

## Request for Proposal (RFP)

Issuing Organization: **WWF-Viet Nam** Solicitation Type:  RFQ  RFP

**Organization:**

Name of purchase package: **“Consultancy services to assess the management effectiveness of Con Co and Cu Lao Cham Marine Protected Areas in Viet Nam for baseline data in 2026”**

Bid Reference No : **FY26-1059**

**Issue Date: 22 April 2026**

**Submission Deadline: 5.PM (ICT) on 29 April 2026**

**Contact Email:** [binh.vuthanh@wwf.org.vn](mailto:binh.vuthanh@wwf.org.vn) and [hang.ngominh@wwf.org.vn](mailto:hang.ngominh@wwf.org.vn)

### 1. Background and scope of work

WWF International invites qualified consultants to submit proposal for the assignment described in accordance with **Attachment 1 – Terms of reference**

### 2. Submission Requirements

- Technical Proposal
- Financial Proposal

### 3. Evaluation & Award

**RFP: Proposals will be evaluated based on technical quality and the financial proposal.**

Evaluation criteria:

No.	Criteria	Points
<b>I</b>	<b>Technical proposal</b>	<b>60</b>
<b>1</b>	<b>Supplier Profile / Experience</b>	<b>26</b>
	1.1 Relevant experience in TOR-defined tasks	9
	1.2 Relevant professional qualifications	7
	1.3 Regional/Project sites experience (Con Co and Cu Lao Cham MPAs or equivalent)	3
	1.4 Donor/INGO experience	2
	1.5 Stakeholders/ local authorities working experience	3
	1.6 Presentation of application	2
<b>2</b>	<b>Understanding of Requirements</b>	<b>3</b>
	2.1 Understanding of objectives, scope, tasks, identification of gap/risk/challenges	3
<b>3</b>	<b>Technical Approach / Methodology</b>	<b>31</b>
	3.1 Overall proposed methodology, feasibility	5
	3.2 Framework, indicators, tools proposal (clear justification)	8
	3.3 Survey & Data Collection proposal	6
	3.4 Analysis & Assessment proposal	8
	3.5 Training, stakeholder engagement	4
<b>II</b>	<b>Financial Proposal: (Lowest financial proposal / Financial proposal under evaluation) × 40</b>	<b>40</b>
	<b>TOTAL = (I+II)</b>	<b>100</b>

Sustainability considerations may be taken into account where relevant.

#### 4. Submission Instructions

Submit proposals to: [binh.vuthanh@wwf.org.vn](mailto:binh.vuthanh@wwf.org.vn) and [hang.ngominh@wwf.org.vn](mailto:hang.ngominh@wwf.org.vn)

Subject line: “[FY26-1059] Proposal (Bidder Name) Consultancy services to assess the management effectiveness of Con Co and Cu Lao Cham Marine Protected Areas in Viet Nam for baseline data in 2026”

Deadline: **by 5. PM (ICT) dated 29 April 2026**

Currency: VND/USD (*Bids submitted in multiple currencies shall be converted into a single currency for evaluation using the telegraphic transfer buying rate published by Citibank on the bid closing date, to ensure fairness and comparability*)

Late submissions will not be considered.

For RFP submissions, technical and financial proposals should be **submitted as separate documents**.

#### 5. Terms & Conditions

- Offers must remain valid for **90 days**.
- WWF-Viet Nam reserves the right to accept or reject any proposal.
- WWF-Viet Nam may request clarification or additional information from the consultant.

#### 6. Attachments

- Annex 1: Terms of Reference
- Annex 2: Proposal Submission Forms
- Annex 3: WWF General Terms and Conditions

**Representative of the WWF-Viet Nam**  
(Approved)

**Vuong Trong Binh**  
Project Manager

## **ANNEX 1: TERMS OF REFERENCE**

**Assignment:** Consultancy services to assess the management effectiveness of Con Co and Cu Lao Cham Marine Protected Areas in Viet Nam for baseline data in 2026

**Tender Ref.** FY26-1059

### **1. OVERVIEW**

WWF was one of the first international non-governmental organizations to work in Vietnam. In 1985, WWF began implementing a national conservation strategy and has since collaborated closely with the Vietnamese government on a range of environmental issues and field activities across the country. Learn more at <http://vietnam.panda.org/>.

Vietnam boasts a globally significant coastal environment with abundant marine biodiversity, encompassing over 20 distinctive ecosystems and more than 11,000 identified species. The nation's ambitions include expanding marine conservation areas to a minimum of 6% by 2030,

with plans to establish 14 additional Marine Protected Areas (MPAs) covering approximately 4,546 km<sup>2</sup>, about 0.454% of Vietnam's natural marine area. The coastal setting not only propels economic advancement but also sustains livelihoods, contributing around half of the nation's GDP through an annual seafood yield of 3.9-4.0 million tons.

However, this vibrant marine ecosystem grapples with multiple challenges, including overfishing, pollution, climate change, and habitat destruction. In response, the Viet Nam Government has enacted favourable policies and regulations to support marine conservation efforts, such as the Decision 389 by the Prime Minister approving the Planning for protection and exploitation of aquatic resources in the period of 2021 - 2030, with a vision to 2050. By 2030, the national government intends to establish and operate a total of 27 MPAs, including the already-established Con Co MPA in Quang Tri province and Cu Lao Cham MPA in Quang Nam province.

