

**WWF-Viet Nam**

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REQUEST FOR PROPOSAL

**Conduct Endterm Evaluation for UBS Project**

**RFP No: FY26-0332**

Date: 29 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**, under the Project *Enhancing climate resilience of mangrove ecosystem and local communities in coastal zone of the Mekong Delta Landscape in Vietnam*' (UBS Project) 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 “**Conduct Endterm Evaluation for UBS Project**” 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 at ha.vuminh@wwf.org.vn and vy.tran@wwf.org.vn.

Email subject: “*FY26-0332 – [Consultant’s Name] – Conduct Endterm Evaluation for UBS Project.”*

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

**Submission deadline: 17:00 (ICT), 06 October 2025.**

**ANNEX 1: TERMS OF REFERENCE**

**Project “Enhancing climate resilience of mangrove ecosystem and local communities in coastal zone of the Mekong Delta Landscape in Vietnam”**

**Location:** Ca Mau province

**Date:** Oct – Nov 2025

1. **BACKGROUND**

World Wide fund for Nature in Viet Nam (WWF-Viet Nam) was one of the first International non-government organizations working in Vietnam. In 1985, WWF-Viet Nam began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented numberous field activities across the country. For more information, please visit <http://vietnam.panda.org>

Vietnam’s Mekong Delta Landscape (MDL) lies at the lower end of the Great Mekong River, occupying 40,500 km2 (12% of the country area) and is home to around 17 million residents. The MDL is of great economic importance for Vietnam, contributing to 90% of rice export, 60% of aquaculture export and around 30% of national GDP yearly. The landscape has more than 77,000 hectares (ha) of mangroves, which play a crucial roles as a natural buffer that protects the communities from CC hazards (coastline erosion and saltwater intrusion due to sea level rise (SLR), prolonged flooding, drought, etc). Ca Mau province has the largest proportion of mangroves, occupying more than 54% of the entire mangrove area of the Delta. Despite its key functions, mangrove ecosystem in the MDL have seriously been degraded due to CC and anthropogenic pressures, weakening climate resilience of the ecosystem itself and the dependent local communities. Key drivers leading to anthropogenic pressures come from the local farmers destroying forests for aquaculture area expansion, solid waste pollution, upstream development, reduction of sediment flow, alternation of hydrology, lack of sectoral collaboration to develop policies for coastal zone economic development, and insufficient application and dissemination of Nature-based Solution (NbS) and Ecosystem-based Adaptation (EbA) initiatives.

To address those issues, the project “Enhancing climate resilience of mangrove ecosystem and local communities in coastal zone of the Mekong Delta Landscape in Vietnam” (herein after called the Project) was approved in 2022. After 3.5 year implementation of a various activities in Ca Mau, the project is going to the 1st ending phase. In order to assess the project achievements regarding to climate resilience of the mangrove ecosystem and local community and the stakeholder engagement, we would like to call for consutant(s) to conduct an evaluation package from Oct – Nov 2025. The consultant(s) expected to deliver 01 end-term evaluation report with the key findings and recommendation for the project in the 2nd phase and future projects in the same areas. Below are brief project information:

***Objective 1***: Local communities in two target coastal provinces have livelihoods improved via applying Better Management Practices (BMP) and participation in certification systems in Integrated Mangrove Aquaculture (IMA).

* ***Outcome 1.1: BMPs and Organic/ASC certifications are successfully piloted at the target communities***

*Outcome indicator: By FY24 Q4, 120 - 150% of shrimp productivity increase thanks to BMP/International Certification (ASC, Organic) application in mangrove and rice-shrimp farms*

* Act 1.1.1: Establish agro-forestry pilot models in combination with forest restoration and protection (organic shrimp farming in protection forests), sediment trapping models (rice and shrimp models in private land), and conduct a feasibility study for wave-breaker range (oyster farming)
* Act 1.1.2: Pilot BMP application and organic/ASC certifications for IMA in target communities in collaboration with local CSOs and private sector.
* ***Outcome 1.2: Pilot successes are disseminated in two target provinces***

*Outcome indicator: By FY26 Q1, 70-80% of households at two provinces applying BMP/ International Certification (ASC, Organic) mechanism after being trained*

* Act 1.2.1: Develop BMP guidelines and document pilot success for dissemination landscape wide
* Act 1.2.2: Conduct trainings for target communities in BMPs and ASC in collaboration with aquaculture extension centres at district and commune levels
* Act 1.2.3: Provide technical support for newly established farmer cooperatives for responsible aquaculture

***Objective 2***: Mangrove areas in at least two provinces are well protected and managed, contributing to coastal resilience and climate change mitigation.

