

**WWF-Viet Nam**

No.6, Lane 18, Nguyen Co Thach street, Tu Liem ward,
Hanoi, Viet Nam

Tel: +84 24 37193049

Website: www.vietnam.panda.org

REQUEST FOR PROPOSAL

Consultant assistant for DRS model piloting in Hue, TVA project, WWF-Vietnam

RFP No: FY26-0621

Date: 18 December 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 **"Hue – Plastic Smart City in Central Viet Nam"** (*hereinafter referred to as TVA Project*) would like to call for proposals from eligible individual consultants who are interested in submitting the proposal for the **"Consultant assistant for DRS model piloting in Hue, TVA project, WWF-Vietnam"** 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 trang.nguyenth@wwf.org.vn ; và lan.huynhthi@wwf.org.vn ;

Email subject: **"FY26-0621 – [Consultant's Name] – Consultant assistant for DRS model piloting in Hue, TVA project, WWF-Vietnam"**

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

Submission deadline: 17:00 (ICT), 23 December 2025.

ANNEX 1: TERMS OF REFERENCE

Position title:	Consultant assistant for DRS model piloting in Hue, TVA project, WWF-Vietnam
Validity:	6 months (December 2025 – May 2026)
Location:	Hue city

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. In recent years, WWF-Vietnam has been working actively to develop its Plastic program to contribute to reducing plastic pollution from Vietnamese territory into the ocean, while addressing national-level priorities in both the policy sphere and in public awareness and behavior change.

Project "Hue – Plastic Smart City in Central Viet Nam" (hereinafter referred to as TVA Project) is funded by WWF-Norway through WWF-Viet Nam and Hue City People's Committee is the managing agency. Phase 1 of the project, from 2021 to 2024, has supported Hue city in reducing nearly 400 tons of plastic waste lost to the natural environment and implementing best practices for solid waste management. To maintain the results of the project, in 2025 and the first half of 2026, the project will continue to implement activities in two districts of Thuan Hoa and Phu Xuan (former Hue city according to Resolution No. 175/2024/QH15 of the National Assembly on the establishment of Hue city under the Central Government) to draw lessons learned and replicate good practices in 03 satellite districts of Huong Thuy town, Phu Vang district and Quang Dien. On the other hand, the model Deposit and Return System (DRS) has been piloted in Hue city as a basement for EPR system implementation in the coming time.

The Deposit – Refund (DRS) model is a model that requires users to buy the product at a price 1 amount higher than usual to deposit for packaging, such as plastic bottles or water cans. Users will receive a refund of that difference when returning the case. This is a tool to help enforce “extended producer responsibility” (EPR) and is widely implemented in European countries such as Norway, achieving a turnover rate of 92.3% for plastic bottles and aluminum cans.

This model is currently being applied in more than 40 countries and territories around the world for disposable beverage packaging, including European countries, Americas, Africa, the Middle East and Oceania. However, no country in Southeast Asia has yet implemented this system.

The DRS model has well started in Hue with the launching events at Hue University of Science and Nera apartment building for the model of deposit and return plastic bottle in September and the model of rental shopping bags in GO! Mart Hue in October. However, there are still a lot of challenges for piloting this model because there are no mandatory regulations, no appropriate infrastructure, and especially people's awareness and participation is not high. It took a lot of efforts from connecting, establishing to collaborating with different partners, raising awareness to the target audiences, as well as ensuring the smooth operation of the mechanism for efficiency.

To continue the DRS model within TVA project from December 2025 to May 2026 to expand the piloting time for more accurate information and more efficient operation, WWF-Viet Nam is looking for an individual to provide consultancy support for planning and implementing the DRS in Hue city. Details as below:

2. Objectives:

Support the implementation of the DRS model in Hue at different locations in phase 2 from December 2025 to May 2026.

3. Scope of work and Deliverables

No.	Task	Expected outputs	Duration
1	Assist to develop the DRS piloting plan in Hue for phase 2	Inputs for DRS piloting plan phase 2	December
2	Support to maintain partnership with existing partners, especially HUSC, Nera Appartment, and GO! Hue; Connection with new partners based on the DRS plan phase 2	Meetings with partners Proposal of activities	Dec 2025 – Jun 2026
3	Support to research, prepare, organise and implement activities with partners to operate efficiently the DRS model in Hue;	Plans and reports of proposed activities Technical documents and financial supporting documents	Dec 2025 – Jun 2026
4	Communication support for field activities including communication data and connection with service providers in Hue;	Photos shooting, video recordings	Dec 2025 – Jun 2026
5	Regularly check in the model operation at different locations	Updates on the operation of piloting models	Dec 2025 – Jun 2026
6	Participate in the preparation of the businesses engagement platform/event in Hue	Plans and reports of proposed activities	Feb – Apr 2026
7	In charge of data collection and drafting technical report of the model implementation	Data collection Draft technical report	May 2026

5. Qualifications

- Bachelor degree in major of environmental issues, economic aspects, community development or related aspects;
- At least 5 year working experiences in relevant topics;
- Proven experiences in NGO project activities implementation and experiences in plastic waste issues is a plus;
- Experiences in implementing DRS model and other relevant activities in Hue is a plus;
- Proven english 4 skills;
- Based in Hue city.

ANNEX 2: INSTRUCTIONS TO CONSULTANTS

I. 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.

II. 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.

III. Proposal Components and Submission Method

1. Proposal Components:

- Technical Proposal - TBD by the consultant
- Letter of Interest
- Curriculum Vitae (CV) specifying relevant qualifications and experience
- Release Letter (if expert is working full-time at a state-owned unit or non-state agencies)

2. Proposal Submission:

Please submit your electronic proposal to WWF-Viet Nam via email to trang.nguyenth@wwf.org.vn ; và lan.huynhthi@wwf.org.vn ;

Email subject line: *"FY26-0621 – [Consultant's Name] – Consultant assistant for DRS model piloting in Hue, TVA project, WWF-Vietnam"*

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

Submission deadline: **17:00 (ICT), 23 December 2025.**

IV. 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.

V. 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.

VI. 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.

VII. Currency

Consultants are required to use Vietnamese Dong (VND) when quoting their consulting fee.

VIII. 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.

IX. Proposal Validity

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

ANNEX 3: PROPOSAL SUBMISSION FORMS

RFP No: FY26-0621

Consultant assistant for DRS model piloting in Hue, TVA project, WWF-Vietnam

Consultancy on preparing documents by using the following forms:

No	Description	Form
1	TECHNICAL PROPOSAL	FORM 1
2	LETTER OF INTEREST	FORM 2
3	CURRICULUM VITAE (CV) FOR PROPOSED KEY CONSULTANT(S)	FORM 3
4	RELEASE LETTER (if expert is working full-time at a state-owned unit or non-state agencies)	FORM 4

FORM 1 - TECHNICAL PROPOSAL/ĐỀ XUẤT KỸ THUẬT

Proposed methodologies, approaches, describe your relevant experience and capabilities, and suggest a plan for carrying out the tasks from the consultant (if selected)

Tư vấn đề xuất phương pháp luận, cách tiếp cận, mô tả tính đáp ứng năng lực kinh nghiệm của mình và đề xuất kế hoạch thực hiện nhiệm vụ (nếu được lựa chọn)

Criteria	Consultant briefing on meeting requirements
1. Relevant experiences for the mission/Kinh nghiệm liên quan cho nhiệm vụ	
- Understanding of the mandate/Hiểu biết về phạm vi và nhiệm vụ được giao	
- Methodology/Phương pháp luận	
- Experience in the field of study/Kinh nghiệm trong lĩnh vực nghiên cứu/chuyên môn	
2. Qualifications/Trình độ/chứng chỉ chuyên môn	
3. Implementation schedule/Tiến độ triển khai	

Full Name and Signature:

Date Signed:

, 2025

FORM 2 - LETTER OF INTEREST

LETTER OF CONFIRMING INTEREST AND AVAILABILITY

THƯ XÁC NHẬN QUAN TÂM VÀ KHẢ NĂNG SẴN SÀNG

Date:, 2025

Ngày:, 2025

To: World Wide Fund for Nature-Viet Nam (WWF-Viet Nam)

Kính gửi: World Wide Fund for Nature-Viet Nam (WWF-Viet Nam)

Dear Sir/Madam,

Kính gửi Quý Ông/Bà,

I hereby declare that:

Tôi xin trân trọng tuyên bố rằng:

a) I have read, understood and hereby accept the Terms of Reference (ToR) describing the duties and responsibilities of the Individual Consultant to provide assistance to(name of assignment);

a) Tôi đã đọc, hiểu và xin chấp nhận Điều khoản Tham chiếu (ToR) mô tả các nhiệm vụ và trách nhiệm của Tư vấn cá nhân nhằm hỗ trợ cho (tên gói công việc);

b) I hereby propose my services and I confirm my interest in performing the assignment through the submission of the CV which I have duly signed and attached hereto as Annex 1;

b) Tôi xin đề xuất dịch vụ của mình và xác nhận sự quan tâm trong việc thực hiện gói công việc này thông qua việc nộp Hồ sơ năng lực/CV đã được tôi ký xác nhận và đính kèm theo đây tại Phụ lục 1;

c) In compliance with the requirements of the ToR, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in the proposed work plan with a timeline to carry out the assignment.

