REQUEST FOR PROPOSALS

**CONSULTING SERVICES**

|  |  |
| --- | --- |
| **Requester:** | **World Wide Fund for Nature – Vietnam**  **(WWF-Viet Nam)** |
| **Project:** | **Implementing nature-based solutions to restore wetland areas and natural processes in the Mekong Delta** |
| **Name of Package:** | **Assessment of biodiversity in Dat Mui and Kien Vang Protection Forest Management Board to enhance the connection of ecosystem and identify potential solutions to respond to climate change** |
| **Bid reference number:** | **FY26-0317** |
| **Submission Deadline:** | **October 03, 2025, 17:00 (ICT)** |

Issued on: 26th September 2025

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# PART I – TERM OF REFERENCE

**Assignment title**: Assessment of biodiversity in Dat Mui and Kien Vang Protection Forest Management Board to enhance the connection of ecosystem and identify potential solutions to respond to climate change

**Location:** Ca Mau province

**Date:** 10thOctober – November 30th, 2025

1. **Background**

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. WWF-Vietnam is part of WWF-Greater Mekong which operates in 5 countries: Laos, Thailand, Myanmar, Cambodia and Vietnam. Find out more at <http://vietnam.panda.org/>.

The mangrove ecosystems of the Mekong Delta have been seriously degraded due to rising pressures of population growth and climate change, which are leading to increased vulnerability to extreme weather events and further degradation of the ecosystem itself. The local communities have livelihoods dependent on the mangroves - in which aquaculture is the main livelihood that has been significantly reduced. The main pressures from the population to the mangrove ecosystem come from deforestation to expand aquaculture farming, solid waste pollution, and infrastructure development. Upstream areas also face a lack of coordination in the development of policies on coastal economic growth and the delay in the application and dissemination of Nature Based Solutions (NBS) and Ecosystem-based Adaptation (EbA) initiatives.

The integrated shrimp farming model within mangrove forests is a sustainable aquaculture solution that is being promoted in many coastal areas, especially in Ca Mau province – home to the largest mangrove forest area in Vietnam. This model not only supports local livelihoods but also contributes to maintaining forest cover. However, there is still a lack of comprehensive scientific assessments on biodiversity within shrimp ponds under mangrove canopies.

In addition, the biodiversity connectivity between protected mangrove areas such as protected forests (managed by Forest Management Boards like Dat Mui and Kien Vang) and special-use forests within Ca Mau Cape National Park has not been adequately studied. Understanding this connectivity is crucial for landscape-level management, the conservation of migratory wildlife, and the establishment of ecological corridors that enhance ecosystem resilience to climate change and human activities.

To achieve this, WWF-Vietnam is seeking consultants to assess biodiversity within integrated shrimp ponds at Dat Mui and Kien Vang Protection Forest Managemment Board. The consulting team will also be expected to provide recommendations and solutions to improve the management of these shrimp ponds in a way that is both biodiversity-friendly and sustainable for local livelihoods.

1. **Objectives**

The main objective is to assess current status of biodiversity in protection areas resulting in identification of suitable solutions to enhance ecosystem connectivity and climate change response. Specific objectives are below:

* Biodiversity status in the areas of protected mangrove forest (household farming) is assessed to identify the challenging of conservation.
* The solutions to enhance biodiversity and climate change response are recommended to local partners and WWF-Viet Nam to pilot and disseminate.

1. **Scope of works**

Details will be discussed between the consultant and WWF. Tasks include, but are not limited to, the following:

* Biodiversity status in the protected mangrove forest (household farming) is assessed to identify the challenging of conservation and ecosystem connectivity.
  1. Review materials, field survey with local partners and local communities on biodiversity to identify current status (name of species, mapping and frequency of apparency).
  2. Inclusive consultation, survey to determine the challenges on enhancing biodiversity conservation and ecosystem connectivity.
  3. Assess the awareness of surrounding communities on biodiversity conservation, climate change response.
* The solutions to enhance biodiversity and climate change response are recommended to local partners and WWF-Viet Nam to pilot and disseminate.
  1. Propose feasible solutions to enhance biodiversity conservation, adaptive livelihood to mangrove long-term protection, blue carbon stock improvement.

