REQUEST FOR PROPOSALS

**CONSULTING SERVICES**

|  |  |
| --- | --- |
| **Requester:** | **World Wide Fund for Nature – Vietnam**  **(WWF-Viet Nam)** |
| **Project:** | **Promotion of circular economy (CE) in water use in Cuu Long and Dong Nai River basin – Pilot for textile and aquaculture sector** |
| **Name of Package:** | **TECHNOLOGY AND MARKET INSIGHTS OF ORGANIC FERTILIZER MADE OF AQUACULTURE WASTE SLUDGE.** |
| **Bid reference number:** | **FY26-0049** |
| **Submission Deadline:** | **August 19, 2025, 17:00 (ICT)** |

Issued on: 12th August 2025

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# PART I – TERM OF REFERENCE

**Consultancy Service for technology and market insights of organic fertilizer made of aquaculture waste sludge**

***Tư vấn về tìm hiểu công nghệ và thị trường của sản phẩm phân bón hữu cơ làm từ bùn thải ngành thủy sản***

**Project: / Dự án:** Promotion of circular economy (CE) in water use in Cuu Long and Dong Nai river basin – Pilot for textile and aquaculture sector / Thúc đẩy Kinh tế tuần hoàn (KTTH) trong sử dụng tài nguyên nước ở lưu vực sông Cửu Long và Đồng Nai – Thí điểm cho ngành Dệt may và Thủy sản.

**Work location: / Địa điểm:** TP HCM, Đồng Tháp, Tây Ninh, Đồng Nai

**Duration:/ Thời gian:** Aug to mid Dec 2025 / Từ tháng 08 đến giữa tháng 12 năm 2025

1. **Background / Bối cảnh**

Aquaculture is unarguably the main economic activity in Mekong Delta, with both farming area and yield proportionated at more than 70% of the entire country. At country level, the sector has been playing increasingly important role as a key export commodity, with export revenue at US$8.4 billion in 2020. Aquaculture farming has an output of 4.56 million tones, farming on a total area of 1.2 million hectare and 10 million cubic meter. Amongst farmed fish types, pangasius yields the second largest revenue after shrimp, with export value of US$1.9 billion compared to US$3.375 billions of shrimp. Pangasius is freshwater culture, while shrimp is brackish water culture.

Nuôi trồng thủy sản là hoạt động kinh tế chính của đồng bằng sông Cửu Long với diện tích nuôi trồng và sản lượng chiếm hơn 70% toàn quốc. Ở cấp độ quốc gia, ngành này đang ngày càng đóng vai trò quan trọng như một mặt hàng xuất khẩu chủ lực, với doanh thu xuất khẩu đạt 8,4 tỷ USD trong năm 2020. Sản lượng nuôi trồng thủy sản đạt 4,56 triệu tấn, với tổng diện tích nuôi trồng là 1,2 triệu hecta và 10 triệu mét khối. Trong số các loại cá nuôi, cá tra mang lại doanh thu lớn thứ hai sau tôm, với giá trị xuất khẩu đạt 1,9 tỷ USD so với 3,375 tỷ USD của tôm. Cá tra là loài nuôi nước ngọt, trong khi tôm là loài nuôi nước lợ.

WS work targeted at aquaculture is expected to generate the sector’s water footprint reduction impact. Many circular economy solutions in aquaculture farming and processing have been implemented, increasing the added value of by-products and waste sludge for producers while minimizing waste pollution in the aquatic environment. Among these, the reuse of sludge to produce organic fertilizers has been quite successful, with several organic fertilizer products being widely circulated in the market

Do việc sử dụng nhiều nước và ô nhiễm nguồn nước, việc giảm tác động tiêu cực đến tài nguyên nước nhắm vào khâu nuôi trồng thủy sản được kỳ vọng sẽ tạo ra tác động giảm thiểu dấu chân nước của ngành. Nhiều giải pháp kinh tế tuần hoàn ở khâu nuôi và chế biến thủy sản đã được thực hiện, làm tăng giá trị kinh tế của chất thải phụ phẩm, bùn thải đối với cơ sở sản xuất đồng thời giảm thiểu ô nhiễm chất thải ra môi trường nước. Trong đó, tái sử dụng bùn thải để làm phân bón hữu cơ là mô hình khá thành công, với một số sản phẩm phân bón hữu cơ đã được lưu hành rộng rãi trên thị trường.

