



## REQUEST FOR PROPOSALS

### CONSULTING SERVICES

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

**Project:** Saving Threatened Wildlife

**Name of Package:** Analysis of national socio-political engagement, policy and motivations to address Illegal Wildlife Trade (IWT) and Wildlife Trade (WT).

**Bid reference number:** Ref FY22-1199/STW

**Submission Deadline:** 6<sup>th</sup> July, 2022 17:00 (ICT)

**Representative of Purchaser**

*Michelle Owen*

Michelle Owen  
Chief of Party  
Saving Threatened Wildlife, Viet Nam

Issued on: 22 June 2022

## REQUEST FOR PROPOSALS FOR CONSULTING SERVICES

### **Contract Title: Analysis of national socio-political engagement, policy and motivations to address Illegal Wildlife Trade (IWT) and Wildlife Trade (WT)**

The World Wide Fund for Nature (WWF) was one of the first international non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environmental issues and implemented field activities across the country.

The **Saving Threatened Wildlife** project, supported by USAID, aims to increase Viet Nam's leadership in countering wildlife trafficking through enhancing the commitment of Government of Vietnam (GVN) leaders at the national and provincial levels, increasing effectiveness of wildlife law enforcement, and reducing demand and consumption of illegal wildlife products. To realize this, USAID has identified the following key Strategic Approaches: 1) Engage and develop political and local champions to address Counter Wildlife Trafficking (CWT); 2) Strengthen law enforcement; and 3) Reduce consumer demand.

WWF-Viet Nam would like to request proposals from eligible national consulting firms, research institutes, or a group of consultants (hereinafter called Consultant) who are interested in conducting the Analysis of national socio-political engagement, policy and motivations to address Illegal Wildlife Trade (IWT) and Wildlife Trade (WT).

The selection will be conducted through the national competitive bidding procedures as specified in this Request for Proposals and is open to all eligible Consultants as defined in the USAID Standard Provisions M6 – Procurement Policies for Non-U.S based Organizations. The **Geographic code 937** applies to the USAID Biodiversity Conservation project. For more detailed information on the Geographic code 937, please refer to:

ADS Chapter 310: Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID | U.S. Agency for International Development

The proposal must be submitted on or before **July 6, 2022 17:00 (ICT)**. Late submissions will be rejected.

Correspondence related to the tender shall be addressed to:

WWF-Viet Nam  
Procurement Unit (Tender Ref FY22-1199/STW)  
Email: [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn)

## TERMS OF REFERENCE

**Title of the Consultancy Assignment:** Analysis of national socio-political engagement, policy and motivations to address Illegal Wildlife Trade (IWT) and Wildlife Trade (WT).

**Project:** Saving Threatened Wildlife

**Work location:** Hanoi, Ho Chi Minh, Da Nang, Quang Ninh, Hai Phong, Nghe An, Ha Tinh, Dak Lak.

**Duration:** Four and a half (4.5) months

### 1. Background of Consultancy Assignment

Despite concerted efforts to combat wildlife trafficking over the past two decades, Viet Nam remains a global hub of the illegal wildlife trade acting as a major demand, transit and supply country. According to USAID Wildlife Asia, there is a high – and in many cases growing – demand for wildlife and their derivatives, with the supply remaining a high-reward, low-risk crime, whilst on the demand side, buyers disregard the law in their desire for status symbols, medicines, amulets and wild meat, taking advantage of lax enforcement. Commercial wildlife farming in Viet Nam, including species ranging from geckos, to turtles, crocodiles, macaques, wild pig and tigers encompasses globally and nationally threatened species, and is often cited as a tool for improving food security of rural communities (WCS 2008). However, due to a lack of regulations and weak monitoring, commercial farms are creating conditions for wildlife laundering and continued threats to wild populations as wild-caught animals are used to replace or supplement breeding stock.