To support Viet Nam's marine conservation efforts, World Vision Viet Nam and WWF-Viet Nam have collaborated to implement the "Blue Corridor for Biodiversity and Fisheries Protection in Central Vietnam" (or abbreviated as "BAF Viet Nam" project).

The BAF Viet Nam project will:

- Establish new zones to protect marine biodiversity and fisheries resources;
- Support marine conservation activities at target sites with participation from local communities and stakeholders;
- Support livelihoods at these target sites.

The target sites of BAF Viet Nam project are:

- a. Quang Tri province: Con Co island, Vinh Hoang commune, Cua Tung commune;
- b. Da Nang city: Cu Lao Cham island, Tam Xuan commune, Tam Hai commune.

The BAF Viet Nam project aims to support Con Co and Cu Lao Cham MPAs with a suitable, comprehensive tool to assess management effectiveness of the MPAs, with the goal of understanding the MPAs' achievement level in managing marine resources: marine ecosystems, environment, biodiversity, and fisheries resources; identifying shortcomings for timely and appropriate supplementation; and ultimately developing a sustainable management plans for Con Co and Cu Lao Cham MPAs.

To set the foundation for this project, WWF-Viet Nam is looking for consultants to conduct management effectiveness assessment (MPA MEE) for the BAF Viet Nam project's targeted MPAs and set baseline data for 2026.

### **2. OBJECTIVE**

- Conduct management effectiveness assessment (MPA MEE) for Con Co and Cu Lao Cham MPAs under the “Blue Corridor for Biodiversity and Fisheries Protection in Central Vietnam” project (BAF Viet Nam project), **identifying** key achievements, challenges, gaps and potential in the MPAs’ management; **establishing benchmark and reference points** to measure progress and impacts of the MPAs’ management; **proposing a standard MEE framework** for these two MPAs to adopt; and **training** the MPAs on relevant aspects of conducting MEE.

### **3. SCOPE OF WORK**

#### **a. Determine suitable tools to assess management effectiveness of the Con Co and Cu Lao Cham MPAs**

- Collect, consolidate and review relevant secondary data needed to inform the management effectiveness assessment of the MPAs, including previous management effectiveness assessment results.
- Design a framework to assess management effectiveness for the MPAs, taking into account Vietnamese government’s regulation framework/guidance, standardized practices in environmental management in Viet Nam as well as recommendations from regional/international context. This framework should entail relevant evaluation indicators, tools (MPA MEE, METT, Green List etc.) and methodology (provide a clear and evidence-based justification for the selection of the proposed tools and methodology).

#### **b. Collect baseline data following the indicators and methodology identified in step a. for the project’s target sites**

- Conduct field surveys to collect essential baseline data as required to complete the management effectiveness assessment for the MPAs.
- Organize stakeholder consultation workshops as needed.

#### **c. Assess the MPAs’ current management effectiveness based on collected data**

- Analyze collected data to assess the MPAs’ management effectiveness against the identified indicators and framework.
- Determine key aspects including but not limited to:
  - Risks, status and trends in areas of MPAs that need protection.
  - Achievement level and shortcomings in managing marine resources: marine ecosystems, environment, biodiversity, and fisheries resources;
  - Gaps and potential.
- Provide baseline scores for the MPAs’ current management effectiveness.

#### **d. Train and provide relevant recommendations for the MPAs to adopt the management effectiveness toolkit/framework**

- Finalize suitable frameworks based on assessment results, carefully taking into account the resources and scope of the BAF Viet Nam project and the MPAs themselves.
- Propose relevant management improvements, strategies, timely and appropriate supplementation/solutions for the MPAs to develop sustainable management plans for the MPAs.
- Train the MPAs to adopt the toolkit/framework.

### **4. CONSULTANTS’ RESPONSIBILITIES**

- Desk review all relevant data and information;
- Actively engage and consult all relevant stakeholders, including local communities and authorities, national governmental agencies, research institutes and experts;
- Organize field surveys and consultation workshops as needed;

- Actively consult WWF-Viet Nam to develop action plan and implement the tasks;
- Report regularly and deliver all tasks of high quality and on time.

## **5. TIMEFRAME AND DELIVERABLES**

- May to July 2026.

<b>No.</b>	<b>Activity</b>	<b>Deliverable</b>	<b>Timeline</b>
1	Develop detailed action plan to carry out the tasks	01 action plan, detailing strategy, methodology, itinerary, workplan, task allocation among members, list of data to be collected	01/05/2026
2	Desk study summary on proposed indicators	Summary report on: > feasible toolkit/framework/indicators to assess the MPAs' management effectiveness > overview of the target MPAs, including only relevant aspects for the management effectiveness process	15/05/2026
3	Report of field surveys	Summary report on field surveys, including raw data.	30/05/2026
4	Draft report on assessments' results, baseline data and recommendations	Draft report on all topics determined in section Scope of Work and per agreement with WWF, identifying the baseline data	20/06/2026
5	Train MPA on using the toolkit/framework	Organize 01 training for the MPAs on using the toolkit/framework	15/07/2026
5	Final report	Final comprehensive report PPT summary	30/07/2026

## **6. Budget:**

Maximum EUR 13,000

## **7. CONSULTANTS' REQUIREMENTS**

- Must hold at least a Masters Degree or 15 years of experiences in the following fields: ecology, biology, marine resource management, natural resource conservation policy, and related disciplines;
- Must have extensive professional experience in MPA/marine resource management and conservation. Deep experience in MPA management effectiveness is a must.
- Must have extensive field experience in working with MPA management boards. Experience and knowledge of regional and international context is a plus.