1. **Assignment Objective / Mục tiêu**

The assignment is aimed at assessment of technology and market status of organic fertilizer made from aquaculture waste sludge and propose solutions to promote techniques and market maturity.

Nhiệm vụ này nhằm đánh giá tình trạng công nghệ và thị trường của phân bón hữu cơ được làm từ bùn thải thủy sản, và đề xuất các giải pháp để thúc đẩy sự phát triển của công nghệ-kỹ thuật sản xuất và thị trường phân bón tái chế từ bùn thải thủy sản

1. **Approach / Phương pháp thực hiện**

Các phương pháp thực hiện nhiệm vụ bao gồm

i. Deskwork research / Nghiên cứu tại bàn

ii. Premilinary and secondary information collection at aquaculture and organic fertilizer producers / Thu thập thông tin sơ cấp và thứ cấp từ các cơ sở thủy sản và sản xuất phân bón hữu cơ

iii. Comparative study and SWOT / Nghiên cứu so sánh và lập bảng SWOT

iv. Consultation: Through seminars, to receive many in-depth opinions from business, local authority, experts / Tham vấn: Thông qua các hội thảo, tiếp nhận nhiều ý kiến chuyên sâu từ các doanh nghiệp, cấp quản lý địa phương, và chuyên gia

1. **Assignment tasks / Nhiệm vụ**

Specific tasks include: / Các nhiệm vụ cụ thể bao gồm:

**Task 1: Review of technology and market landscape**

• Inventory of technical production models and nutrients analysis of different organic fertilizers made from aquaculture waste sludge and analysis of environment-socio-economic effectiveness for each fertilizer production line

• Inventory of domestic and imported organic fertilizers made from aquaculture waste on the market and conduct 4Ps market analysis and SWOT

*Nhiệm vụ 1: Đánh giá hiện trạng công nghệ và thị trường*

*• Thu thập dữ liệu, rà soát và mô tả các quy trình/công nghệ kỹ thuật hiện hành để sản xuất phân bón và hàm lượng dinh dưỡng của các loại phân bón hữu cơ làm từ bùn thải thủy sản và phân tích hiệu quả môi trường-xã hội-kinh tế cho từng dây chuyền sản xuất phân bón.*

*• Kiểm kê các loại phân bón hữu cơ trong nước và nhập khẩu được làm từ bùn thải thủy sản trên thị trường và tiến hành phân tích thị trường 4Ps và SWOT*

**Task 2: legal framework review in terms of technical standard and environment impact of aqua waste recycle**

• Identify policies and regulations that restrict the reuse of aquaculture sludge waste

• Review and set up inventory of existing technical standards, regulations or suggest new policies and regulations to promote the reuse of aquaculture sludge waste for producing fertilizers or other value-added products Rà soát và lập danh mục các tiêu chuẩn, quy chuẩn, quy định cần sửa đổi, hoặc xây dựng mới

*Nhiệm vụ 2: Xem xét khung pháp lý về tiêu chuẩn kỹ thuật và tác động môi trường của việc tái chế bùn thải thủy sản*

*• Xác định các chính sách và quy định không còn phù hợp với việc tái sử dụng bùn thải thủy sản*

*• Rà soát và lập danh mục các tiêu chuẩn, quy chuẩn, quy định cần sửa đổi, hoặc xây dựng mới để đẩy mạnh tái sử dụng bùn thải thủy sản làm thành phân bón hay các sản phẩm giá trị gia tăng khác*

**Task 3: Provide suggestions for promotion of technical and market maturity**

• Provide suggestions for production techniques and technology: recommend Best Available Techniques (BAT) for recycling aquaculture sludge waste into at least 03 different kinds of organic fertilizers that serve some key cash crops with different nutrient needs.