Viet Nam was one of the earliest signatories to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), and in recent years, has made conservation a priority by enacting comprehensive policies on wildlife protection (National Assembly, 2019). The country has gradually internalized international laws and created a comprehensive legal framework around the conservation of biodiversity and wildlife protection, including the Law on Biodiversity (2008); The Penal Code (2015) (amended in 2017); the Law on Forestry (2017); the Law on Investment (2014); the Law on Fisheries (2017); Decree No.160/2013/ND-CP (2013) on the management of endangered, precious, and rare species prioritized for protection; Directive No. 03/CT-TTg (2014) on strengthening measures for the conservation of endangered, precious, and rare wildlife species; and Directive No. 28/CT-TTg, (2016) on urgent measures to prevent and combat wildlife crime.

Recently, against the backdrop of the COVID-19 global pandemic, Viet Nam issued Directive 29 for urgent solutions to manage wildlife. It requests all relevant agencies to suspend the import of wild animals, control the illegal wildlife trade and consumption of wildlife, monitor captive bred wildlife, and review the current legal framework to propose amendments and supplementary regulations on the illegal consumption of wildlife.

However, certain shortcomings and gaps in wildlife protection legislation, fueled by a disconnect between policies, political will and the specific needs and priorities of private sector and local community, and absence of robust inter-agency mechanism among enforcement agencies, have made the laws difficult to implement on the ground allowing wildlife crimes to continue to harm Viet Nam's natural resources, security, and economy.

The Saving Threatened Wildlife project, supported by USAID, aims to increase Viet Nam's leadership in countering wildlife trafficking (CWT) through enhancing the commitment of Government of Vietnam (GVN) leaders at the national and provincial levels, increasing effectiveness of wildlife law enforcement, and reducing demand and consumption of illegal wildlife products.

Specifically, WWF will engage with public and private sector actors, to build support for addressing illegal wildlife trade and building sustainable wildlife trade and management processes. This approach will identify individuals to support messaging to their peers and to provide advice to the project on areas that need to be informed to build political and private sector will (e.g., streamlining national and provincial regulations, evidence to inform policy and industry best practices).

## 2. Purpose and Objectives

The Objectives of the Assessment are to provide:

- baseline data on the incentives and existing actions taken by stakeholders to counter wildlife trafficking;
- identification of the political priorities for countering wildlife trafficking and addressing sustainable wildlife trade gaps in Viet Nam;
- recommendations for policy interventions and messaging to increase political engagement for counter wildlife trafficking efforts;
- identification of political and private sector actors with incentives and motivations to lead and encourage change in responses to illegal wildlife trade and reducing the potential for illegal trade in priority wildlife farms.

## 3. Scope of Work

The Consultant will assign a team leader (senior expert) to oversee the delivery of the consultancy assignment, including contract management, technical direction, contract implementation, analysis, and quality assurance. He/she will also work as a dedicated point of contact to provide progress updates on a bi-weekly basis.

The Consultant should submit a technical proposal including an assessment plan proposing innovative, cost-effective, and efficient scientific research methods, comprehensive and gender-balanced sampling methods and tools to conduct the following activities and services that will deliver the Assessment Objectives (e.g. Focus Group Discussions, Key Informant Interviews, SWOT analysis and desk based reviews):

- (1) Review of the current state of IWT to Viet Nam (2016-2022), with a focus on international and regional trade of wildlife species and identification of IWT hotspots and routes, to prioritize CWT efforts in specific locations.
- (2) Assess the actions taken, successes, incentives and barriers encountered by relevant government agencies assigned in the implementation of Directive 29 at national and provincial levels to identify barriers, motivations, support needs and opportunities to engage with political leaders to CWT.
- (3) Investigate the GVN's future national 5-year policy and legislative frameworks and priorities to determine relevant policy intervention areas related to IWT and wildlife farm management.
- (4) Identify the existing and future conventions and commitments regarding wildlife trafficking and wildlife trade e.g. UN (Leaders' Pledge for Nature, SDGs), CITES, CBD & GBF, ASEAN & AIPA, CPTPP<sup>1</sup>, and mapping of potential national-level actions to foster an enabling environment to CWT.
- (5) Conduct review of existing laws and policies to identify policy loopholes, overlaps or inconsistencies at both national and provincial levels (focus on research provinces) that enable IWT.
- (6) Conduct SWOT analysis of the GVN efforts to CWT using existing legislation and policies with aims to recognize opportunities that could raise the general profile of CWT among decision-makers.
- (7) Engage with the GVN, ministerial agencies and authorities at both national and provincial levels to collect technical inputs and insights for the assessment, and to identify the motivations and incentives for stronger application of CWT laws and wildlife farm management.

These partners may include the National Assembly (NA): Office, Committee on Science, Technology and Environment (CSTE), Committee on Legal Affairs; Supreme People's Court, Supreme People's Prosecution, Ministry of Justice, Ministry of Public

---

<sup>1</sup> Association of Southeast Asian Nations (ASEAN), ASEAN Inter-Parliamentary Assembly (AIPA), Convention on Biological Diversity (CBD), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), CBD Global Biodiversity Framework (GBF), United Nations (UN), Sustainable Development Goals (SDGs)

Security/Environmental Police Department, Ministry of Finance/Customs Authority, Viet Nam Border Guard, MARD/CITES Scientific Authorities/Forest Protection Department at national and provincial levels, MONRE/Provincial Department of Natural Resource and Environment, Provincial Offices of National Assembly Delegations and Provincial People's Councils of survey provinces.

- (8) Present key findings and conclusions of the assessment in two consultation events<sup>2</sup> with key government partners and relevant stakeholders in receive feedback and comments prior to finalizing the report.
- (9) Submit a final technical report covering assessment methods/tools used, raw data, coordinates (where possible), final findings, gender aspects and key recommendations for final review and approval by WWF.

The final report and PPT will be prepared in both English (original version) and Vietnamese (translated version).

The Consultant should provide a contingency plan in the technical proposal in case of travel restrictions to target sites. Such a contingency plan should clearly state the approach and methods for carrying out and collecting data.

#### 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 four and a half (4.5) months starting from the contract signing date.

No.	Deliverable Description	Language	Due Date (following contract signature date)
1	A detailed assessment plan <sup>3</sup> which is in line with the technical proposal, including: <ul style="list-style-type: none"> <li>- Research team with clear scope of assignments and roles.</li> <li>- Detailed qualitative and quantitative research methods and tools, sampling methods, data collection tools and sources, analysis focus based on a list of literature.</li> <li>- Detailed plan of location and duration of any travel/meetings in the identified locations</li> <li>- Detailed timeline and milestones.</li> <li>- List of identified partners e.g. National Assembly, government agencies at national and local levels, NGOs, CSOs, CBOs.</li> <li>- A contingency plan in case of travel restriction.</li> </ul>	English	3 weeks
2	A set of interview questionnaires developed and pre-tested (in consultation with WWF)  A draft report structure and table of content submitted for WWF's approval.	English (original) and Vietnamese (translation)	3 weeks
3	A preliminary report submitted for internal consultation and finalization.	English (original) and Vietnamese (translation)	3 months
4	A PowerPoint presentation including speaker notes, summarizing key findings/take-aways and recommendations.		3 months
5	Research findings presented at one national consultation event.	Vietnamese	4 months
6	Research findings presented at one provincial consultation event.	Vietnamese	4 months

<sup>2</sup> Consultation events including meeting/workshop to validate and discuss the assessment findings will be organized by the Saving Threatened Wildlife project team.

<sup>3</sup> Detailed assessment plan will be signed off by WWF prior to implementation

No.	Deliverable Description	Language	Due Date (following contract signature date)
7	Final technical report covering: <ul style="list-style-type: none"> <li>- assessment methods/tools used</li> <li>- interview locations</li> <li>- final findings</li> <li>- gender aspects and</li> <li>- key recommendations</li> </ul> Final PowerPoint presentation	English and Vietnamese (translation)	4.5 months
	Anonymized interview responses, meeting minutes and research coordinates (where possible).	Original language	4.5 months

## 5. Working Principles

The consultant will report to Technical Lead-Partnerships, Saving Threatened Wildlife

## 6. Required Profile

### ***Knowledge/Expertise (consulting group/joint venture):***

- More than five years of relevant research and consultancy experience in Viet Nam.
- Strong organizational ability and expertise in conducting a variety of projects ranging from nationally representative studies with large samples to small size participatory research.
- Knowledge of illegal wildlife trade and counter wildlife trafficking efforts in Viet Nam and internationally.
- Proven strong partnership and engagement with wide range of government stakeholders (desirable).
- Evidence of expertise in conservation policy, socio-political research and analysis, legal and justice systems.
- Qualified research team with strong professional background on statistics, social sciences, value chain, wildlife conservation and development study.
- Field capacity including interviewer training capacity and field supervision capacity.
- Data entry & verification and processing capacity of large databases software programming for logical control of questionnaires at data input stage.
- Strong internal data control system is an advantage.

### ***Experience (Team Leader)***

- At least 10 years of technical experience in conservation in Viet Nam and at least 3 recent years actively involved either in CWT efforts, legal and policy or biodiversity conservation in Viet Nam (required).
- Knowledge of the Government of Viet Nam's environmental priorities, policies, and procedures.
- In-depth knowledge of environmental conventions, regional and national laws and commitments related to wildlife crime.
- Advanced skills and experience conducting social surveys and research in the area of IWT, including a strong tracked record on research design and implementation.
- Proven experience in consolidating interview findings and literature reviews into comprehensive and actionable reports.
- Fluent in Vietnamese; Excellent writing and spoken English skills (required).

### ***Experience (Team Members)***

- University degree with at least 3-5 years of practical experience in the related fields including, but are limited to, wildlife conservation, legal and policy and development study.
- Experience in conducting field surveys and research in areas of CWT, illegal wildlife trade and consumption (desired).

- General knowledge of the Government of Viet Nam's environmental priorities, policies, and procedures.
- Experience in workshop facilitation and design, on both physical and virtual platforms.
- Vietnamese and English language skills
- Presentation design and delivery

## **B – INSTRUCTIONS TO CONSULTANTS**

### **I. ELIGIBILITY**

#### **Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID:**

The authorized USAID Principal Geographic Code for the procurement under this Invitation to Bid is Code 937. Interested Consultant can acquire detailed information on the Geographic code 937 at ADS Chapter 310: Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID | U.S. Agency for International Development

Goods and Services to be offered and supplied under the contract shall be the United States, Viet Nam - as recipient country of USAID fund, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

**The term “Nationality” means the place of incorporation, ownership, citizenship, residence, etc. of suppliers of goods and services.**

An eligible Consultant may be a firm or any combination of such entities in the form of a joint venture (“JV”) under a JV Agreement. In the case of a JV, all members shall be jointly and severally liable for the execution of the Contract if awarded. The Consultant shall nominate an authorized representative who shall have the authority to conduct all business transactions for and on behalf of Consultant and any and all its members, if the Consultant is a JV, during bidding and contract execution (in the event the Consultant is awarded the Contract).

#### **Qualifications of Consultants:**

Consultants must: (i) have adequate financial controls; appropriate legal set-up; (ii) having fulfilled applicable fiscal obligations regarding payments of applicable taxes; (iii) have not been debarred from carrying out procurement; and (iv) not have a conflict of interest.

##### Criteria for adequate financial controls:

As a minimum, net worth for the Year 2021 (last year), calculated as the difference between total assets and total liabilities should be positive. In the case of a Joint venture, each joint venture partner must meet this requirement by itself.

Average annual turnover is defined as the total payments received by the Consultant over the last 3 years of 2,800,000,000 VND or equivalent. In the case of a Joint venture, all partners combined must meet the requirement.

A Consultant's Profits for the Year 2021 (last year) should be positive. In the case of a Joint venture, each joint venture partner must meet this requirement by itself.

Consultant's experiences: Consultant must have relevant experience in conducting at least 3 consultant contracts/researches/ studies in the field of conservation policy, socio-political research and analysis, legal and justice systems, which can be shown in the Consultant's experience list provided in the form of the proposal.

Consultants must have at minimum 1 contract with a value of at least 1,000,000,000 VND; or two contracts in a year with value of at least 500,000,000 VND each; or having a cumulative value of the contracts equivalent to 1,000,000,000 VND per year.

