox at procurement@wwf.org.vn ; dung.buiquang@wwf.org.vn ; anh.lehuy@wwf.org.vn . Your e-mail must have the subject heading as **“Ref FY23-1174 STW-[name of consultant] – Socio-economic and financial assessment of tiger farm management measures”.**

The file for the **financial proposal shall be protected by a password** which shall be kept with the Consultant. If the consultant passed the technical requirement threshold, WWF-Viet Nam would then request the password to open the financial proposal file. However, if the consultant loses the password or in case the file could not be opened, WWF-Viet Nam would not assume responsibility.

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 FY23-1174 STW-[name of consultant] – Socio-economic and financial assessment of tiger farm management measures”.- DO NOT OPEN BEFORE DEADLINE OF SUBMISSION.**

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

Procurement Unit – USAID Biodiversity Conservation, 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 Proposal. WWF-Vietnam encourages Consultants to submit their Proposal via email to reduce the use of paper-based products.*

1. **Deadline for submission**

1. Consultants 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 June 9 th at 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 Consultants in written form that have submitted their proposals, and at the same time publicly post the notice of extension of the submission deadline. Consultants who have submitted proposals can receive them back to amend and supplement their proposals. In case the Consultant does not receive back the submitted proposal and does not send back the edited and supplemented proposal before the extension time, the purchaser will preserve such proposals and consider it as the official and valid proposal of the Consultant and will conduct a review of the following submissions according to the newly extended deadline.

1. **Late submission**

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

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

1. **Conditions for the evaluation**

Consultants 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.

1. **Selection criteria and scoring**
	* + 1. **Technical proposal evaluation**

The quality of the tender will be evaluated based on the following criteria. 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 70% for one of the quality criteria will be eliminated and their final score will not be calculated. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Technical Proposal** | **Max Score** | **Minimum Threshold** |
| **1** | **Overall approach:** This criterion assesses the quality of the approach set out in the tender, specifically with regard to clarification, work planning, the content-related preparation of the consultations and written deliverables, and communication with the contractor and external.  | **50** | **35** |
| 1.1 | Demonstrating understanding of relevant stakeholders in relation to IWT and conservation issues in Vietnam, particularly surrounding tiger (1-10). | 5 |  |
| 1.2 | Adequacy, coherence, and appropriateness of the proposed approach, methodology and tools in responses to the scope of works as stated in the Terms of Reference (1-15) | 15 |  |
| 1.3 | Adequacy, appropriateness, coherence and feasible schedule of the assessment plan and implementation to deliver the Assessment objectives (1-10) | 10 |  |
| 1.4 | Adequacy, appropriateness and feasibility of team mobilization and organization plan with related expertise and experience related to the required tasks (1-5) | 10 |  |
| 1.5 | Regional and national laws and commitments related to wildlife crime (1-5) | 10 |  |
| 2 | **Relevant work experience:** This criterion assesses the work experience of the tenderer relevant to the Terms of Reference above, as evidenced through a list of project references, reference publications and materials to be submitted in conjunction with the tender. **Score (Max points 50)** | **50** | **35** |
| 2.1 | Qualifications and experience in similar assignments: Demonstrating strong organizational capacity and consulting experience in conducting a variety of survey and research projects, and evidence of expertise in conservation policy, socio-political research and analysis, legal and justice system( 1-10 ) | 10 |  |
| 2.2 | Experience and qualifications of Team leader | 20 |  |
| i | Qualifications and skills (1-5) | 10 |  |
| ii | General professional experience (1-5) | 5 |  |
| iii | Specific professional experience (1-10) | 5 |  |
| 2.3 | Experience and qualifications of Institutional expert and other members | 20 |  |
| i | Qualifications and skills (1-5) | 10 |  |
| ii | General professional experience (1-5) | 5 |  |
| iii | Specific professional experience (1-10) | 5 |  |
| **Total** |  | **100** | **70** |

* + - 1. **Financial Proposal Evaluation**

The Consultant is supposed to have included all prices in the Financial Proposal and therefore no price adjustments shall be made for the purpose of evaluation. The total price, net of taxes shall be considered as the offered price.

**Quality and Cost-Based Selection (QCBS)**

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,

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

WT = weight of the technical Proposal (in percent)

The weighted financial score is calculated as follows

PF = WF \* Co/C, with

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

C = evaluated price of the financial Proposal,

Co = lowest evaluated price of all financial Proposals.

The overall score is calculated as:

P = PF + PT.

1. **Currency:**

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

1. **Taxes:**

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

1. **Validity Period of proposal: 90** days since bid submission deadline date.

**Chapter 2 - FORM**

The consultants prepare the required forms as follows:

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

**FORM- 1** **- PROPOSAL SUBMISSION FORM**

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

**To: WWF-Vietnam**

No.6, Lane 18 Nguyen Co Thach Str.,

Nam Tu Liem Dist., Hanoi

*(Date)*

*Dear Sir/Madams,*

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

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

We agree to abide by this Proposal for the period of 90 days from the date fixed by WWF-Vietnam for the submission deadline specified in the Call for Proposals (as edited, 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 based on the proposed Key Experts. We accept that the substitution of Key Experts without written approval from WWF-Vietnam 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 commit that we are not on the list of entities that are not allowed to participate in the bidding according to USAID regulations.

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

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

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

**[Signature and full name]**

**FORM- 2 - AGREEMENT TO ESTABLISH A GROUP OF CONSULTANTS**

Form-2- Agreement to establish a group of consultants.

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

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

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

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

We include:

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

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

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Article 1. General principles**

1. The members voluntarily form a consulting group to participate in the selection of requests for proposals in the bidding package \_\_\_ *[insert name of the package].*

2. The members agree that the name of the consulting group for all transactions related to the bidding package is: Consulting group *[insert name of team leader].*

3. The members commit that no party can voluntarily participate or cooperate in any way with another party to participate in this bidding package.

**Article 2. Assignment of responsibilities**

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

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

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

*- Sign the letter of interest.*

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

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

The participating parties are expected to assign responsibilities of each member as follows: \_\_\_ *[Insert expected main job content of each member, including the leading member].*

**Article 3. Effect of the agreement**

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

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

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

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

**Team leader and all members**

**[Signature and full name]**

**FORM- 3 - CONSULTANT'S EXPERIENCE**

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

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

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

The consultant encloses copies of the Contracts listed above.

**Representative of the Consulting Group**

 [Signature and full name]

**FORM- 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 Consultant:

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 - RELEASE LETTER**

*(Applied for an individual consultant who is a government officer and only be requested to submit before the signing of consulting service contract)*

*(Áp dụng cho cá nhân tư vấn là cán bộ nhà nước 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-Vietnam

Kính gửi : WWF- Vietnam

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 tại ……………………….ngày …………………………

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

[Tên tổ chức] đồng ý cho phép ông/bà [Tên tư vấn] 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 từ …..đến …..

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 treo theo thẩm quyền nội bộ của tổ chức xác nhận)*

**FORM-7 - DECLARATION**

*(Applied for non- government consultant and submitted before the signing of consultancy service contract)*

*(Áp dụng cho tư vấn không thuộc khối Nhà nước – Nộp trước khi ký kết hợp đồng tư vấn)*

**DECLARATION**

**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) under the service contract number …

*Tôi đã được lựa chọn để cung cấp dịch vụ tư vấn của… cho… dự án của Văn phòng Đại diện Tổ chức World Wide Fund for Nature tại Việt Nam (WWF Việt Nam) theo hợp đồng dịch vụ số…*

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 and my employer/agency as a result of my consultancy service contract.

*Tôi xin xác nhận và chịu hoàn toàn trách nhiệm trách nhiệm về bất kỳ xung đột nào có thể phát sinh giữa WWF 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-8 - TECHNICAL AND FINANCIAL PROPOSALS**

**TECHNICAL PROPOSALS**

**CONSULTING SERVICES**

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

**(WWF-Vietnam)**

**Project: Saving Threatened Wildlife**

**Name of Package: Socio-economic and financial assessment of tiger farm management measures.**

**Bid reference number** : **PR-HAN- FY23/1117**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Tasks/Activities** | **Consultant's name** | **Tentative timeline** | **Man-day** | **Location** | **Travel day** |
| I | Task 1 |  |  |  |  |  |
| 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. FY23-1117 STW: **Socio-economic and financial assessment of tiger farm management measures.**

We, the consultant team, undersigned, propose to provide consulting services for Package No. FY23-1117 STW “ **Socio-economic and financial assessment of tiger farm management measures.”**

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

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

**Representative of the Consulting Group**

 **[Signature and full name]**

**FINANCIAL PROPOSAL**

**COST BREAKDOWN**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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, 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 (net of taxes)** |  |
| **Taxes*** State the VAT percentage applied
* In case Personal Income Tax (PIT) is applied, calculate the PIT as: **PIT= (Total (net of taxes)/0.9 9)\* 10%**
 |  |
| **Grand – Total** |  |

***WWF's cost norm for reference:***

**Daily allowance:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Daily allowance 1 day = 02 lunches and dinners. If any meal was provided, it will be deducted from the daily allowance at the rate of 50% for 1 meal.

|  |  |
| --- | --- |
| Location | Daily allowance (VND) |
| Cities and province |  600,000 |
| District, commune |  350,000 |

 |

**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 |  300,000  |
| 2 | Vinh | Thành phố Vinh |  95,000  |
| 3 | Dong Hoi | Dong Hoi City, Quang Binh |  140,000  |
| 4 | Phu Bai | Hue City, Thua Thien Hue |  230,000  |
| 5 | Da Nang | Da Nang city |  70,000  |
| 6 | Chu Lai | Tam Ky District and Quang Nam Province |  405,000  |
| 7 | Lien Khuong | Da Lat city |  210,000  |
| 8 | Tan Son Nhat | Ho Chi Minh City |  130,000  |

**Accommodation** :

|  |  |
| --- | --- |
| Location | Maximum rate/pax/night |
| Cities and provinces, national tourist site | 1,350,000 VND |
| District, commune | 700,000 VND |
| Support if travelers could not provide an invoice | 200,000 VND |