1. **Timeline**

The assignment duration is from Sep – November 2025. The technical content and time requirements could be adjusted after discussing between experts and the team. In detail:

|  |  |  |
| --- | --- | --- |
| **No** | **Deliverable** | **Deadline** |
| 1 | Deliverable 1: Biodiversity status in the areas of protected mangrove forest (household farming) is assessed to identify the challenging of conservation and ecosystem connectivity. | Nov 2025 |
| 2 | Deliverable 2: The solutions to enhance biodiversity and climate change response are recommended to local partners and WWF-Viet Nam to pilot and disseminate | Nov 2025 |

Language: A full report by Vietnamese and An inclusive sumarry by English

1. **Qualification of the consultant team**

* Advanced qualification (Master/PhD) biodiversity conservation, ecology and evolutionary biology, mangrove forestry, forest sciences, plant and animal sciences, forest resource management, environmental economics, forestry economics, forestry policy.
* Team Leader has at least 5 years experience in researching and providing consulting services on biodiversity monitoring, reporting and assessment, .
* Strong existing partnerships with Ca Mau local authorities and the Ministry of Agriculture and Rural Development, especially in the assignment location.
* In-depth knowledge and senior expertise in mangrove forestry, climate change, biodiversity and conservation
* Proven experience in biodiversity mornitoring and assessment for mangroves.
* Experiences working with NGOs and WWF are preferable.
* A proven track record of excellent report writing skill.

**Required Skills and Competencies**

* Fluent Vietnamese and advanced written and verbal proficiency in English;
* Networking & Team working skills,
* Excellent Interpersonal, researching skills
* Good planning, organization, time management, facilitation and coordination skills
* Adhere to WWF’s values: Knowledgeable, Optimistic, Determined and Engaging.
* Respective Competencies: Client orientation, delivery of quality outputs; building effective relationships; communicating effectively,
* Ensure all related facilities to complete the tasks

# PART II – INSTRUCTIONS FOR CONSULTANTS

# Chapter I – Request for Proposal

### Content of Request for Proposal

1. Purchaser: **WWF-Viet Nam**, in collaboration with the **Dat Mui and Kien Vang Protection Forest Management Board**, under the project **Enhancing the climate resilience of mangrove ecosystems and local communities in the coastal zone of the MDL in VN** 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 **“Assessment of biodiversity in Dat Mui and Kien Vang Protection Forest Management Board to enhance the connection of ecosystem and identify potential solutions to respond to climate change”** 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 [anh.vuquoc@wwf.org.vn](mailto:anh.vuquoc@wwf.org.vn) and [dung.buiquang@wwf.org.vn](mailto:dung.buiquang@wwf.org.vn);. Your e-mail must have the subject heading as **“Ref FY26-0317- [name of consultant] - Assessment of biodiversity in Dat Mui and Kien Vang Protection Forest Management Board”.**

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 FY26-0317 - [name of consultant] - Assessment of biodiversity in Dat Mui and Kien Vang Protection Forest Management Board”. - 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 **October 03, 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 Quality and Cost Selection with a maximum total technical score of 60 points and a total financial score of 40 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* | **25** |
| 1.1 | **Experience in similar assignments / Có kinh nghiệm thực hiện các gói tư vấn tương tự:**  Demonstrated strong organizational capacity and consulting experience in performing similar assignments, related to biodiversity investigation and assessment activities in national parks and PFMBs. / *Thể hiện năng lực tổ chức và kinh nghiệm tư vấn trong việc thực hiện các gói tư vấn tương tự liên quan đến các hoạt động điều tra, đánh giá đa dạng sinh học tại VQG, và các BQLRPH.* Proven experience in research, biodiversity assessment consultancy activities or related projects.. / *Kinh nghiệm đã được chứng minh trong lĩnh vực nghiên cứu, các hoạt động tư vấn đánh giá về đa dạng sinh học hoặc các dự án liên quan.* | **10** |
| 1.2 | **Consultant qualification and experience in following fields: / 'Năng lực và kỹ năng của Tư vấn trong các lĩnh vực sau:**  - Have knowledge and experience in inventories and assessing biodiversity, especially in national parks and mangrove conservation areas./ *Có kiến thức, kinh nghiệm về điều tra, đánh giá đa dạng sinh học, đặc biệt tại các VQG, khu bảo tồn rừng ngập mặn*  - Experienced in developing and providing solutions to enhance and connect biodiversity, harmonize and suit local conditions, minimize and respond to climate change. / *Có kinh nghiệm phát triển, đưa ra các giải pháp về tăng cường, kết nối đa dạng sinh học hài hòa, phù hợp với điều kiện của địa phương, gỉam thiểu, ứng phó với biến đổi khí hậu.* | **10** |
| 1.3 | '- Has experience and an advantage in accessing information relevant to consultancy tasks, with a track record of working with local authorities; / *Có kinh nghiệm và lợi thế tiếp cận thông tin liên quan đến nhiệm vụ tư vấn. Kinh nghiệm làm việc với chính quyền địa phương.* - Has experience working with international organizations. / *Có kinh nghiệm làm việc với các tổ chức quốc tế* | **5** |
| **2** | **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.* | **35** |
| 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:*** - Suitability and feasibility of the proposed method for local biodiversity assessment surveys. / *Tính phù hợp và khả thi của phương pháp đề xuất cho điều tra đánh giá đa dạng sinh học tại địa phương*  - Has a plan to collect stakeholders’ feedback and finalize the deliverables./ *Có kế hoạch thu thập ý kiến đóng góp của các bên liên quan và hoàn thiện sản phẩm* | **20** |
| 2.2 | '- Good suggestion for delivables contents and outputs / *Có đề xuất phù hợp về Kết cấu và Nội dung của các sản phẩm đầu ra -* Quality, clarity, and comprehensiveness of proposed outputs (maps, database, reports,). / *Chất lượng, độ rõ ràng và đầy đủ của các sản phẩm đầu ra đề xuất (bản đồ, CSDL, báo cáo).* | **10** |
| 2.3 | '- Sound and clear 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 relevant stakeholders / *Có năng lực để trao đổi liên lạc thông suốt với các đối tác liên quan* | **5** |
| **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.* |  |
| **TOTAL TECHNICAL ASSESSMENT SCORE** | | **100** |

