

SUPPLEMENTARY SCOPE OF WORK & OPERATIONAL ARRANGEMENT

For Baseline Survey of the Blue Corridor Project

Document Type: Addendum to the Approved Terms of Reference (TOR)

Parties: World Vision International – Vietnam (WVI) & WWF-Vietnam (WWF)

Purpose

This document supplements the approved TOR to clearly define the distinct roles, responsibilities, and contractual arrangements between WVI and WWF throughout the baseline survey process. This addendum is binding for all bidding consultants.

1. Procurement & Consultant Selection Process

1.1 Lead Agency & Process Administration

- The consultant selection process shall be **administered by WVI** in accordance with WVI's procurement policies and regulations.
- WVI will issue the Request for Proposal (RFP), receive proposals, and formally notify the selected consultant.

1.2 Joint Evaluation Board – WWF as Full Member

- WWF shall appoint representatives to serve as **full members of the joint Evaluation Board** alongside WVI.
- The Evaluation Board will operate under jointly agreed evaluation criteria (technical and financial scoring as defined in the RFP).
- WWF will actively participate in:
 - Technical evaluation of proposals against the scoring matrix

- Scoring and ranking of bidders
- Participating in the interview of shortlisted candidates
- **Signing the evaluation minutes and selection recommendation** together with WVI.

1.3 Shared Responsibility for Selection Outcome & Exemption for WVI's Internal Procedures

- **Joint responsibility for the selection outcome:**
By signing the evaluation minutes, both WVI and WWF representatives confirm that the selection decision was made **collectively based on the agreed scoring matrix**. Both organizations share accountability for the final choice of consultant.
- **Exemption for WWF regarding WVI's internal procurement compliance:**
Notwithstanding the above, WWF is **exempt from any obligation to explain, justify, or be audited on** WVI's internal procurement procedures, including but not limited to:
 - WVI's compliance with its own financial and administrative regulations
 - Contracting documentation (except the contract between WWF and the consultant)
 - Any post-selection procurement reviews or audits conducted by WVI or third parties.

This exemption applies because the procurement process is administered solely under WVI's legal and operational framework. WWF's role is limited to technical evaluation and joint selection.

1.4 WWF's Binding Commitment to Use the Selected Consultant

- WWF commits in writing to **enter a direct contract with the consultant selected through this joint process**, subject only to the consultant agreeing to WWF's standard contractual terms (see Section 2).
- WWF shall not conduct a separate procurement or reject the selected consultant based on technical grounds already evaluated by the joint committee.
- WWF reserves the right to decline to enter a contract with the selected Consultant if the parties fail to reach agreement on the contractual terms based on the standard contract template issued by WWF International.

1.5 Communication to Bidders

The RFP will explicitly state:

"The successful bidder will be required to sign two separate, parallel contracts – one with WVI and one with WWF. The procurement process is administered by WVI. WWF participates as a full member of the Evaluation Committee, and both WVI and WWF will jointly sign the evaluation minutes and selection decision. WWF is exempt from any obligation to explain or be audited on WVI's internal procurement procedures. However, both organizations stand behind the joint selection outcome based on the published scoring criteria."

2. Contracting Model: Separate Direct Contracts

Following consultant selection, the following model applies:

Party	Contract Scope	Deliverables Owned	Acceptance Process	Safeguarding
WVI	Livelihoods component + all field/logistical costs (travel, accommodation, enumerators, incentives, insurance)	Livelihood-related indicators, household income, DRR, asset protection, field data collection oversight	WVI's standard acceptance procedure (including its Safeguarding Policy)	WVI's Safeguarding Policy applies to all field activities
WWF	Marine conservation KAP component (knowledge, attitudes, practices)	KAP indicators, marine biodiversity conservation analysis, MPA-related recommendations	WWF's standard acceptance procedure (including its own safeguarding and ethical review)	WWF's Safeguarding Policy applies to its designated components

Key Provisions:

- The consultant shall submit **two separate invoices** – one to each organization – based on the deliverables and budget split above.

- Each organization conducts its own **independent acceptance and sign-off** for its respective deliverables.
- Rejection or delay by one party does not automatically affect the other party's acceptance, unless the rejection fundamentally undermines the overall baseline integrity (to be determined jointly).