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

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

- (a) Has the same legal representative as another Consultant; or



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

## II. SELECTION CRITERIA AND SCORING

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

### I.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 60% 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 results incomplete or information is missing. Any clarification submitted by a Consultant that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing. 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 are:

<b>1</b>	<b>Overall approach:</b> 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 stakeholders. <b>Score (max points 50)</b>	<b>50 points – minimum threshold 60% (30 points)</b>
1.1	Demonstrating understanding of relevant stakeholders in relation to wildlife trafficking and conservation issues in Viet Nam (1-10).	10
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 feasibility of the assessment plan and implementation schedule 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)	5
1.5	Demonstrating in-depth knowledge of environmental conventions, regional and national laws and commitments related to wildlife crime (1-5)	5
1.6	An actionable contingency plan in case of COVID-19 restrictions.	5
<b>2</b>	<b>Relevant work experience:</b> This criterion assesses the work experience of the tenderer relevant to the Terms of Reference above, as evidenced through a list of project references,	<b>50 points – minimum threshold</b>

	reference publications and materials to be submitted in conjunction with the tender. <b>Score (Max points 50)</b>	<b>60% (30 points)</b>
2.1	Qualifications and experience in similar assignments: Demonstrating strong organizational capacity and consultancy 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	Qualification and skills (1-5)	(5)
ii	General professional experience (1-5)	(5)
iii	Specific professional experience (1-10)	(10)
2.3	Experience and qualifications of Institutional expert and other members	20
i	Qualification and skills (1-5)	(5)
ii	General professional experience (1-5)	(5)
iii	Specific professional experience (1-10)	(10)
<b>Total</b>		<b>100 points</b>

A weighting of 70% - 30% is given to quality and price.

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

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

## **I.2 Financial Proposal Evaluation**

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

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

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

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

## **Quality and Cost-Based Selection**

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

WT = 70 %, and

WF = 30 %

The weighted technical score is calculated as follows:

$PT = WT * T$ , with

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

WT = 70% (weight of the technical Proposal, in percent),

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

The weighted financial score is calculated as follows

$PF = WF * F$ , with

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

WF = 30% (weight of the financial proposal, in percent),

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

The overall combined score is calculated as:

$P = PT + PF$

### III. BUDGET

The maximum allowable budget: 1,420,000,000 VND.

### IV. CURRENCY

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

### V. LANGUAGE

Proposals shall be submitted in the following language: English

### VI. TAXES

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

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

### VII. VALIDITY PERIOD OF PROPOSAL

**90** days since bid submission deadline date.

### VIII. PROPOSALS SUBMISSION

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

- The proposal shall be **separated in two files**: one for technical proposal and one for financial proposal.
- 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.

- 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 FY22-1199/STW- [name of consultant] – Proposal Submission"**.
- Please be aware that bids or proposals emailed to WWF-Viet Nam will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all Consultants to send email submissions well before the deadline.
- The maximum size per email that WWF-Viet Nam can receive is **25MB**.

**Deadline for submission is July 6, 2022 at 17:00 (ICT)**

## **IX. REJECTION OF PROPOSALS, TENDER CANCELLATION**

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

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

## **X. WWF-VN's POLICIES ON CONFLICT OF INTEREST**

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

## **XI. CLARIFICATION QUESTIONS**

Questions for clarifications can be submitted to [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn) up to one week before the submission deadline.

## **XII. PROPOSAL TEMPLATES**

Please use the below templates to structure the proposal.

# **TECHNICAL PROPOSALS**

## **CONSULTING SERVICES**

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

**Name of Package:** **Analysis of national socio-political engagement, policy  
and motivations to address Illegal Wildlife Trade (IWT)  
and Wildlife Trade (WT).**

**Bid reference number:** **Ref FY22-1199/STW**

**Consultant's information:**

FORM-1 – BID SUBMISSION

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

(date)

Dear Sirs/Madams,

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

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

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

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

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

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

We remain,

Yours sincerely,

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

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

.....

