

**WWF-Viet Nam**

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REQUEST FOR PROPOSAL

**Onsite coaching for Right First Time (RFT) Dyeing Quality and Water Efficiency**

**RFP No: FY26-0153**

Date: 25 September 2025

WWF is one of the first international non-governmental organizations to work in Viet Nam. In 1985, WWF began implementing the national conservation strategy and has since worked closely with the Government of Viet Nam on a wide range of environmental issues as well as field activities across the country. Learn more at <http://vietnam.panda.org/>

**WWF-Viet Nam**, in collaboration with the **Institute of Strategy, Policy on Agriculture and Environment**, under the Project *'Promotion of Circular Economy in water resource use in Cuu Long and Dong Nai river basin - Pilot for the Textile and Aquaculture sector*' would like to call for proposals from eligible individual consultants, group of individual consultants, consulting firms (hereinafter called Consultants) who are interested in submitting the proposal for the “**Onsite coaching for Right First Time (RFT) Dyeing Quality and Water Efficiency**” package.

The scope of work, deliverables, implementation timeline, and specific requirements on experience and qualifications are detailed in the Request for Proposal (RFP) and its annexes:

* Annex 1: Terms of Reference
* Annex 2: Instructions to Consultants
* Annex 3: Proposal Submission Forms
* Annex 4: WWF General Terms and Conditions

**SUBMISSION INSTRUCTIONS:**

Please submit your electronic proposal to WWF-Viet Nam via email to [nga.hoangthanh@wwf.org.vn](mailto:nga.hoangthanh@wwf.org.vn) and [dung.buiquang@wwf.org.vn](mailto:dung.buiquang@wwf.org.vn) .

Email subject: “*FY26-0153 – [Consultant’s Name] – Onsite Coaching for Right First Time (RFT) Dyeing Quality and Water Efficiency.”*

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

**Submission deadline: 17:00 (ICT), 01 October 2025.**

**ANNEX 1: TERMS OF REFERENCE**

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

**Work location:** Dong Nai, Dong Thap, Tay Ninh and HCMC

**Duration:** From September to November 2025

1. **Background**

Domestic fabric production and finishing is now considered in great demand for growth in the context of Vietnam’s goals to boost its larger value-added earnings from textile trade in the CPTPP and EVFTA, where the rule of tariffs removal is commonly applied for ‘yarn forward’ or ‘fabric forward’ sourcing internally in those FTAs’ territories. At the same time, weaving and dyeing facilities are confronting scarcer and more expensive resources to reach their full production capacity. Water and energy are taking higher proportion of operational costs, while the cost for effluent of all kinds of wastes (wastewater, solid waste and gas emission) are peaking to comply with environmental regulations. Overexploitation of water, combining drought and salt intrusion as the consequence of climate change have caused massive degradation in the quantity and quality of water aquifers. To its turn, water stress affects the energy production, as both hydro and thermal power plants heavily depend on water source. This time is more than ever when business sustainability solutions are placing around the water and energy efficiency, renewable energy, and boosting resources’ circularity.

Following the theory of change, behavioral change starts with change of knowledge and awareness for relevant stakeholders. As a science-based organization, WWF conducts a variety of research to provide evidence of risk implications as well as practical solutions for stakeholders to address those risks. We aim to organize training seminars to transfer the knowledge to relevant parties. The engagement activities continue to ensure all relevant parties are required to engage and push the transformation process of the Textile sector becoming a cleaner and environmentally friendly, helping Vietnam Textile sector gaining brand “Sustainably made in Vietnam” instead of currently “Made in Việt Nam” one.

1. **Purpose of the Assignment**

The training and onsite coaches are designed for textile wet processing factories. In the context that WWF has supported water audits at 10 factories and these audit reports showed that 02 common causes for high water consumption are:

i) rework and redyeing of default and unqualified products and the high ratio of water volume (liters) to fabric mass (kg) in the dyeing machine. In fabric production, proper dyeing process gives the accurate color and color fastness (RFT);

ii) the liquor ratio applied for dyeing machines is unneccesary high

Therefore, the project aims to support textile factories to address these two challenges and make real progress in water saving effort. The training and onsite coach create the opportunity for the dyeing technical team to turn the in-class knowledge on these two topics into practice, with a hand-on coach guide from the trainer. After coach sessions, a factory should be able and is more confident to improve its dyeing recipe and quality control management systems and set a higher dyeing quality as well as water saving target