* ***Outcome 2.1: Policies and technical solutions for improved mangroves protection and management enhanced and identified respectively***

*Outcome indicator: By FY25 Q1, 2 - 4 climate adaptation and mangrove management/mangrove-shrimp policies mainstreamed and prioritized with NbS/EbA initiatives in their implementation plans*

* Act 2.1.1: Map out and conduct NBS/EbA research/studies on Climate change response models and methodology to support mangrove protection and restoration and resilient livelihood
* Act 2.1.2: Monitor Carbon Storage/ Sequestration/ Reduction and implement Climate Change Solutions to enhance mangrove protection and local livelihood
* Act 2.1.3: Organize study tours for authorities of the target provinces to the areas with recent mangrove project/program for experience exchange and lessons learnt
* Act 2.1.4: Conduct policy review to identify gaps on Climate Change response management related to Mangrove protection and livelihood development and advocate for mainstreaming NbS/EbA models and best practices in related plans and policies
* Act 2.1.5: Launching and Closing workshops
* Act 2.1.6: Facilitate collective action among networks and partners (Climate Change Working Group - CCWG, Vietnam Coalition for Climate Action - VCCA, ect.) to scale-up Climate Solutions (NbS/EbA)
* ***Outcome 2.2: Community-based mangrove restoration and management models are effectively established in the protection forest***

*Outcome indicator: By FY26 Q1, 2000 - 3000 ha of mangrove restored or effectively managed via community-based mangrove restoration and management models*

*(including 60 ha of new mangrove planted)*

* Act 2.2.1: Support at least two protection management boards in developing community-based mangrove restoration and management guidelines
* Act 2.2.2: Establish community-based mangrove restoration and management models to engage local communities in mangroves protection and benefit sharing
* Act 2.2.3: Facilitate P-FES application and evidence-based payment mechanism to reimburse local communities for their engagement in mangroves protection and management
1. **THE PURPOSE AND SCOPE OF END-TERM EVALUATION**

The end-term evaluation (evaluation) aim to:

* Assess the project's performance against four key evaluation criteria in order to determine the extent to which the Project has achieved its stated objectives and contributed to enhancing the climate resilience ecosystems and local communities:
	+ Relevance and quality of design
	+ Effectiveness
	+ Impact
	+ Sustainability
* To assess the integration and implementation of environmental and social safeguards (ESS) and social inclusion across project activities, with recommendations for strengthening these elements in future mangrove restoration and conservation work.

The below suggested key questions can be used for the evaluation

|  |  |
| --- | --- |
| Relevance and quality of design | * To what extent were the project’s objectives and outcomes aligned with:
* Local community needs and climate vulnerabilities?
* Provincial and national development strategies (e.g., mangrove protection, aquaculture, CC adaptation)?
* How well did the design incorporate:
* Climate resilience approaches (e.g., NbS, EbA)?
* Livelihood development (nature-based, BMP, certification)?
* Risk mitigation strategies and adaptive design?
* Was the project design responsive/considered to stakeholder and beneficiary contexts, particularly of vulnerable groups (e.g., women, ethnic minorities)?
 |
| Effectiveness | * To what extent did the project achieve its intended outcomes and indicators as defined in the proposal and MEL framework?
* What key enabling or constraining factors affected achievement of results (internal or external)?
* How effectively were stakeholder roles (e.g., local government, PFMBs, cooperatives, CSOs) defined and implemented?
* Were capacity-building activities for local partners adequate and effective?
* Were MEL tools used effectively for adaptive management?
 |
| Impact | * What measurable changes have occurred in:
	+ Livelihood outcomes (e.g., shrimp productivity, certification uptake, cooperative capacity)?
	+ Mangrove protection and restoration (e.g., area restored, protected, or managed)?
	+ Provincial policy or practice (e.g., mainstreaming NbS/EbA or P-FES)?
* How has the project contributed to:
	+ Carbon sequestration or climate mitigation goals?
	+ Strengthening institutional frameworks and partnerships?
 |
| Sustainability | * To what extent are project results and models likely to be sustained?
* Are communities, cooperatives, and PFMBs equipped and incentivized to maintain practices post-project?
* What mechanisms are in place to support sustainability (e.g., P-FES, certification premiums, provincial policy support)?
* What are the financial and institutional risks to sustainability and how can they be addressed?
 |
| Stakeholder engagement | * Were all relevant stakeholders, including vulnerable and marginalized groups, actively involved in:
* Project design?
* Implementation?
* Monitoring and learning?
* Were social inclusion principles and safeguards applied meaningfully? If so, how?
* Were stakeholder views integrated into decision-making?
* Were grievance redress and feedback mechanisms in place and used?
 |
| **Environmental and Social Safeguards (ESS)** | * Were environmental and social risks effectively identified, managed, and mitigated during implementation?
* Did the project conduct and apply any ESS screening or safeguard tools?
* Were any unintended negative impacts observed, and how were they addressed?
* How can ESS be strengthened for the next project phase or replication elsewhere?
 |