*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:

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Business Vendor Activity:

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Bank Account Holder Name:

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Bank Name:

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Bank Address:

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

Account Number: Branch Code:

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

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

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

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

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**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)*

[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**

ƯƯ

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

**(WWF-Vietnam)**

**Project: Implementing nature-based solutions to restore wetland areas and natural processes in the Mekong Delta**

**Name of Package: Assessment of biodiversity in Dat Mui and Kien Vang Protection Forest Management Board to enhance the connection of ecosystem and identify potential solutions to respond to climate change.**

**Bid reference number**: **PR-FY26-0317**

**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. FY26-0317: **Assessment of biodiversity in Dat Mui and Kien Vang Protection Forest Management Board to enhance the connection of ecosystem and identify potential solutions to respond to climate change.**

We, the consultant team, undersigned, propose to provide consulting services for Package No. FY26-0317 “**Assessment of biodiversity in Dat Mui and Kien Vang Protection Forest Management Board to enhance the connection of ecosystem and identify potential solutions to respond to climate change”**

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:

1. **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 |

1. **Airport transfer fee:**

Actual payment or following the norm below:

|  |  |  |
| --- | --- | --- |
| **No** | **Location** | **Cost norm for one way (from or to the airport)** |
| 1 | Điện Biên Phủ | 50.000 |
| 2 | Nội Bài | 350.000 |
| 3 | Cát Bi | 110.000 |
| 4 | Vinh | 125.000 |
| 5 | Đồng Hới | 170.000 |
| 6 | Phú Bài | 260.000 |
| 7 | Đà nẵng | 100.000 |
| 8 | Chu Lai | 460.000 |
| 9 | Pleiku | 130.000 |
| 10 | Phù Cát | 320.000 |
| 11 | Tuy Hòa | 110.000 |
| 12 | Buôn Ma Thuột | 170.000 |
| 13 | Cam Ranh | 350.000 |
| 14 | Liên Khương | 260.000 |
| 15 | Tân Sơn Nhất | 180.000 |
| 16 | Rạch Giá | 150.000 |
| 17 | Phú Quốc | 100.000 |
| 18 | Cần Thơ | 230.000 |
| 19 | Côn Đảo | 250.000 |
| 20 | Cà Mau | 50.000 |
| 21 | Thọ Xuân | 470.000 |

1. **Accommodation**

Accommodation expenses will be reimbursed on actual basis but should not exceed the following rate:

|  |  |
| --- | --- |
| **Location/Areas** | **Maximum gross rate per room per night (in VND)** |
| Wards under City | 2,000,000 |
| Wards under Province or Tourist sites | 1,500,000 |
| Communes under City | 1,200,000 |
| Communes under Province | 800,000 |

A lump sum support of VND 200,000/person/night will be paid as an unsupported minor expense in case invoices/financial documents for accommodation expenses are not provided.

1. **Research Assessment Evaluations Activities**

This is the norm applied to individuals participating in supporting investigation/research/assessment activities, excluding travel support expenses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Cost** | | **Norm** | **Note** |
| 1 | Allowance for data collectors | | 200,000/ person/day | Pay 50% in case of working half a day (including PIT (if any)).   * This allowances does not apply to partners who received monthly allowances from WWF, consultants, and WWF   employees. |
| 2 | Supervisors collect data | | 300,000/ person/day |
| 3 | Allowance for local guides or operational support | | 250,000/ person/day |
| 4 | Allowance interviewees | In-depth interview (IDI) | 200,000/ person/day |  |
| Discussion groups (FGD)/ Answer the  questionnaire | 100,000/  person/time |  |

***Note:***

*WWF will deduct 10% personal income tax on fixed-rate payments without invoices, including: consulting fees, per diem expenses, and daily/day labor wages for outsourced labor (these amounts must be accompanied by a receipt with the recipient's ID card information).*