Through this consultancy, factory dyeing teams will gain practical coaching to:

• Base on recent factory water audit reports and develop a training material to address the common root causes of 2 technical problems: high dyeing liquor ratio and high product defect rates, keeping factory names annonymous

• Conduct diagnosis analysis and solutions for dyeing quality issues to textile factories

• Conduct diagnosis analysis and solutions for high liquor ratio issues to textile factories

• On-site guide to factory team on the diagnosis of dyeing quality and high liquor ratio problems and root causes

• Advice on systemic problem solving and test the dyeing recipe modification

• Guide the practice of rolling out dyeing quality monitoring

• Q&A

1. **Scope of Work**

The consultant will:

• Deliver a 1-day training workshop for textile dyeing factories on RFT dyeing and dyeing water efficiency.

• Conduct on -site coaching visits to 06 textile factories (up to 2 half-day per factory, with at least 1 week in between 2 visits for factory self-practice and feedback), focusing on:

- Diagnosing causes re-dyeing and shade variation.

- Advising systemic problem solving and dye recipe optimization.

- Guiding the roll-out of dyeing quality monitoring practices.

- Assessing and recommending improvements in liquor ratio management.

• Facilitate Q&A and practical demonstrations during factory visits.

• Compile lessons learned and common challenges for sector-wide recommendations.

1. **Deliverables**

The assignment covers 1-day class training and 2 on-site coach visits for up to 06 textile dyeing factories, from Sept to November 2025. Each factory will get up to 02 half-day visits. 02 working day is for aggregated assignment report. In sum, the maximum working day for this assignment is 16 days.

(a). Training material presentation (English and Vietnamese) by mid of Oct 2025

(b). Factory coaching note (short report on factory visits)

(c). Aggregated onsite coach diary summarizing findings by mid of Now 2025.

(d). Final Summary report

1. **Reporting line**

This consultancy will be directly managed by WWF Vietnam’s Water Stewardship manager.

1. **Consultant Profile**

Essential qualifications, knowledge and expertise:

● Minimum 7–10 years of professional experience in textile wet processing, with a strong focus on dyeing operations

● Excellent dyeing technical knowledge and experience of working with Vietnam textile dyeing factories.

● Proven expertise in improving dyeing quality and achieving RFT in textile factories.

● Knowledge of water-energy efficient solutions, Best Available Techniques (BATs), Best Environmental Practices (BEPs) and pollution parameters in the textile and garment sector

● Demonstrated experience in training and coaching factory technical teams.

● Strong communication skills; ability to deliver training in Vietnamese (preferred) and English.

1. **Logistics & Support**

WWF Vietnam will provide:

• Logistic arrangements for training workshop.

• Coverage of travel and accommodation costs for factory visits (as per WWF policy).

• Coordination with factories for scheduling training and coaching session

**ANNEX 2: INSTRUCTIONS TO CONSULTANTS**

1. **General Principles**

* WWF reserves the right to accept any proposal or to reject all proposals.
* This is an invitation to submit proposals. WWF may cancel this process without notice and shall not be liable for any consequences arising from this invitation.
* WWF has no obligation to award a contract to the lowest-priced proposal or to any consultant; the decision of the Procurement Committee shall be final.

1. **Language**

The invitation documents as well as all communications between WWF and the Consultants relating to this invitation shall be written in Vietnamese or English.

1. **Proposal Components and Submission Method**
2. **Proposal Components:**

* Curriculum Vitae (CV) specifying relevant qualifications and experience, or a Capability Statement if the applicant is a consulting firm.
* Agreement on the establishment of a consulting group (applicable for consultant groups).
* Financial Proposal: Consultants shall prepare the financial proposal using the attached template to ensure completion of the assignment (including estimated travel expenses, if any).  
  *The proposed financial fee must be inclusive of Personal Income Tax (PIT).*

1. **Proposal Submission:**

Please submit your electronic proposal to WWF-Viet Nam via email to [nga.hoangthanh@wwf.org.vn](mailto:nga.hoangthanh@wwf.org.vn) and [dung.buiquang@wwf.org.vn](mailto:dung.buiquang@wwf.org.vn).