- Must be familiar with marine biodiversity and fisheries of the project's target MPA sites. Relevant experiences in the project's region and target sites is a plus.
- Must have capacity in consolidating, collecting and analyzing secondary and field data.
- Must have extensive experiences in engaging stakeholders relevant to marine biodiversity and fisheries resources, both on national and local level.
- Experiences working with INGO is a plus.

## ANNEX 2: PROPOSAL SUBMISSION FORMS

The consultants prepare the required forms as follows:

No	Description	Forms
<b>1</b>	<b>General Information of Consultant</b>	<b>FORM-1</b>
<b>2</b>	<b><i>Technical Proposal Form, including :</i></b>	<b>FORM-2</b>
2.1	<i>Technical Proposal Submission Form</i>	<i>Form 2.1</i>
2.2	<i>Agreement to establish a consulting group</i>	<i>Form 2.2</i>
2.3	<i>Declaration of Undertaking</i>	<i>Form 2.3</i>
2.4	<i>Description of Approach, Methodology and Work plan to perform the assignment</i>	<i>Form 2.4</i>
2.5	<i>Team composition, Task assignments and summary of CV information</i>	<i>Form 2.5</i>
2.6	<i>Professional resume (CV)</i>	<i>Form 2.6</i>
2.7	<i>Statement of Availability</i>	<i>Form 2.7</i>
2.8	<i>Release Letter</i>	<i>Form 2.8</i>
<b>3</b>	<b>Financial proposals</b>	<b>FORM- 3</b>

FORM-1 - GENERAL INFORMATION OF CONSULTANT

Company Registered Name / Individual Consultant Full Name:

Company Registration No (Other Registration No): VAT Registration No/  
or Personal ID No/

Address:

City: Postal Code:

Country: Email Address:

WWF Contact person:

Business Vendor Activity:

Bank Account Holder Name:

Bank Name:

Bank Address:

Account Number: Branch Code:

IBAN Number (if applicable, mandatory for EU Countries):

SWIFT/BIC Code: Routing no.: (if applicable):

Payment terms: (WWF standard payment terms: 30 days) Invoice currency:

**For Consultants only:**

[Each office to add any details needed to determine and to confirm that the consultant can be contracted according to the [WWF OPERATIONAL NETWORK STANDARD - Use of Consultants](#) document]

**\* All fields are mandatory.**

I confirm that all information provided is correct:	Date:
Vendor Stamp (If applicable)	Signature

**FORM 2 – TECHNICAL PROPOSAL**

**Form 2.1 TECHNICAL PROPOSAL SUBMISSION FORM**

TO: WWF-Viet Nam  
No.6, Lane 18 Nguyen Co Thach Str., Tu Liem Dist., Hanoi  
(date)  
Dear Sirs/Madams,

Having carefully examined the Request for Proposals dated [insert date] for the assignment [insert number and name of the package], we, the undersigned, would like to submit our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We agree to abide by this Proposal for the period of 90 days from the date fixed by WWF-Viet Nam for the submission deadline specified in the aforementioned Request for Proposals and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

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 WWF-Viet Nam may lead to the termination of contract negotiations.

Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We commit that we are not on the list of entities that are not allowed to participate in the bidding.

We have read and agreed to the WWF General Terms and Conditions attached to the RFPs, and agreed that WWF-Viet Nam reserves the right to:

- Accept any proposal or reject all proposals.
- Any forms of canvassing will lead to automatic cancellation of the bid in question.
- This is a call for proposal. WWF may cancel the process without notice and shall accept no liability whatsoever, arising out of such action.
- WWF is also under no obligation whatsoever to award the contract to the lowest or any bidder; the decision of the Procurement Committee shall be final.

Yours sincerely,  
**Representative of the Consultant**

Signature and seal:.....in the capacity of.....

Duly authorized to sign tenders for and on behalf of.....  
.....

(IN BLOCK CAPITALS)

## Form 2.2 - AGREEMENT TO ESTABLISH A GROUP OF CONSULTANTS (use in case)

\_\_\_\_\_, 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 2.3 – DECLARATION OF UNDERTAKING**

Date:

Tender Ref:

We, the undersigned, declare that:

a) 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 of Purchaser’s staff 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.

b) We meet the eligibility requirements, and have no conflict of interest.

c) We commit to have sufficient financial and legal capacity as well as experience to carry out the consultancy services in accordance with the provisions and requirements set forth in this Request for Proposals.

d) We commit not being in the process of dissolution; nor be concluded to be in bankruptcy, nor in state of cash-flow insolvency and/or balance-sheet insolvency.

e) We also underscore the importance of adhering to environmental and social standards in the implementation of the project.

f) 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.

g) We also declare that our company/all members of the Joint Venture/group has/have not been included in the list of sanctions of the United Nations, nor Vietnamese Government and affirm that our company/all members of the consortium will immediately inform the Purchaser if this situation should occur at a later stage.

h) We acknowledge that, in the event our company (or a member of the Joint Venture/member of our group) is added to a list of sanctions that is legally binding on the Purchaser, the Purchaser is entitled to exclude our company/the Joint Venture from the procurement procedure and, if the contract is awarded to our company/the Joint Venture, 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.