(IN BLOCK CAPITALS)

**Form-2 – DECLARATION OF UNDERTAKING**

Date:

Tender Ref:

We, the undersigned, declare that:

- a) We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any of Purchaser’s staff or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.
- b) We meet the eligibility requirements, and have no conflict of interest in accordance with the Request for Proposals.
- c) We commit to have sufficient financial and legal capacity as well as experience to carry our consultancy services in accordance with the provisions and requirements set forth in this Request for Proposal.
- d) We commit not being in the process of dissolution; nor be concluded to be in bankruptcy, nor in state of cash-flow insolvency and/or balance-sheet insolvency.
- e) We also underscore the importance of adhering to environmental and social standards in the implementation of the project.
- f) We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.
- g) We also declare that our company/all members of the Joint Venture/group has/have not been included in the list of sanctions of the United Nations, nor of the US Government, nor Vietnamese Government and affirm that our company/all members of the consortium will immediately inform the Purchaser if this situation should occur at a later stage.
- h) We acknowledge that, in the event our company (or a member of the Joint Venture/member of our group) is added to a list of sanctions that is legally binding on the Purchaser, the Purchaser is entitled to exclude our company/the Joint Venture from the procurement procedure and, if the contract is awarded to our company/the Joint Venture, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

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

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

.....

(IN BLOCK CAPITALS)



**FORM-3 - CONSULTANT'S ORGANIZATION AND EXPERIENCE (FOR FIRM CONSULTANT)****A - Consultant's Organization**

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

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

**B - Consultant's Experience**

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

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

***Notes:** Consultant's experiences: Consultant must have relevant experience in conducting at least 3 consultant contracts/researches/ studies in the field of conservation policy, socio-political research and analysis, legal and justice systems*

*Consultants must have at minimum 1 contract with a value of at least 1,000,000,000 VND; or two contracts with value of at least 500,000,000 VND each in one year; or having a cumulative value of the contracts equivalent to 1,000,000,000 VND per year.*

**C - Consultant's Financial Qualifications**

Each Consultant or member of a JV must fill in this form

**Information from Balance Sheet**

	Year 1: 2019	Year 2: 2020	Year 3: 2021
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

**Information from Income Statement**

	Year 1: 2019	Year 2: 2020	Year 3: 2021
Total Turnover			
Profits Before Taxes			
Profits After Taxes			

*Notes: Average annual turnover defined as the total payments received by the Consultant for contracts completed or under execution over the last 3 years of VND 2,800,000,000 or equivalent. In the case of a Joint venture, all partners combined must meet the requirement. A Consultant 's Profits for the Year 2021 (last year) should be positive. In the case of a Joint venture, each JV partner must meet this requirement by itself.*

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

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

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

*a) Introduction: You should prove your company's capacity that fit with requirement in ToR*

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

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

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

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

*f) Team Organization and Personnel: You should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key experts' responsibility, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a joint venture or lead consultant in an association. It is suggested that the core researching team should include one team leader.*

**FORM-5 – TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV  
INFORMATION**

Name in full/Citizen-ship	Area of Expertise	Position/ Detailed Task Assigned	Education / Degree (Year / Institution)	No. of years of relevant experience

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

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

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

**4. Date of Birth:** \_\_\_\_\_ **Citizenship:** \_\_\_\_\_

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

**6. Membership in Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_

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

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

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

**10. Relevant Professional Record**

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

From (Year): \_\_\_\_\_ To (Year): \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

**11. Relevant Researches, Publications**

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

FORM-7 – STATEMENT OF AVAILABILITY

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

Ref. No.: \_\_\_\_\_

Dear Sir/Madam,

**Subject:** *[insert number and name of the package]*

*Statement of Availability*

I (We), the undersigned .....

State that the proposed named expert(s) listed below is/are available to carry out the services relating to the Request for Proposal dated *[insert date]* mentioned above as from ....., for the period initially envisaged in the proposal submitted.

No	Expert’s Name	Title/Position	Duration
1			
2			
3			
...			

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

Signature and stamp: \_\_\_\_\_

Name on behalf of the Consultant: \_\_\_\_\_

Title: \_\_\_\_\_

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





FORM-8 –PERSONNEL SCHEDULE

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



FORM 9 – WORK PLAN

N°	Activity	Week																										
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19							n	
1																												
2																												
3																												
4																												
5																												
6																												
7																												
8																												
9																												
..																												