The evaluation’s activities will be carried out in Ca Mau province, especially in the project sites (formerly districts of Hồng Dân, Phước Long, Giá Rai, Đông Hải, Ngọc Hiển districts).

Main partners who worked closely with the project are:

* Ca Mau: Protection Forest Management Board (PFMB) Kiến Vàng and Đất Mũi; PC of Ngoc Hien (formerly district) and Tan An, Tam Giang Tay, Vien An, Vien An Dong (formerly communes), Forest Department and Fishery Department (DAE), CUFO, cooperatives, households for mangrove-shrimp model and mangrove restoration
* Bac Lieu: Center of agricultural extension, PC of Hong Dan, Phuoc Long, Dong Hai (formerly district) and Gia Rai (formerly town), cooperatives, households for rice-shrimp model
1. **METHODOLOGY CONSIDERATIONS**

The consultant(s) expected to use the following approaches in an appropriate mix:

1/. Desk review of project log frame, agreement, technical reports, MEL plan and data, internal mid-term review report, project deliverables (guidelines, report, baseline)

2/. Field visit: a range activities will be held at the field included group discussion, in-depth interview, questionnaire interview with beneficiaries and partners (provincial forest dept., fisheries dept., PFMBs, agricultural extension center, district/ commune’s people committees, cooperatives, shrimp exporting companies)

1. **REQUIREMENT OF THE CONSULTANT**

The consultant should demonstrate qualification and skills on:

* Technical competence on climate change resilience, mangrove restoration and management, integrated mangrove aquaculture and rice-shrimp cultivation, stakeholder engagement.
* Postgraduate degree (MSc) in environmental sciences, international development, with specific academic or professional background related to climate change, conservation, community development, monitoring and evaluation or other closely related fields;
* Fluent Vietnamese
* Advanced English written
* A minimum of 5 years professional experience in the evaluation of development interventions.
* Good planning, open to discuss, time management, facilitation and coordination skills
1. **EXPECTED OUTCOME AND DELIVERABLES**
* 01 end-term evaluation report included
* Executive summary (max 3 pages)
* Assessment by four OECD DAC criteria
* Section on ESS and social inclusion
* Summary of findings and conclusions
* Practical, prioritized recommendations
* Annexes: tools, list of participants, photos, case studies
* The report is in English and a summary report in Vietnamese
1. **EVALUATION PROCESS AND TIMELINE**

The project evaluation will be conducted by consultant(s) in Oct - Nov 2025 with the coordination provided by UBS project MnE officer, and project team (in some specific needs), and approved by project manager and Conservation Impact and Organitation Development Head. The evaluation includes pre-meeting with project team to finalize tools and schedule, field trip to collect data, report writing and and feedback, report completion and presentation. Evaluation timeline is in table below:

|  |  |  |
| --- | --- | --- |
| Tasks | Finished date | Who is involved |
| Desk review | Oct – w3, w4 | Consultant(s) |
| Tool development and data collection method | Oct – w4 | Consultant(s) |
| Meeting to finalize data collection tools and field trip plan | Oct – w4 | Consultant(s), UBS team |
| Field visit | Nov – w1, w2 | Consultant(s), UBS team |
| Information analysis and draft report | Nov – w2, w3 | Consultant(s) |
| Meeting to present key findings and report brief | Nov – w3  | Consultant(s), UBS team |
| Report finalization  | Nov – w4 | Consultant(s) |
| Report presentation  | Dec – w1  | Consultant(s), UBS team |

1. **BUDGET :** 6.000 – 7.000 USD

**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 ha.vuminh@wwf.org.vn and vy.tran@wwf.org.vn.

Email subject line: *“FY26-0332 – [Consultant’s Name] – Conduct Endterm Evaluation for UBS Project.”*

The maximum email size that WWF-Viet Nam can receive is 25 MB.
Submission deadline: **17:00 (ICT), 06 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: FY26-0332**

**Conduct Endterm Evaluation for UBS Project**

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 thequestionnaire | 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).*