• Provide solutions for business start-up and market development: cost-benefit analysis of investment in aqua. sludge recycling into fertilizers; fertilizer pricing, bankable payback period, marketing, sale and distribution strategy of fertilizers recycled from aqua. sludge

*Nhiệm vụ 3: Đưa ra các đề xuất để thúc đẩy sự phát triển về kỹ thuật-công nghệ và thị trường:*

*• Đưa ra các đề xuất để thúc đẩy sự phát triển về kỹ thuật-công nghệ sản xuất: đề xuất các Công nghệ tốt nhất hiện có (BAT-Best Available Techniques) để tái chế bùn thải thủy sản thành ít nhất 3 phân bón hữu cơ khác nhau, phục vụ bón cho các loại cây trồng có nhu cầu dinh dưỡng khác nhau*

*• Đề xuất giải pháp thúc đẩy doanh nghiệp khởi nghiệp và phát triển thị trường: đưa ra phân tích lợi ích-chi phí của đầu tư tái chế bùn thải thủy sản thành phân bón, chiến lược giá, thời gian hoàn vốn đầu tư chấp nhận được, chiến lược tiếp thị, bán hàng và phân phối sản phẩm phân bón hữu cơ tái chế từ bùn thải thủy sản*

**Task 4: Stakeholder consultation for information collection, report validation and feedback.**

• Identify all relevant public and private stakeholders/beneficiaries relating to aquaculture sector (specialized for pangasius commodity) and organic fertilizer market

• Consult with them on this assessment report

• Attend and present assessment report findings in at least two (02) stakeholder meetings organized under this assignment. Depending on research information inquiry and consultation need, the consultant team will determine the timing and agenda of each stakeholder meeting.

*Nhiệm vụ 4: Tham vấn các bên liên quan trong việc thu thập thông tin, xác thực và phản hồi báo cáo*

*• Xác định các bên liên quan/ các bên hưởng lợi thuộc khu vực công và tư nhân liên quan đến ngành thủy sản (chuyên sâu ngành hàng cá tra) và thị trường phân bón hữu cơ*

*• Tham vấn các bên liên quan về các nội dung báo cáo đánh giá*

*• Tham gia và trình bày kết quả đánh giá tại ít nhất hai (02) cuộc họp với các bên liên quan trong phạm vi nhiệm vụ này. Tùy thuộc vào nhu cầu thu thập thông tin và tham vấn, nhóm tư vấn sẽ xác định thời gian và nội dung chương trình của từng cuộc họp với các bên liên quan.*

1. **Deliverables and Timelines**

The consultancy firm will provide deliverables and respective timelines as below: / *Tư vấn sẽ cung cấp các sản phẩm đầu ra và thời gian thực hiện tương ứng như sau:*

1. **Deliverables/ Sản phẩm**

The consultancy firm will provide deliverables and respective timelines as below: / *Tư vấn sẽ cung cấp các sản phẩm đầu ra và thời gian thực hiện tương ứng như sau:*

|  |  |  |
| --- | --- | --- |
| ***Deliverables/ Sản phẩm*** | ***Language/ Ngôn ngữ*** | ***Timeline / Mốc thời gian*** |
| Dự thảo báo cáo đánh giá / Draft of the assessment reprot | Tiếng Việt | End of Oct 2025 / Cuối tháng 10-2025 |
| Bản hoàn chỉnh báo cáo đánh giá / Final version of the assessment report (Word and ppt files) | Tiếng Việt và Tiếng Anh | Mid of Dec 2025 / *Giữa tháng 12-2025* |

1. **Reporting line/ Quản lý hoạt động tư vhấn**

This consultancy will be directly managed by WWF Vietnam’s Water Stewardship Program manager. / Nhiệm vụ tư vấn này được quản lý trực tiếp bởi Quản lý Chương trình Quản trị nước của WWF Việt Nam.