Email subject line: *“FY26-0153 – [Consultant’s Name] – Onsite Coaching for Right First Time (RFT) Dyeing Quality and Water Efficiency.”*

The maximum email size that WWF-Viet Nam can receive is 25 MB.  
Submission deadline: **17:00 (ICT), 01 October 2025.**

1. **Extension of Submission Deadline and Clarifications**

WWF-Viet Nam may extend the submission deadline if it considers necessary to increase the number of proposals received or to amend the requirements.  
If the deadline is extended, WWF-Viet Nam will make a public announcement and inform consultants who have already submitted proposals.  
Consultants who have submitted proposals may revise, supplement, and resubmit them. If a consultant does not resubmit, the original proposal shall remain valid.

1. **Late Submissions**

Proposals received by WWF-Viet Nam after the submission deadline will not be opened or considered. Any documents submitted by the Consultant after the deadline as amendments or supplements will be invalid, except documents requested by WWF-Viet Nam to clarify eligibility, capacity, and experience.

1. **Clarification of Proposals**

If after the submission deadline WWF-Viet Nam finds that a proposal lacks documentation proving eligibility, capacity, and experience, the Consultant will be permitted to provide such documentation within a reasonable timeframe. Any written clarification provided by the Consultant will become an integral part of the proposal.  
To assist in the evaluation and comparison of proposals, WWF-Viet Nam, at its discretion, may request any Consultant to clarify its proposal. Clarifications that are not directly responsive to WWF-Viet Nam’s request will not be considered. Requests and responses must be made in writing. No change in price or substance of the proposal shall be sought or accepted, except for the correction of discrepancies or arithmetic errors.

1. **Currency**  
   Consultants are required to use Vietnamese Dong (VND) when quoting their consulting fee.
2. **Taxes**

Consultants are responsible for familiarizing themselves with the applicable tax regulations and laws of the Government of Viet Nam relating to consulting firms and individuals under this assignment. Payments made by WWF-Viet Nam under the contract will be inclusive of local taxes.

1. **Proposal Validity**

Proposals shall remain valid for **90 days** from the submission deadline.

**ANNEX 3: PROPOSAL SUBMISSION FORMS**

**RFP No: FY26-0153**

**Onsite coaching for Right First Time (RFT) Dyeing Quality and Water Efficiency**

Consultancy on preparing documents by using the following forms:

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Form** |
| 1 | CURRICULUM VITAE (CV) FOR PROPOSED KEY CONSULTANT(S) | FORM 1 |
| 2 | AGREEMENT TO ESTABLISH A GROUP OF CONSULTANTS | FORM 2 |
| 3 | FINANCIAL PROPOSAL | FORM 3 |

**FORM 1 - CURRICULUM VITAE (CV) FOR PROPOSED KEY CONSULTANT(S)**

*[Please use the consultant’s existing CV or the attached template. This set of CVs must include the curriculum vitae of all proposed key consulting personnel.]*

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

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

**Date of Birth:**

**Education:** *(Specify college/university degree and other professional qualifications of the expert, stating the institutions, degrees obtained, and dates awarded)*

**Membership in Professional Associations (if any):**

Employment Record:

|  |  |  |
| --- | --- | --- |
| **Period** | **Name of Organization** | **Position Held** |
| From … to … | … | …. |

Tasks Assigned under this Assignment:

|  |  |
| --- | --- |
| Provide details of the tasks to be performed under this assignment: | [Indicate previous experience in carrying out similar tasks to demonstrate the ability to perform the assigned responsibilities] |
| *[Indicate the specific tasks to be undertaken under this assignment]* |  |
| ... |  |

Competence: *[Provide detailed description of experience and training undertaken that are relevant to the scope of work. For each project, specify the tasks assigned, and name/address of the client/employer.]*

**Professional Training:** [Indicate key training relevant to the assignment]

**Languages:** [For each language, indicate proficiency level – good, fair, or poor – in speaking, reading, and writing.]

**Contact Information**: [Provide name, telephone number, and email of a person who can verify the information provided.]

**Professional References:** [Provide three professional references and/or evidence of relevant experience and demonstrated competence.]

I certify that the information provided above is true and correct. I understand that any misrepresentation may result in disqualification and I take full responsibility under the applicable laws.

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

Signature and Full Name

*Note:Upon request, the Consultant shall provide copies of contracts, diplomas, and professional certificates.*

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

*(applicable for a consulting team)*

\_\_\_\_\_\_\_\_\_\_, 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 3** **- FINANCIAL PROPOSAL**

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

**To: WWF-Vietnam**

[Package No]**.**

We, the consultant team, undersigned, propose to provide consulting services for the [Package Name]

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).*