3. Deliverable Ownership & Responsibility Matrix

Based on the approved TOR and internal discussion, deliverables are owned as follows:

Deliverable	WVI Responsibility (Livelihoods)	WWF Responsibility (Marine Conservation KAP)
Inception Report	Supervise design of livelihood modules (income sources, occupation, household assets, dependency on marine resources, DRR capacities)	Supervise design of KAP modules (knowledge, attitudes, practices on marine biodiversity, MPA awareness, willingness to participate in conservation)
Field Data Collection	Supervise data collection for all livelihood & socioeconomic indicators; oversee enumerator training on household survey; manage all logistics (travel, accommodation, field payments)	Supervise data collection for KAP indicators; ensure quantitative & qualitative questions on conservation are properly administered; coordinate with MPA management boards
Data Analysis & Draft Report	Supervise analysis of livelihood data; draft livelihood section of the report; produce clean quantitative & qualitative dataset (Excel/SPSS/Stata/R) for shared use	Supervise analysis of KAP data; draft conservation section of the report; produce clean quantitative & qualitative dataset (Excel/SPSS/Stata/R) for shared use
Final Report & Presentation	Review & validate livelihood findings; co-present to WVI, WWF, WVIRE,	Review & validate KAP findings; co-present; ensure final baseline values

Deliverable	WVI Responsibility (Livelihoods)	WWF Responsibility (Marine Conservation KAP)
	BAF; ensure final baseline values for livelihood indicators are accurate	for conservation indicators are accurate

Note on Cross-Cutting Deliverables:

- The **overall final report** must clearly separate sections under WVI and WWF ownership, but be submitted as one consolidated document.

The **clean dataset** will be jointly owned, with WVI holding primary custody for livelihood variables and WWF for KAP variables.

4. Cost-Sharing Arrangements

WVI and WWF have agreed on the following cost-sharing mechanism for the baseline survey:

- The consultant shall submit a single all-inclusive technical and financial proposal. Upon selection, WVI and WWF will negotiate the internal cost-sharing based on the consultant's detailed budget breakdown. The final cost-sharing agreement will be documented and signed by both parties before each organization signs its respective contract with the consultant.

This agreed option will be reflected in the RFP's financial proposal template and is binding for both organizations.

5. Reporting & Approval Workflow

Step	Action	Responsible Party
1	Consultant submits deliverable (e.g., Inception Report)	Consultant
2	Parallel review by WVI & WWF	WVI (livelihood sections) + WWF (KAP sections)

Step	Action	Responsible Party
3	Consolidated feedback to consultant	WVI Project Manager (lead), with WWF input
4	Final acceptance of WVI-owned sections	WVI Technical Team
5	Final acceptance of WWF-owned sections	WWF Project Manager
6	Joint sign-off on overall baseline completion	WVI & WWF jointly
7	Final report submission to WVIRE and BAF	WVI (lead), copying WWF

6. Technical Focal Points

For any technical questions or clarifications regarding the baseline survey scope, methodology, or deliverables, bidders may contact the following designated technical focal points:

Organization	Focal Point	Title	Email	WhatsApp / Zalo
WVI	Mr. Huỳnh Văn Thương	Project Manager	huynh_van_thuong@wvi.org	+84 905 567 267
WWF	Mr. Vương Trọng Bình	Project Manager	binh.vuongtrong@wwf.org.vn	+84 908 474 448

Note: All procurement-related questions (e.g., RFP timeline, submission requirements, contracting procedures) shall be directed exclusively to WVI's procurement team as specified in the RFP. The technical focal points above are for **technical scope only** and will not respond to procurement or commercial inquiries.

7. Summary for Bidders (To Be Included in RFP Cover Letter)

Bidders should note the following operational structure:

- *One procurement process led and administered by WVI, with **WWF as a full member of the Evaluation Committee.***
- *Both WVI and WWF will **jointly sign the evaluation minutes and selection decision** based on the agreed scoring matrix.*
- *WWF is **exempt from explaining or being audited on WVI's internal procurement procedures**; however, both organizations share responsibility for the final selection outcome.*
- *Two separate contracts – one with WVI, one with WWF – upon selection.*
- *Two separate budgets as specified in the financial proposal template.*
- *Deliverables are owned by either WVI (livelihoods) or WWF (KAP) as per the matrix in the addendum.*
- *Two parallel acceptance processes. Safeguarding policies of both organizations apply to respective components.*
- *Technical focal points are available as listed in Section 6 of the addendum.*

8. Approval

This Supplementary Scope of Work & Operational Arrangement is hereby agreed and shall become an integral part of the baseline survey documentation for the Blue Corridor Project.

For World Vision International - Vietnam

Name:

Title:

Signature:

Date:

For WWF-Vietnam

Name:

Title:

Signature:

Date: