***“Drifting Sands: Mitigating the impacts of climate change in the Mekong Delta through public and private sector engagement in the sand industry”***

Funded by theGerman Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) - International Climate Initiative (IKI).

**Procurement of Services - Consultancy services for Developing a plan and training material for the preservation of the geomorphological stability of the Mekong Delta.**

**Tender Ref: 57.21**

|  |  |  |
| --- | --- | --- |
| **Bidder** | **Address** | **Contact detail** |
| **Lead**  **xxx** |  | **Email:**  **Tel.** |
| **Co-applicant 1**  **xxx** |  | **Email:**  **Tel.** |
| **Co-applicant 2**  **xxx** |  | **Email:**  **Tel.** |

**Add as many rows needed**

**Please erase all golden writing from the final submission document.**

Contents

[Form 1 – BID SUBMISSION 3](#_Toc72324691)

[Form 2 – DECLARATION OF UNDERTAKING 4](#_Toc72324692)

[Form 3 – MEMORANDUM OF UNDERSTANDING TEMPLATE 5](#_Toc72324693)

[Form 4 – CONSULTANT’S ORGANIZATION AND EXPERIENCE 6](#_Toc72324694)

[Form 5 – DESCRIPTION OF APPRORACH, METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT 9](#_Toc72324695)

[TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV INFORMATION 10](#_Toc72324696)

[Form 6 – CURRICULUM VITAE (CV) FOR PROPOSED KEY EXPERTS (Optional) 10](#_Toc72324697)

[Form 7 – STATEMENT OF AVAILABILITY (mandatory) 11](#_Toc72324698)

[Form 8 – PERSONNEL SCHEDULE 12](#_Toc72324699)

[Form 9 – WORK PLAN 13](#_Toc72324700)

# 

# Form 1 – BID SUBMISSION

[Location, Date]

TO: World Wide Fund For Nature – Viet Nam (WWF-Viet Nam)

No.6, Lane 18 Nguyen Co Thach Str.,

Nam Tu Liem Dist., Hanoi

Email: [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn)

Dear Sirs/Madams,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Terms of Reference and Request for Proposals dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal in single stage. [If the Consultant is a joint venture/consortia, insert the following: “We are submitting our Proposal in a joint venture/consortia between: [Insert a list with full name and the legal address of each member, and indicate the lead member].

We have attached a copy [insert: “of our Memorandum of Understanding to form a joint venture/consortia” or, if a Consortia is already formed, “the relevant information of the existing Consortia agreement”] signed by every participating member, which details the likely legal structure of, the leadership, and the confirmation of joint and severable liability of the members of the said joint venture/consortia.” or If the Consultant’s Proposal includes Sub-consultants, insert the following: “We are submitting our Proposal with the following firms as Sub-consultants: [Insert a list with full name and address of each Sub-consultant.”]

We hereby declare that:

1. All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Contracting authority.
2. Our Proposal shall be valid and remain binding upon us for the period **of 4 months [120 days].**
3. We have no conflict of interest in accordance with the guidelines for procurement.
4. We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts without written approval from the Employer may lead to the termination of Contract negotiations.
5. Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Contracting authority is not bound to accept any Proposal that the Employer receives.

We remain,

Yours sincerely,

Authorized Signature and Stamp [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company’s name or JV’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

# Form 2 – DECLARATION OF UNDERTAKING

Date:

LCB No.:

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists as per WWF Guidelines.

We also underscore the importance of adhering to environmental and social standards in the implementation of the consultancy. We undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Viet Nam.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Authorized and binding signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and function of the signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of signing: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# Form 3 – MEMORANDUM OF UNDERSTANDING TEMPLATE

**Memorandum of Understanding**

Between

**(Lead Applicant)**

and

**(Co-applicant/subcontractor)[[1]](#footnote-1)**

This Memorandum of Understanding (MOU) sets for the terms and understanding between the **(Lead Applicant)** and the **(Co-applicant/subcontractor)** to deliver **Consultancy services for Developing a plan and training material for the preservation of the geomorphological stability of the Mekong Delta** under the IKI BMU funded project “*Drifting Sands: Mitigating the impacts of climate change in the Mekong Delta through public and private sector engagement in the sand industry” where WWF Viet Nam is the Contracting Authority.*

**Background**

(Why partnership important)

**Purpose**

This MOU will (purpose/goals of partnership)

The above goals will be accomplished by undertaking the following activities:

(List and describe the activities that are planned for the partnership and who will do what. Please also indicate the level of responsibility)

**Reporting**

(Record who will act as Lead, evaluate effectiveness and adherence to the agreement and when evaluation will happen)

**Funding**

(Specify that this MOU is not a commitment of funds)

**Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from (list partners) and in consultation with the Contracting Authority. This MOU shall become effective upon signature by the authorized officials from the (list partners) and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from (list partners) this MOU shall end on (end date of partnership).

**Contact Information**

Lead Applicant name:

Representative:

Position:

Address:

Telephone:

Fax:

E-mail:

Co-applicant/subcontractor name:

Representative:

Position:

Address:

Telephone:

Fax:

E-mail:

Date:

(Lead applicant representative signature)

(Partner name, organization, position)

Date:

(Co-applicant/subcontractor representative signature)

(Partner name, organization, position)

# Form 4 – CONSULTANT’S ORGANIZATION AND EXPERIENCE

A - Consultant’s Suitability

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

|  |
| --- |
| Name of Company/Consultant:  *[Insert Bidder’s legal name]* |
| In case of Joint Venture (JV), legal name of each member:  *[Insert legal name of each member in JV]* |
| Country of registration:  *[Insert actual or intended country of registration]* |
| Year of registration:  *[Insert Bidder’s year of registration]* |
| Address in country of registration:  *[Insert Bidder’s legal address in country of registration]* |
| Authorized Representative Information  Name: *[Insert Authorized Representative’s name]*  Address: *[Insert Authorized Representative’s address]*  Telephone/Fax numbers: *[Insert Authorized Representative’s telephone/fax numbers]*  E-mail address: *[Insert Authorized Representative’s email address]* |
| 1. Attached are copies of original documents of *[Check the box(es) of the attached original documents]*  🞎 Articles of Incorporation (or equivalent documents of constitution or association) and/or documents of registration of the legal entity named above;  🞎 In case of JV/MoU, JV/MoU agreement;  2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership. |

**B - Consultant’s Experience**

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

| **Duration** | **Assignment name/& brief description of main deliverables/outputs** | **Name of Client & Country of Assignment** | **Approx. Contract value (in US$ equivalent)/ Amount paid to your firm** | **Role on the Assignment** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**C - Why is the applicant suitable for the required tasks**

*Please provide with half a page of why the bidder deems to be suitable for the task.*

# Form 5 – DESCRIPTION OF APPRORACH, METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT

*You are suggested to present your Technical Proposal (maximum 5 pages) divided into the followings:*

1. *Understanding and interpretation of the TOR*
2. *Technical Approach and Methodology,*
3. *Mitigation/Risk Plan*
4. *Work Plan, and*
5. *Team organization and Personnel.*

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

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

* ***Please indicate clearly your stakeholders engagement plan***
* ***Please indicate the equipment and softwares you will be using to deliver the consultancy***

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Quantity** | **No. Of Certification of Equipment Inspection** | **Purpose** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Software** | **Quantity** | **Purpose** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

* ***Please indicate how you intend to coordinate the consultancy with the Contracting Authority.***

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

*d) Work Plan: You should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and proposed delivery dates of the reports. Please use the timeline in the TOR as a reference and Form 9 of this template for the Work Plan development. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form-8.*

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

# TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV INFORMATION

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

# Form 6 – CURRICULUM VITAE (CV) FOR PROPOSED KEY EXPERTS (Optional)

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

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

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

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

**6. Membership in Professional Associations**:

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

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

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

**10. Relevant Professional Record**

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

From (*Year*): To (*Year*):

Employer:

Positions held:

**11. Relevant Researches, Publications**

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

# Form 7 – STATEMENT OF AVAILABILITY (mandatory)

TO: World Wide Fund For Nature – Viet Nam (WWF-Viet Nam)

No.6, Lane 18 Nguyen Co Thach Str.,

Nam Tu Liem Dist., Hanoi

Email: [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn)

Date:

Dear Sirs/Madams,

**Subject***:[insert name and number of bid]*

*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 Terms of Reference of Tender Package Ref 31.21 mentioned above as from ………………, for the period initially envisaged in the proposal submitted.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Expert’s Name** | **Title/Position** | **Duration** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| … |  |  |  |

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

Yours sincerely,

Authorized Signature and Stamp[In full and initials]:

Name and Title of Signatory:

Name of Consultant (company’s name or JV’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| N° | **Name of Expert /Position** | Professional Expert input (in the form of a bar chart)**2** | | | | | | | | | | | | | Total input (week) | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** | **Home** | **Field** | **Total** |
| 1 |  | [*Home*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| [*Field*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  | [*Home*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| [*Field*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  | [*Home*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| [*Field*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| N |  | [*Home*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| [*Field*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | Total | | | |  |  |  |

# Form 8 – PERSONNEL SCHEDULE

# Form 9 – WORK PLAN

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity** | **Month** | | | | | | | | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **n** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. If multiple partners please include. [↑](#footnote-ref-1)