Signature and seal:.....in the capacity of.....

Duly authorized to sign tenders for and on behalf of.....

.....

(IN BLOCK CAPITALS)

**Form 2.4 – DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN TO PERFORM THE ASSIGNMENT**

You are suggested to present your Technical Proposal divided into the followings:

I. Understanding of the Mandate and objectives of the Project and the Assignment: You should explain your understanding of the project and TOR especially objectives, timeline and mandate of the assignment, approach to the services and outputs.

II. 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.

Task	Methodology

III. Work Plan. You should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Purchaser), and proposed delivery dates of the reports. Please use the timeline in the TOR as a reference. 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

No.	Task	Completion time	Total man-days	Field Location	Days at Field
I	Task 1				
1	...	...			
2	...	...			
...	...	...			
II	Task 2				
1	...	...			
2	...	...			
	Total				

I. Deliverables

No.	Task	Deliverable	Timeframe
1	Task 1		... days after contract signing date

No.	Task	Deliverable	Timeframe
2	Task 2		... days after contract signing date

**Form 2.5 – TEAM COMPOSITION, TASK ASSIGNMENTS AND SUMMARY OF CV INFORMATION**

No.	Full name	Citizenship	Position	Working Location	Days (person/day)			
					Task 1 (1)	Task 2 (2)	... <u>1</u> (n)	At Home <u>2</u>
<b>I. Key Experts</b>								
1	<i>[Example: Mr. Nguyễn Văn A]</i>	<i>[Viet Nam]</i>	<i>[Leader]</i>	<i>[Home]</i> <i>[Field]</i>				
2								
...								
							<b>Total</b>	

## Form 2.6 – CURRICULUM VITAE (CV) FOR PROPOSED KEY EXPERTS

### CURRICULUM VITAE (CV)/ LÝ LỊCH CHUYÊN GIA

*(Đơn vị tư vấn/Chuyên gia sử dụng sơ yếu lý lịch sẵn có hoặc sử dụng mẫu đính kèm miễn cung cấp đủ thông tin phục vụ đánh giá)*

**1. Vị trí đề xuất/Proposed Position** (*Chỉ đề xuất 1 tư vấn cho 1 vị trí/only one candidate shall be nominated for each position*):

**2. Tên chuyên gia/Name of Expert** (*Điền đầy đủ họ và tên/Insert full name*):

**3. Địa chỉ email/Contact email:** \_\_\_\_\_ Điện thoại liên hệ/

Contact phone No.: ... Nơi cư trú/Residential

**4. Ngày tháng năm sinh/Date of Birth: Quốc tịch/Citizenship:**

Mã số thuế cá nhân/ID tax code:

**5. Trình độ văn hóa/Education and Trainings** (*Liệt kê bằng tốt nghiệp cao đẳng/đại học và các khóa học chuyên ngành khác của chuyên gia tư vấn, nêu tên trường học, loại bằng cấp và thời gian nhận bằng/Indicate college/university and other specialized education and trainings of expert, giving names of institutions, degrees obtained*):

Loại bằng cấp: \_\_\_\_\_

Trường học: \_\_\_\_\_

Thời gian nhận bằng: \_\_\_\_\_

**6. Thành viên hiệp hội chuyên môn/Membership in Professional Associations:**

**7. Lĩnh vực chuyên môn/Areas of expertise:** (*Liệt kê đầy đủ nhất các lĩnh vực chuyên môn, nghiệp vụ của tư vấn/List out as much as possible your professional expertise*)

**8. Kinh nghiệm làm việc với WWF (nếu có)/Previous working experience with WWF, if any** (*Liệt kê các nhiệm vụ tư vấn đã từng đảm nhận tại WWF/List out assignments which expert has worked with WWF*):

Từ (năm)/From (Year): : \_\_\_\_\_ Đến (năm)To (Year): .

Tên Dự án và địa điểm triển khai Dự án/Project name and location: .

Vị trí đảm nhận và các nhiệm vụ được phân công Positions held/main assignment : \_

Đồng nghiệp/cấp trên đã từng là cộng sự/Focal point that you worked with: .

**9. Kinh nghiệm làm việc với các Tổ chức phi chính phủ, các tổ chức quốc tế song phương và đa phương (nếu có)/Previous working experience with INGOs, bi-lateral of multi-lateral international organizations, if any** (*Liệt kê danh sách các tổ chức mà tư vấn đã từng làm việc/List out name of the organizations you have worked with*)

**10. Minh chứng của Sự phù hợp với nhiệm vụ/Relevant Professional Record**

*(Tham chiếu tới những Công việc/Nhiệm vụ trước đây mô tả tốt nhất năng lực thực hiện nhiệm vụ được giao/Describe work undertaken that best illustrates capability and experience to handle the Tasks Assigned)*

Từ (năm)/From (Year): : \_\_\_\_\_ Đến (năm)To (Year): .

Đơn vị sử dụng lao động/Employer: .

Vị trí đảm nhận / Positions held/: \_

**11. Các nghiên cứu liên quan và các bài đã đăng: Relevant Researches, Publications**

*(Liệt kê và mô tả các nghiên cứu và bài đăng mô tả tốt nhất năng lực và kinh nghiệm để đảm nhận nhiệm vụ được giao/List and Describe researches and publications that best illustrates capability and experience to handle the Tasks Assigned)*

**Cam đoan/Certification:**

Tôi, ký tên dưới đây, cam đoan là bản CV này mô tả chính xác bản thân tôi, năng lực và kinh nghiệm của tôi. Tôi nhận thức được rằng mọi lời khai không chính xác ở đây đều có thể dẫn đến việc tôi bị Bên mời thầu loại hoặc sa thải./I, the undersigned, certify that to the best of my knowledge and belief, this CV

correctly describes my qualifications, and my experience. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Purchaser.

Tôi đồng ý để WWF-Việt Nam sử dụng dữ liệu của tôi vào danh sách các tư vấn tiềm năng và nhận các thông báo mời thầu phù hợp khi được triển khai/I accept that WWF-Viet Nam can use my data to update WWF's consultant list and send bid invitations to me when properly. *(Lựa chọn/Optional: Tư vấn có thể xóa dòng này nếu không đồng ý để WWF-Việt Nam cập nhật liên hệ của mình vào dữ liệu danh sách chuyên gia/Expert: delete this statement if you do not accept to be recorded into WWF's consultant list).*

*Đại diện nhà thầu nộp HSDX  
Bidder's Representative (Submitting the  
Proposal  
(Ký, ghi rõ họ tên, chức vụ, đóng dấu)  
(Signature, full name, position, and company  
stamp)*

*Tên tư vấn  
Consultant's Name  
(Ký, ghi rõ họ tên)  
(Signature and full name)*

*Ngày/tháng/năm  
Date (dd/mm/yyyy)*

*Ngày/tháng/năm  
Date (dd/mm/yyyy)*

**Form 2.7 – STATEMENT OF AVAILABILITY**

To: WWF-Viet Nam  
No.6, Lane 18 Nguyen Co Thach Str., Tu Liem Dist., Hanoi  
Email: .....

Ref. No.:  
Dear Sir/Madam,  
**Subject: [insert number and name of the package]**

***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 Request for Proposal dated [insert date] 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

Signature and stamp: .  
Name on behalf of the Company: .  
Title: .  
Date: \_\_\_\_\_

**Form 2.8 - RELEASE LETTER**

*(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)*

[LETTERHEAD OF CONFIRMATION LETTER ISSUED]

**RELEASE LETTER**

*Date & Time*

To: WWF-Viet Nam

The [Name of the Organization] agrees that:

Mr/Ms. [Name of Consultant], [Job title in the organization]

ID Number: issued by: dated:

Mr/Ms. – Position:

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].

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.

Sincerely,

*(Sign or seal according to the internal authority of the certifying organization)*

**FORM 3 - FINANCIAL PROPOSAL - COST BREAKDOWN**

**FINANCIAL PROPOSAL**

**For [insert number and name of the package]**

[Location, Date]

TO:WWF-Viet Nam

No.6, Lane 18 Nguyen Co Thach Str., Tu Liem Dist., Hanoi

Email: .....

Dear Sirs/Madams,

We, the undersigned, offer to provide the consulting services for **[insert number and name of the package]** in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of [Indicate the corresponding to the amount(s) currency(ies)] [Insert amount(s) in words and figures], [Insert "including"] of all indirect local taxes. The estimated amount of local indirect taxes is [Insert currency] [Insert amount in words and figures] which shall be confirmed or adjusted, if needed, during negotiations.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Signature and seal:.....in the capacity of.....

Duly authorized to sign tenders for and on behalf of.....

.....

(IN BLOCK CAPITALS)

## FINANCIAL PROPOSAL – COST BREAKDOWN

**Detailed Cost Calculation for Package [insert number and name of the package]**

<u>1. Remuneration</u>	<u>Un</u> <u>it</u>	<u>Qua</u> <u>ntity</u>	<u>Unit</u> <u>Rate</u>	<u>Amount</u>
<u>1.1. Deliverable 1</u>				
<u>1.1.1 Team Leader</u>				
<u>1.1.2 Expert 1</u>				
<u>1.1.3 Expert 2</u>				
∴				
<u>1.2 Deliverable 2</u>				
<u>1.2.1 Team Leader</u>				
<u>1.2.2 Expert 1</u>		∴		
<u>1.2.3 Expert 2</u>		∴		
∴				
<u>1.3. Deliverable 3</u>				
<u>1.3.1 Team Leader</u>				
<u>1.3.2 Expert 1</u>				
<u>1.3.3 Expert 2</u>		∴		
∴				
<b><u>Sub-total</u></b>				
<b><u>2. Allowance, Accommodation, Complementary Travel Costs</u></b>				
<b><u>2.1 Allowance, accommodation - Long-term staff</u></b>		∴		
<b><u>2.2 Allowance, accommodation - Short-term staff</u></b>		∴		
∴				
<b><u>Sub-total</u></b>				
<b><u>Travel &amp; Transport Cost</u></b>				
<b><u>3.1 Vehicle lease/rent</u></b>		∴		



## **ANNEX 3: WWF GENERAL TERMS AND CONDITIONS**

[GENERAL TERMS AND CONDITIONS for purchasing of goods and/or services - WWF-World Wide Fund for Nature \(formerly World Wildlife Fund\)](#)

### **Article 1. Definitions**

#### 1.1 WWF INTERNATIONAL:

WWF-World Wide Fund for Nature (formerly World Wildlife Fund), a Swiss foundation pursuant to Articles 80 ff of the Swiss Civil Code, No. CH-550.0.128.920-7, with its registered address at Rue Mauverney 28, 1196 Gland, Switzerland. To achieve its primary and other objectives, WWF INTERNATIONAL finances and organizes nature conservation projects..

#### 1.2 The counterparty:

The natural or legal person with which WWF INTERNATIONAL contracts an agreement for the purchase/delivery of goods, the performance of services or activities, or any other contract.

#### 1.3 Processing of personal data:

The processing and/or editing of personal data, as defined in the General Data Protection Regulation UE 2016/679, supplied by WWF INTERNATIONAL to the counterparty (or third party engaged by the counterparty) in the context of a contract between WWF INTERNATIONAL and the counterparty.

#### 1.4 Controller/processor:

The party responsible for the data processing (the controller) is WWF INTERNATIONAL ; the processor is the natural or legal person processing the data at the instruction of WWF INTERNATIONAL and who is not subject to the direct authority of WWF INTERNATIONAL.

### **Article 2. Applicability**

2.1 These General Terms and Conditions apply to all agreements between WWF INTERNATIONAL and the counterparty under which WWF INTERNATIONAL receives/has received one or more goods from the counterparty and/or under which one or more (specified) activities have been performed and/or services rendered for WWF INTERNATIONAL, as well as all offers and quotes of WWF INTERNATIONAL and/or agreements under which WWF INTERNATIONAL delivers one or more goods and/or performs one or more (specified) activities and/or renders one or more (specified) services to the counterparty, as well as any other agreement between WWF INTERNATIONAL and the counterparty.

2.2 WWF INTERNATIONAL explicitly rejects any general terms and conditions or other conditions used and/or declared applicable by the counterparty, even where the counterparty makes specific reference to such terms and conditions. Applicability of the terms and conditions of the counterparty must be explicitly agreed in writing by WWF INTERNATIONAL.

2.3 In the event of a conflict between the provisions of an agreement between WWF INTERNATIONAL and the counterparty on the one hand, and the provisions of these General Terms and Conditions on the other hand, the provisions of the agreement prevail.

2.4 In the event of a conflict between these General Terms and Conditions and the provisions of the general terms and conditions of the counterparty declared applicable in observance of article 2.2, the provisions of these General Terms and Conditions prevail.

### Article 3. Performance of the services

3.1 An agreement for the delivery of goods or an agreement for the performance of activities/ services is contracted either by a separate written agreement, the placement of a written order by WWF INTERNATIONAL or a quote issued by the counterparty which is signed by WWF INTERNATIONAL

In the above cases, these General Terms and Conditions will apply in accordance with art. 2.1.

3.3 The content of the agreement may not differ from the content stated by WWF INTERNATIONAL in the order, whether that content is stated prior to or after a quote is issued by the counterparty, unless WWF INTERNATIONAL consents to any different content in writing.

3.4 The counterparty is not permitted to transfer the rights and/or obligations under the agreement, whether in whole or in part, to third parties, unless WWF INTERNATIONAL has granted its prior written consent.

3.5. The counterparty is retained as an independent contractor and is not engaged in an employee-employer relationship, partnership, joint venture, or agency contract of any kind with WWF International or any of its programme offices.

The counterparty has no authority to create any obligation, express or implied, on behalf of WWF International.

The counterparty does not and may not assume to represent WWF International unless authorized to do so by WWF International in writing.

### Article 4. Warranty

4.1 The counterparty warrants the soundness of the goods delivered or activities/services performed, and the counterparty warrants the accuracy of the specifications thereon provided by the counterparty. The counterparty will also ensure that the goods delivered and/or activities/services performed are in compliance with applicable law.

4.2 If within one (1) year after approval by WWF INTERNATIONAL, faults in the goods delivered (including, but not limited to, material and manufacturing faults in the materials used by the counterparty not provided by WWF INTERNATIONAL) or shortcomings in the activities/services performed are observed, then the counterparty must either repair/replace the goods or remedy the fault/shortcoming, at its own cost, without prejudice to WWF INTERNATIONAL's entitlement to reimbursement of damages.

4.3 The warranty will not extend to less than the remedying of all faults arising during the agreed warranty period, with the exception of those resulting from normal wear and tear or obsolescence, immediately and in full, following notification to the counterparty, at no cost. The warranty does not limit WWF INTERNATIONAL's entitlement to compensation of damages.

4.4 The warranty period will commence on the day on which the goods are actually put into use by WWF INTERNATIONAL.

4.5 In the event of repair or replacement during the warranty period, the warranty period will be deemed to have restarted from the date of repair or replacement.

### Article 5. Force majeure

5.1 In the event of a temporary or permanent state of force majeure on the part of the counterparty, WWF INTERNATIONAL is temporarily or permanently discharged from the

obligations under the agreement, and WWF INTERNATIONAL is also entitled to consider the agreement as dissolved. In that case, the counterparty is not entitled to compensation of damages.

5.2 For the purposes of this agreement, force majeure is defined as force majeure within the definition of the Swiss Civil Code. In any event, this definition does not include the non-fulfilment or late fulfilment by a third party of its obligations towards the counterparty.