c) Theo đúng các yêu cầu của ToR, tôi xác nhận rằng mình sẵn sàng trong toàn bộ thời gian thực hiện gói công việc, và sẽ cung cấp dịch vụ theo kế hoạch công tác và tiến độ đã được đề xuất để triển khai gói công việc.

d) I hereby propose to complete the services based on the following payment rate:

d) Tôi xin đề xuất thực hiện dịch vụ trên cơ sở mức thù lao như sau:

- An all-inclusive daily fee of VND for the daily rate of VND/working day.

- Mức phí trọn gói theo ngày là VNĐ cho mỗi ngày làm việc với đơn giá VNĐ/ngày công.

- A total lump sum payable in the manner described in the TOR.....VNĐ

- Tổng chi phí trọn gói, được thanh toán theo phương thức quy định trong TOR làVNĐ

e) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to WWF-Viet Nam's review, acceptance and payment certification procedures;

e) Tôi thừa nhận rằng việc thanh toán các khoản nêu trên cho tôi sẽ căn cứ trên kết quả đầu ra được bàn giao trong thời hạn quy định tại ToR, và sẽ chịu sự xem xét, chấp thuận và xác nhận thanh toán của WWF-Việt Nam;

f) This offer shall remain valid for a total period of days after the submission deadline;

f) Đề xuất này có hiệu lực trong thời gian ngày kể từ ngày hết hạn nộp hồ sơ;

g) If I am selected for this assignment, I shall sign an Individual Contract with WWF-Viet Nam;
g) Nếu được lựa chọn cho gói công việc này, tôi sẽ ký Hợp đồng Cá nhân với WWF-Việt Nam;

h) I fully understand and recognize that WWF-Viet Nam is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that WWF-Viet Nam will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

h) Tôi hoàn toàn hiểu và thừa nhận rằng WWF-Việt Nam không bị ràng buộc phải chấp nhận đề xuất này, đồng thời tôi cũng hiểu và chấp thuận rằng mình sẽ tự chịu mọi chi phí liên quan đến việc chuẩn bị và nộp hồ sơ, và WWF-Việt Nam sẽ không chịu trách nhiệm đối với bất kỳ khoản chi phí nào, bất kể quá trình hay kết quả của việc lựa chọn ra sao.

Full Name and Signature:

Họ tên và chữ ký:

Date Signed:, 2025

Ngày ký:, 2025

FORM 3 - 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:

Vietnamese Identity Card:

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]
<i>[Indicate the specific tasks to be undertaken under this assignment]</i>	
...	

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 4 - RELEASE LETTER

(if expert is working full-time at a state-owned unit or non-state agencies)

(Applied for an individual consultant who is a full-time employee of an organization and only be requested to submit before the signing of consulting service contract)

(Áp dụng cho tư vấn cá nhân là nhân viên toàn thời gian cho một tổ chức và chỉ được yêu cầu nộp trước khi ký kết hợp đồng dịch vụ tư vấn)

[LETTERHEAD OF CONFIRMATION LETTER ISSUED]

RELEASE LETTER - THƯ XÁC NHẬN

Date & Time

Ngày

To: WWF-Viet Nam

Kính gửi: WWF-Viet 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: cấp tạingày

Has been approved by [Name of the Organization] to provide independent consulting services for WWF-Viet Nam 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] thực hiện dịch vụ tư vấn độc lập cho tổ chức WWF Việt Nam trong khuôn khổ dự án. [Tên dự án] trong khoảng thời gian dự kiến từđến

During this consultancy assignment, Mr/Ms. [Name of the Consultant] commits to:

- Implement the consultancy services outside of the official working hours of his/her employer or during his/her approved annual leave.
- Implement the consultancy services outside of his regular duties assigned by his/her employer.

Trong thời gian thực hiện dịch vụ tư vấn này, Ông/bà. [Tên tư vấn] cam kết:

- Thực hiện các dịch vụ tư vấn ngoài giờ làm việc chính thức quy định bởi [Tên tổ chức] hoặc trong thời gian nghỉ phép của Ông/Bà [Tên tư vấn]
- Thực hiện các công việc tư vấn độc lập 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 theo thẩm quyền nội bộ của tổ chức xác nhận)