1. **References / Tài liệu tham khảo**
2. <https://microbelift.vn/xu-ly-bun-thai-tai-cac-nha-may-che-bien-thuy-san/>
3. <https://may3a.vn/tin-tuc/xu-ly-bun-thai-ao-nuoi-tom-ca-thanh-phan-huu-co>
4. <https://ctujsvn.ctu.edu.vn/index.php/ctujsvn/article/view/3200/619>
5. <https://doanhnhantrevietnam.vn/bien-bun-thai-phu-pham-ca-thanh-vang-muoi-cho-cay-trai-d21549.html>

1. **Required Profile / Hồ sơ yêu cầu**

Essential qualifications, knowledge and experts / Trình độ, kiến thức và chuyên gia cần thiết

* Proven experience in the technology and technical processing aspects of producing fertilizers from aquaculture waste and sludge / Có kinh nghiệm về các khía cạnh công nghệ và quy trình kỹ thuật sản xuất phân bón từ phế phẩm và bùn thải
* Good knowledge and experience of fertilizer market, notably agri. compost organic fertilizers for crop plantation; / Có kiến thức và kinh nghiệm về thị trường phân bón, đặc biệt các loại phân bón hữu cơ từ ủ phế phẩm nông nghiệp
* Expertise about sustainable aquaculture practices and financial projection analysis, notably water circularity and conservation aspect; / Có chuyên môn về các thực hành nuôi trồng thủy sản bền vững và phân tích lợi ích tài chính, đặc biệt là khía cạnh bảo tồn tuần hoàn nước.
* Ability to engage business and relevant government departments / Có Kinh nghiệm làm việc với các cơ quan quản lý, các doanh nghiệp
* Experience working with international organizations is an advance. / Có kinh nghiệm làm việc với các tổ chức quốc tế là một lợi thế
* Good understanding of the TOR and practical approach proposed to meet the TOR requirements in a timely and cost-effective manner. / Hiểu rõ các điều khoản tham chiếu công việc (TOR) và đề xuất phương pháp tiếp cận thực tiễn nhằm đáp ứng các yêu cầu của TOR một cách kịp thời và hiệu quả về chi phí
* Writing proficiency in English and Vietnamese languages. / Viết tốt cả Tiếng Anh và Tiếng Việt

# PART II – INSTRUCTIONS FOR CONSULTANTS

# Chapter I – Request for Proposal

### Content of Request for Proposal

1. Purchaser: **WWF-Viet Nam**, in collaboration with the **Institute of Strategy, Policy on Agriculture and Environment**, under the Project **'Promotion of Circular Economy in water resource use in Cuu Long and Dong Nai river basin - Pilot for the Textile and Aquaculture sector**' would like to call for proposals from eligible individual consultants, group of individual consultants, consulting firms (hereinafter called Consultants) who are interested in submitting the proposal for the **“Technology and market insights of organic fertilizer made of aquaculture waste sludge”** package.

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

### Language

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

### Proposal contents

The proposal prepared by the consultant must include the following contents, with detailed instructions provided in [Chapter II – Forms](#_Chapter_II_–):

General Infomations of Consultant using Form- 1

Proposal using Form- 2;

Agreement to establish a consulting group using Form- 3; (only applicable to Consulting Group, not applicable to Individual Consultant or Consulting firm, institution)

A curriculum vitae relevant experiences and qualifications of each consultant with the signature of the consultant (use the own form of consultant or Form-6);

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-4. Consultants who do not carry out similar bidding packages can skip;

Confirming participation in the bidding package using Form- 5;

Technical and Financial proposal using Form-8

For consulting firms/organizations: please additionally include the following documents:

* A scanned copy or photocopy of the Business Registration Certificate;
* Company capacity statement (Company Profile);
* A list of similar contracts/projects completed.

### Detail of submission:

1. Please send the electronic proposal to WWF-Viet Nam’s designated mailbox at [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn);. Your e-mail must have the subject heading as **“Ref FY26-0049- [name of consultant] Technology and market insights of organic fertilizer made of aquaculture waste sludge”.**

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 FY26-0049 - [name of consultant] Technology and market insights of organic fertilizer made of aquaculture waste sludge”. - DO NOT OPEN BEFORE THE DEADLINE OF SUBMISSION.**

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

Procurement Unit – Water Stewardship project, 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. 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 **August 19th, 2025, 17:00.**

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.

### 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.

### 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.

### Selection criteria and scoring

The selection follows the simplified quality and cost-based selection (simplified QCBS) with a maximum total technical score of 80 points and a total financial score of 20 points.

***The consultant with the highest technical and financial scores will be invited for contract negotiation***. Consultants may be invited for interviews if necessary.

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

| **STT** *No* | **Assessment Criteria** *Tiêu chí đánh giá* | **Maximum score** *Điểm tối đa* |
| --- | --- | --- |
|
|  |
|
| **A** | **Technical Proposal/** Đề xuất kỹ thuật | 60 |
| **I** | **Relevant Qualitfication and Experience / *Năng lực chuyên môn và Kinh nghiệm phù hợp*** *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* | **38** |
| 1.1 | **Experience in similar assignments:** Demonstrated strong organizational capacity and consulting experience in performing similar assignments (techno-financial feasibility study of producing fertilizers from aquaculture waste and sludge**)**  ***Có kinh nghiệm thực hiện các gói tư vấn tương tự:*** *Thể hiện năng lực tổ chức và kinh nghiệm tư vấn trong việc thực hiện các gói tư vấn tương tự (phân tích khả thi kỹ thuật-tài chính cho đầu tư sản xuất phân bón từ nguồn chất thải bùn thải thủy sản)* | **8** |
| *1.2* | **Consultant team qualification and experience in following fields:**   * Proven experience in the technology and technical processing aspects of producing fertilizers from aquaculture waste and sludge / Có kinh nghiệm về các khía cạnh công nghệ và quy trình kỹ thuật sản xuất phân bón từ phế phẩm và bùn thải * Good knowledge and experience of fertilizer market, notably agri. compost organic fertilizers for crop plantation; / Có kiến thức và kinh nghiệm về thị trường phân bón, đặc biệt các loại phân bón hữu cơ từ ủ phế phẩm nông nghiệp * Expertise about sustainable aquaculture practices and financial projection analysis, notably water circularity and conservation aspect; / Có chuyên môn về các thực hành nuôi trồng thủy sản bền vững và phân tích lợi ích tài chính, đặc biệt là khía cạnh bảo tồn tuần hoàn nước | **15** |
| *1.3* | - Strong experience and information access capacity in collecting information and data relating to the assignment; / *Có kinh nghiệm và lợi thế tiếp cận thông tin liên quan đến nhiệm vụ tư vấn* - Has experience working with international organizations. / *Có kinh nghiệm làm việc với các tổ chức quốc tế* | **7** |
| *1.4* | - Sound working skill to consolidate **technical and financial data** relating to organic fertilizer production / *Có kỹ năng phân tích tổng hợp* ***số liệu kỹ thuật tài chính*** *liên quan đến sản xuất phân bón hữu cơ.* - Experience working with research, primary and secondary data collection and other relevant professionals / *Có kinh nghiệm thực hiện nghiên cứu, thu thập thông tin sơ cấp, thứ cấp và làm việc với các chuyên gia liên quan*  - Writing and verbal proficiency in **English** and Vietnamese languages / *Trình độ ngôn ngữ* ***Anh*** *và Việt thông thạo ở mức độ thông thạo ở kỹ năng viết và nói* | **8** |
| **II** | **Quality of technical proposal / *Chất lượng của Đề xuất kỹ thuật*** *This criterion assesses the quality of the approach set out in the tender, specifically with regard to order clarification, work planning, the content-related preparation of the consultations and written deliverables, and communication with the contractor and external stakeholders.* | **22** |
| **2.1** | Technical proposal show understanding of the assignment including: / *Đề xuất kỹ thuật thể hiện nhà thầu hiểu rõ về nhiệm vụ gói tư vấn, bao gồm:* - Feasible approach / *Phương pháp thực hiện có tính khả thi* - Adequate data collection / *Thu thập dữ liệu đầy đủ* | **10** |
| **2.2** | - Good suggestion for delivables contents and outlines / *Có đề xuất phù hợp về Kết cấu và nội dung của các báo cáo đầu ra* - Good task specification and suitable allocation amongst team members / *Phân công nhiệm vụ chi tiết và phù hợp cho các thành viên nhóm tư vấn* | **6** |
| **2.3** | - Sound work plan for completion of the assignment on the expected timeline / *Có Kế hoạch tốt để hoàn thành gói tư vấn trong thời hạn yêu cầu* - Sound capacity to smoothly communicate with companies and relevant stakeholders / *Có năng lực để trao đổi liên lạc thông suốt với các công ty, đối tác liên quan* | **6** |
| **B** | **Financial Proposal/** Đề xuất tài chính | 40 |
|  | **Price Competitiveness / *Tính cạnh tranh của giá đề xuất***  This criterion assesses the competitiveness of the bidder’s price compared to the lowest valid offer. Score = (Lowest price / Price of the bidder) × 40.  *Tiêu chí này đánh giá mức độ cạnh tranh của giá chào so với giá chào thấp nhất hợp lệ. Điểm = (Giá thấp nhất / Giá chào của nhà thầu) × 40.* |  |