5.3 In the event of a temporary state of force majeure on the part of WWF INTERNATIONAL, WWF INTERNATIONAL is authorized to extend the terms within which the agreement is to be performed by the period in which the temporary state of force majeure is in effect.

#### Article 6. Payment

6.1 Payment by WWF INTERNATIONAL will be made within thirty (30) days after acceptance or approval of the goods and/or services and/or activities or, if the date of receipt of the counterparty's invoice is after that thirty day period, within thirty (30) days after that date.

6.2 WWF INTERNATIONAL is at all times authorized to deduct claims of WWF INTERNATIONAL against the counterparty from the counterparty's claims.

6.3 If the counterparty assigns or pledges its claim against WWF INTERNATIONAL to a third party, WWF INTERNATIONAL must be notified thereof by means of a registered letter, failing which WWF INTERNATIONAL may settle this claim by payment to the counterparty despite the assignment or pledge. In such cases, the counterparty will indemnify WWF INTERNATIONAL from any actions of that third party.

6.4 Unless it has been determined otherwise in the agreement, the counterparty is not entitled to charge price-increasing factors which have arisen after the issue of the quote or the contracting of the agreement to WWF INTERNATIONAL.

6.5 The counterparty can only charge price increases as a result of additional work if WWF INTERNATIONAL has consented in writing to the performance of that additional work at the price in question.

#### Article 7. Liability

7.1 If the counterparty remains partly or fully in default of the fulfilment of its obligations under the agreement, WWF INTERNATIONAL is authorized to either suspend the fulfilment of its obligations under the agreement or to consider the agreement dissolved, at the choice of WWF INTERNATIONAL. In either case, WWF INTERNATIONAL is authorized to charge all damages to the counterparty.

7.2 In the situation referred to in article 7.1, WWF INTERNATIONAL may assign the further performance of the agreement to a third party, at the counterparty's expense.

7.3 In the event of non-fulfilment by the counterparty of one or more of its obligations under the agreement, WWF INTERNATIONAL is authorized to charge extrajudicial costs to the counterparty in the event that WWF INTERNATIONAL is obliged to charge a third party with the handling of the matter.

7.4 The counterparty indemnifies WWF INTERNATIONAL in the broadest sense of the word for all damages or damages claims (including, but not limited to the tax authorities based on any alleged employment contract between the parties) relating to and/or resulting from an agreement with the counterparty, excepting where WWF INTERNATIONAL can be held liable on the basis of the provisions of the present article.

7.5 Unless agreed otherwise in writing, WWF INTERNATIONAL cannot be held liable for any damages relating to and/or resulting from an agreement with the counterparty, unless these damages are the direct consequence of intent or gross negligence on the part of WWF INTERNATIONAL and these damages are attributable to WWF INTERNATIONAL pursuant to the law.

7.6 Under no circumstances is WWF INTERNATIONAL liable for damages and/or costs of any nature and/or amount whatsoever that are in any way related to or result from actions, omissions, errors and/or the quality of the work of third parties that are engaged by WWF INTERNATIONAL in the performance of the agreement, even in the event of intent or gross negligence on the part of these third parties.

7.7 If and insofar as – despite the provisions of the present article – it should turn out that WWF INTERNATIONAL bears any liability under any title whatsoever, this liability is at all times limited to the contractual interest (per year) of the contract in question, or at least to the amount paid out by WWF INTERNATIONAL's liability insurance, in either case up to a maximum of 250.000,- Swiss francs.

7.8 Every claim of the counterparty against WWF INTERNATIONAL expires one (1) year after the termination and/or completion of the performance of the agreement to which the claim pertains, unless the fact on which the legal claim is based could not have been observed within this period, in which case the legal claim in question expires one (1) year after the moment at which the relevant fact could have or should have been observed by the counterparty.

7.9 The counterparty indemnifies WWF INTERNATIONAL against all claims of third parties in regard to the agreements implemented by WWF INTERNATIONAL, unless it becomes established at law that these claims are a consequence of intent or gross negligence of WWF INTERNATIONAL, and, moreover, the counterparty demonstrates that it is blameless in this regard.

#### Article 8. Intellectual Property Rights

8.1 Nothing in this agreement will entitle a Party to use any trademarks, trade names, logos or any other intellectual property rights of the other Party without the other Party's express written consent. Unless expressly provided for under the Agreement, no license or right, express or implied, is hereby conveyed or granted by WWF INTERNATIONAL to the counterparty in relation to WWF INTERNATIONALS intellectual property rights.

8.2 Unless it has been determined otherwise in this agreement, WWF INTERNATIONAL is the title holder to the materials', goods and/or services to be produced by the counterparty under the agreement on which copyrights and other intellectual or industrial property rights or similar rights could be vested. The counterparty undertakes the obligation to perform any juristic acts necessary for any transfer to WWF INTERNATIONAL of copyrights and other rights of intellectual or industrial property or similar rights.

8.3 In any event, the counterparty indemnifies WWF INTERNATIONAL from all claims of third parties resulting from and/or relating to the materials, goods and/or services provided to WWF INTERNATIONAL on which copyrights and other rights of intellectual or industrial property or similar rights are vested.

#### Article 9. Duration of contract

9.1 Unless it has been determined otherwise between the parties , agreements are entered into for a one year term (Term). The agreement shall be renewable at the end of the current Term for

a successive 3 years term unless either party gives written notice of its intention not to renew 3 months before expiration of the current Term.

9.2 Unless it has been determined otherwise between the parties, the agreement must be terminated by registered letter. Upon termination of the agreement, both parties will observe a notice period of three (3) months.

9.3 Either party is authorized to dissolve the agreement (in whole or in part) without any notice of default or judicial intervention being required, with immediate effect, by means of registered letter to the counterparty, if:

a. the counterparty does not fulfil/has not fulfilled one or more of its obligations under the agreement and, after being notified by demand letter, has still failed to do so two (2) weeks after the demand or is still acting in violation of one or more provisions of the agreement and, after being notified by demand letter, has not desisted its violation of one or more of the provisions of the agreement within five (5) business days;

b. the counterparty is declared bankrupt, applies for suspension of payments, is placed under conservatorship, changes its business activities or undergoes a change of actual control;

c. the counterparty's situation is such that due to insolvency, prejudgment conservatory attachment is laid on its moveable and/or immoveable property or any portion thereof, and this attachment is not lifted within fourteen (14) days;

d. a situation arises under which, in consideration of the damages or impending damages, a party cannot be required to allow the agreement to continue. This basis will arise for WWF INTERNATIONAL primarily, but not exclusively, if as a result of or in relation to the agreement, such negative publicity arises that in the opinion of WWF INTERNATIONAL, it cannot reasonably be required to allow the agreement to continue (this at the sole determination of WWF INTERNATIONAL );

e. the counterparty regularly fails to fulfill one or more of its obligations, or regularly fails to do so in a timely manner and/or after the first demand.

9.4 Dissolution of the agreement pursuant to the provisions of this agreement is without prejudice to all other rights accruing to the dissolving party under this agreement and/or the Swiss Civil Code on the basis of attributable or non attributable failure, and also without prejudice to the dissolving party's option to claim compensation of damages.

#### [Article 10. Processing of personal data](#)

10.1 WWF INTERNATIONAL remains the controller of personal data that it needs to share with the counterparty for the purposes of the agreement between them. The counterparty and/or the third party/processor to be designated by the counterparty will have no independent authority over the personal data to be supplied by WWF INTERNATIONAL.

10.2 The counterparty and/or the third party/processor to be designated by the counterparty will only process the personal data supplied by WWF INTERNATIONAL after a written instruction of WWF INTERNATIONAL to do so, except in cases where it has been prescribed otherwise by a provision of law and/or judicial order, in which case the counterparty and/or the third party/processor engaged by the counterparty is obliged to inform WWF INTERNATIONAL immediately.

10.3 The counterparty will only engage a third party or parties as processor after obtaining the written permission of WWF INTERNATIONAL to do so.

10.4 The counterparty and/or the third party/processor to be designated by the counterparty, and WWF INTERNATIONAL will take sufficient steps (both technical and organizational) to secure the personal data in question against loss or unlawful processing. WWFINTERNATIONAL is at all times authorized to inspect the steps taken or have them inspected.

10.5 The counterparty is obliged to adhere to the confidentiality obligation as set out in the General Data Protection Regulation. The counterparty is obliged to enforce the compliance by the third party/processor it engages with the provisions of article 12.3 of these General Terms and Conditions and the confidentiality obligation as set out in the General Data Protection Regulation.

10.6 If the counterparty and/or the third party/processor to be engaged by the counterparty processes the data of WWF INTERNATIONAL in another member state of the European Union (whether directly or indirectly), the counterparty and/or the third party/processor to be engaged by the counterparty will ensure that this is done in accordance with the legislation and regulations of that member state. The processor will only process the personal data of WWF INTERNATIONAL (whether directly or indirectly) in a country outside of the European Union after prior consultation with WWF INTERNATIONAL.

#### [Article 11. Applicable law/disputes](#)

11.1 All orders and agreements for the purchase/delivery of goods and/or the performance of services and/or activities, as well as all other agreements, are governed by Swiss law.

11.2 Any disputes between the parties arising from, resulting from and/or relating to any agreement with the counterparty will be presented to the Courts of the Canton of Geneva, insofar as this is not precluded by the provisions of law.

#### [Article 12. Compliance with WWF International policies.](#)

Counterparty has read, understands, and commits to, the WWF Fraud & Corruption Policy to be downloaded to be downloaded from: [https://wwf.panda.org/discover/about\\_wwf/our\\_values/](https://wwf.panda.org/discover/about_wwf/our_values/) and commits to act in a way consistent with WWF international's Code of Ethics attached here in and will not engage in fraudulent or corrupt acts.

#### [Article 31. Concluding provisions](#)

12.1 If any provision of these General Terms and Conditions proves to be not legally valid and/or loses its legal validity, this will not affect the other provisions of the General Terms and Conditions, and the parties are obliged to establish a new provision as quickly as possible, with a scope which approaches the former provision as closely as possible.

12.2 Changes to these General Terms and Conditions and the agreement are only valid if agreed in writing between the Parties.

12.3 Except in cases where a provision of law and/or judicial order dictates otherwise, both during the term of the agreement and thereafter the parties are obliged to observe confidentiality in regard to all confidential information received by them, and to in no way disclose such information and/or grant the use of it to any third party, and to only use that information for the purpose for which it was provided. For the purposes of this article, "third party" is understood to include all persons working in the parties' respective organizations that do not need to be made aware of the information in question.