**TECHNICAL PROPOSALS**

**CONSULTING SERVICES**

**To: World Wide Fund for Nature – Viet Nam**

**(WWF-Viet Nam)**

**Project: USAID Biodiversity Conservation**

**Name of Package: MONITORING THE RAMSAR SITE BAU SAU IN CAT TIEN NATIONAL PARK-SECOND STAGE: FISH INVENTORY**

**Bid reference number**: **Ref FY23 -0317/BCA**

**Consultant’s information:**

**I. Understand and interpretation the ToR**

**II. Main task and activities**

**III. Technical approach and methodology**

|  |  |
| --- | --- |
| **Task** | **Methodology** |
|  |  |
|  |  |
|  |  |
|  |  |

**IV. Work plan**

The consultant can use the schedule of time according to the form below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Tasks/Activities** | **Tentative timeline**  | **Man-day** | **Location**  | **Travel day** |
| I | Task 1 |  |  |  |  |
| 1 | … | … |  |  |  |
| 2 | … | … |  |  |  |
| … | … | … |  |  |  |
| II | Task 2 |  |  |  |  |
| 1 | … | … |  |  |  |
| 2 | … | … |  |  |  |
|  |  |  |  |  |  |
| III | Task 3 |  |  |  |  |
| 1 | … |  |  |  |  |
| 2 | … |  |  |  |  |
| … | … |  |  |  |  |
| III | Task 4 |  |  |  |  |
| 1 | … |  |  |  |  |
| 2 | … |  |  |  |  |
|  | Total |  |  |  |  |

**IV. Deliverable and timeline**

| **No.** | **Deliverables** | **Timeline** |
| --- | --- | --- |
| 1 | **Task 1** | ….days after signing the contract |
|  |  |  |
| 2 | **Task 2**  | ….days after signing the contract |
|  |  |  |
| 3 | **Task 3** | ….days after signing the contract |
|  |  |  |
| 4 | **Task 4** | ….days after signing the contract |
|  |  |  |

**VI. Financial proposal**

*Note: Travel and accommodation expenexpense should be proposed in accordance with 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 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 also share this calculation on an Excel file for our reference and finance check. The cost norm is the maximum rate that can offer to project and consulting activities.*

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

**To: International Organization for Conservation of Nature – Representative Office in Vietnam (WWF-Vietnam)**

Package No. …: (Name of assignment)

I, (Name of Consultant), undersigned, propose to provide consulting services for Package No. (package number and name)

My Financial Proposal is [insert amount] VND (In Numbers: …………), inclusive of all applicable taxes. My Financial Proposal may be adjusted through Contract negotiation. In which:

#### Table 1: COST CALCULATION FOR PACKAGE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Consultancy fee**  | **Unit** | **Q’ty** | **Unit price**  | **Total** |
| 1.1 Consultancy fee | Day |  |  |  |
|  |  |  |  |  |
| **Sub-Total** |  |
| **2. Allowance & Accommodation** |
| 2.1  |  | ... |  |  |
| 2.2  |  | ... |  |  |
| … |  |  |  |  |
| **Sub-Total** |  |
| **3. Travel & Transport Cost** |
| 3.1 Vehicle lease/rent  |  | ... |  |  |
| 3.2 Air-tickets  |  | ... |  |  |
|  |  |  |  |  |
| **Sub-Total**  |  |
| **4. Other costs** |
| 4.1  |  | ... |  |  |
| 4.2 ... |  | ... |  |  |
| **Sub-Total**  |  |
| … |
| **Total** |  |
| **Local Taxes**  |  |
| **Grand total**  |  |

#### Table 2: DETAILED COST BREAKDOWN PER TASK

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Task/Activity** | **Unit** | **Q’ty** | **Unit price** |  **Total**  |
| **1** | **…………………………….** |  |
|  | Consultant | Day |   |   |   |
|  | Per diem | Day |  |  |  |
|  | Accommodation | Night |  |  |  |
|  | Car rental for …consultants to … | Trip |  |  |  |
|  | Airplane cost including taxi to the airport (roundtrip x …. pax/ trip) …. consultants x…roundtrip | Ticket |  |  |  |
|  | Other costs (if any) |  |  |  |  |
| **Sub- Total 1**  |  |
|  |  |  |  |  |  |
| **2** | **………………………..** |  |
|  | Consultant | Day |   |   |   |
|  | Per diem | Day |  |  |  |
|  | Accommodation | Night |  |  |  |
|  | Car rental for …consultants to … | Trip |  |  |  |
|  | Airplane cost including taxi to the airport (roundtrip x …. pax/ trip) …. consultants x…roundtrip | Ticket |  |  |  |
|  | Other costs (if any) |  |  |  |  |
|  |  |  |  |  |  |
|  **Sub-Total 2**  |  |
|  |  |  |  |  |  |
| **3** | **……………………………** |  |
|  | Consultant | Day |   |   |   |
|  | Per diem | Day |   |   |   |
|  | Accommodation | Night |   |   |   |
|  | Car rental for …consultants to … | Trip |   |   |   |
|  | Airplane cost including taxi to the airport (roundtrip x …. pax/ trip) …. consultants x…roundtrip | Ticket |   |   |   |
|  | Other costs (If any) |  |  |  |  |
| **Sub-Total 3**  |  |
|  |  |  |  |  |  |
| **4** | **…………………..** |  |  |
|  | Consultant | Day |   |   |   |
|  | Per diem | Day |   |   |   |
|  | Accommodation | Night |   |   |   |
|  | Car rental for …consultants to… | Trip |   |   |   |
|  | Airplane cost including taxi to airport (roundtrip x … pax/ trip) … consultants x… roundtrip | Ticket |   |   |   |
|  | Other costs (If any) |  |  |  |  |
| **Sub-Total 4**  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  **Total**  |  **-**  |
| **Local taxes** |  |
| **Grand total** |  |

I understand that WWF-Vietnam is not bound to accept any Proposal received.

**Consultant**

*Sign and full name*

***WWF’s cost norm for reference:***

**Daily allowance:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Daily allowance 1 day

|  |  |
| --- | --- |
| Location | Daily allowance (VND) |
| Cities and provinces, national-level tourist site |  600,000 |
| District, commune |  450,000 |

 |

If lunch/dinner provided 02 lunches and dinners. it will be deducted from the daily allowance as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Daily allowance 1 day

|  |  |
| --- | --- |
| Location | Daily allowance (VND) |
| Cities and provinces, national-level tourist site |  250,000/1 meal |
| District, commune |  150,000/1 meal |

 |

If the trip only generates 1 lunch or dinner in 1 day, only 50% of the per diem rate will be paid

**Airport transfer fee:**

Actual payment or following the norm below:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Airport** | **Location** | **Cost norm for one way (from or to airport)** |
| 1 | Noi Bai | Ha Noi |  350,000  |
| 2 | Vinh | Vinh City |  125,000  |
| 3 | Dong Hoi | Dong Hoi city, Quang Binh province |  170,000  |
| 4 | Phú Bài | Hue City, Thua Thien Hue province |  260,000  |
| 5 | Da Nang | Da Nang city |  100,000  |
| 6 | Chu Lai | Tam Ky, Quang Nam |  460,000  |
| 7 | Lien Khuong | Da Lat city |  260,000  |
| 8 | Tan Son Nhat  | Ho Chi Minh city |  180,000  |

**Accommodation**:

|  |  |
| --- | --- |
| Location | Maximum rate/pax/night |
| Cities and provinces, national tourist site | 1,350,000 |
| District, commune | 700,000 |
| Support if travelers could not provide invoice |  200,000 |