*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 results are 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.*

### Currency:

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

### 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.

### 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 Infomations of Consultant | Form-1 |
| 2 | Proposal submission | Form-2 |
| 3 | Agreement to establish a consulting group | Form-3 |
| 4 | Consultant's Experience and Competencies | Form-4 |
| 5 | Statement of availability | Form-5 |
| 6 | Professional resume | Form-6 |
| 7 | Release letter | Form-7 |
| 8 | Technical and financial proposals | Form-8 |

### FORM-1 - GENERAL INFOMATIONS OF CONSULTANT

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 - 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 Request for proposals and the written explanation and clarification of the Request 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-4 - 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-5 - 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-6 - 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-7 - RELEASE LETTER

*(Applicable to individual consultants who are currently employed by a government or a company or organization. This letter is required prior to signing the consulting service contract)*

*(Áp dụng cho tư vấn cá nhân hiện đang làm việc tại một cơ quan, tổ chức hoặc doanh nghiệp 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- Việt 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/CCCD cấp tại ……………………….ngày …………………………

Has been approved by [Name of the Organization] to provide support 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] tham gia hỗ trợ cho tổ chức WWF Việt Nam trong khuôn khổ dự án [Tên dự án] trong khoảng thời gian dự kiến từ …..đến …..

{ Optional – không bắt buộc }

During the time providing support for the project, Mr/Ms. [Name of the Consultant] commits to:

* Provide support outside of the official working hours of his/her employer or during his/her approved annual leave.
* Support provided is out of his regular duties assigned by his/her employer.

Trong thời gian hỗ trợ tổ chức, Ông/bà . [Tên tư vấn] cam kết:

* Tham gia hỗ trợ dự án ngoài giờ làm việc chính thức quy định bởi [Tên tổ chức] hoặc trong thời gian nghỉ phép của Ông/Bà [Tên tư vấn]
* Các hỗ trợ cho dự án nằm 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-8 - TECHNICAL AND FINANCIAL PROPOSALS

**TECHNICAL PROPOSALS**

**CONSULTING SERVICES**

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

**(WWF-Vietnam)**

**Project: Promotion of circular economy (CE) in water use in Cuu Long and Dong Nai River basin – Pilot for textile and aquaculture sector**

**Name of Package: TECHNOLOGY AND MARKET INSIGHTS OF ORGANIC FERTILIZER MADE OF AQUACULTURE WASTE SLUDGE.**

**Bid reference number**: **PR-HCM-FY26-0049**

**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. FY26-0049: **Technology and market insights of organic fertilizer made of aquaculture waste sludge**

We, the consultant team, undersigned, propose to provide consulting services for Package No. FY26-0049 “**Technology and market insights of organic fertilizer made of aquaculture waste sludge”**

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 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)\* 10%** | | | |  |
| **Grand – Total** | | | |  |

### WWF's cost norm for reference:

**Daily allowance:**

|  |  |
| --- | --- |
| The per diem rate for domestic travel is VND 600,000 per day, which covers the following expenses: | |
| **Cost** | **Rate (in VND)** |
| Breakfast | 50,000 |
| Lunch | 200,000 |
| Dinner | 250,000 |
| Incidental expense | 100,000 |

**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 |

**Accommodation:**

|  |  |
| --- | --- |
| **Location** | **Maximum rate/pax/night** |
| Wards under City | 2,000,000 VND |
| Wards under Province or Tourist sites | 1,500,000 VND |
| Communes under City | 1,200,000 VND |
| Communes under Province | 800,000 VND |