**FORM- 10– FINANCIAL PROPOSAL SUBMISSION**

**For [insert number and name of the package]**

[Location, Date]

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

Dear Sirs/Madams,

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

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

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

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

We remain,

Yours sincerely,

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

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

.....

(IN BLOCK CAPITALS)

**FORM-11– FINANCIAL PROPOSAL – COST BREAKDOWN**

*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.*

**Table 1: COST CALCULATION FOR PACKAGE**

1. Consultancy fee	Unit	Q'ty	Unit price	Total
1.1 Team leader				
1.2 Team member 1				
1.2 Team member 2				
Sub-Total				
2. Allowance & Accommodation				
2.1		...		
2.2		...		
...				
Sub-Total				
3. Travel & Transport Cost				
3.1 Vehicle lease/rent		...		
3.2 Other local transport (short-term, peak)		...		
3.3 Air-tickets		...		
Sub-Total				
4. Other costs				
4.1		...		
4.2 ...		...		
Sub-Total				
...				
Total				
Local Taxes				
Grand total				

**Table 2: DETAILED COST BREAKDOWN PER TASK/ DELIVERABLE**

	<b>Task/Deliverable</b>	<b>Unit</b>	<b>Q'ty</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	....				
	1.1 Team leader				
	1.2 Team member 1				
	1.2 Team member 2				
	Per diem				
	Accommodation				
	Car rental for ...consultants to ...				
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip				
	<b>Sub- Total 1</b>				
<b>2</b>	....				
	1.1 Team leader				
	1.2 Team member 1				
	1.2 Team member 2				
	Per diem				
	Accommodation				
	Car rental for ...consultants to ...				
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip				
	<b>Sub-Total 2</b>				
<b>3</b>	...				
	1.1 Team leader	Day			
	1.2 Team member 1	Day			
	1.2 Team member 2	Day			
		Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip	Ticket			

	Task/Deliverable	Unit	Q'ty	Unit price	Total
<b>Sub-Total 3</b>					
<b>4</b>	...				
	1.1 Team leader	Day			
	1.2 Team member 1	Day			
	1.2 Team member 2	Day			
		Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip	Ticket			
<b>Sub-Total 4</b>					
<b>5</b>	.....				
	1.1 Team leader	Day			
	1.2 Team member 1	Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip	Ticket			
<b>Sub-Total 5</b>					
<b>6</b>	...				
	1.1 Team leader	Day			
	1.2 Team member 1	Day			
	1.2 Team member 2	Day			
		Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip	Ticket			



	Task/Deliverable	Unit	Q'ty	Unit price	Total
<b>Sub-Total 6</b>					
<b>7</b>	<b>.....</b>				
	1.1 Team leader	Day			
	1.2 Team member 1	Day			
	1.2 Team member 2	Day			
		Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip	Ticket			
<b>Sub-Total 7</b>					
<b>8</b>	<b>....</b>				
	1.1 Team leader	Day			
	1.2 Team member 1	Day			
	1.2 Team member 2	Day			
		Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip	Ticket			
<b>Sub-Total 8</b>					-
<b>9</b>	<b>.....</b>				
	1.1 Team leader	Day			
	1.2 Team member 1	Day			
	1.2 Team member 2	Day			
		Day			
	Per diem	Day			
	Accommodation	Night			
	Car rental for ...consultants to ...	Trip			
	Airplane cost including taxi to airport (roundtrip x .... pax/ trip) .... consultants x...roundtrip	Ticket			

	Task/Deliverable	Unit	Q'ty	Unit price	Total
Sub-Total 9					
Total					-
Local taxes					
Grand total					

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

**Daily allowance:**

Daily allowance 1 day = 02meals. 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 airport) - VND
1	Noi Bai	Ha Noi	300,000
2	Tan Son Nhat	Ho Chi Minh city	130,000
3	Da Nang	Da Nang city	70,000
4	Vinh	Vinh City	95,000
5	Cat Bi	Hai Phong city	100,000
6	Buon Ma Thuot	Buon Ma Thuot city	150,000

**Accommodation:**

Location	Maximum rate/pax/night (VND)
Cities and province	1,350,000
District, commune	700,000
Support if staying at or relative's house friends' house	200,000