



INVITATION TO BID

The World Wide Fund for Nature (WWF) is one of the leading International NGOs working on environment in the world. In Greater Mekong sub-region, WWF has its offices and field activities in Cambodia, Laos, Myanmar, Thailand and Vietnam under a program named WWF-Greater Mekong (WWF-GM).

We would like to invite eligible Consultants to bid for the provision of consultancy service to **support the preparation and execution of improving the data sets of the Water Risk Filter for the Greater Mekong** (Cambodia, Laos, Myanmar, Thailand and Vietnam) managed by WWF-GM in accordance with the terms and conditions mentioned in this invitation to bid.

This invitation to bid includes the following:

- Section I: Instruction to Bidders
- Section II: Terms of Reference
- Section III: Technical Evaluation Criteria
- Section IV: Technical Proposal Forms
- Section V: Financial Proposal Forms

SECTION I - INSTRUCTION TO BIDDERS

1. Proposal to be considered

- a. **Eligibility:** Proposals which comply with the conditions and terms as stipulated in this invitation to bid will be considered.
- b. **Conflict of Interest:** WWF-GM considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

2. Language of the Proposal

The Proposals prepared by the bidders and all correspondence and documents relating to the Proposal exchanged by the bidders and WWF-GM shall be written in the English language. Any printed literature furnished by the bidders may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

3. Period of Validity of Proposals

Proposals shall remain valid for **120 days** after the date of bid submission prescribed by WWF-GM.

4. Submission of bids

The proposals shall be submitted in one outer sealed envelope containing two separate sealed envelopes, one envelope containing the Technical Proposal(s) and one envelope containing the Financial Proposal(s). The outer envelope shall be clearly marked "**Proposal for consultancy to support the preparation and execution of improving *the data sets of the Water Risk Filter for the Greater Mekong* - DO NOT OPEN BEFORE SUBMISSION DEADLINE**". The two sealed inner envelopes shall be marked "Technical Proposal(s)" and "Financial Proposal(s)" respectively. The sealed envelope shall be addressed to WWF-Greater Mekong at the following address: D13 Thang Long International Village – Cau Giay District – Hanoi.

Alternatively, bidders are allowed to submit their proposal by email. Bidders who intend to submit electronic proposals must follow the following submission instructions:

- The proposal shall be separated in two files: one for technical proposal and one for financial proposal.
- The file for the financial proposal shall be protected by a password which shall be kept with the bidders. If the company passed the technical requirement threshold WWF-GM would then request the password to open the financial proposal file. However, if the company loses the password or in case the file could not be opened WWF-GM would not assume responsibility.
- The file shall be in the form of MS word or MS excel (MS Office 2003 at least) or PDF version 7.
- Please send the electronic proposal to hang.dothu@wwfgreatermekong.org
- Please be aware that bids or proposals emailed to WWF-GM will be rejected if they are received after the deadline for bid submission. As an email may take some time to arrive after it is sent, especially if it contains a lot of information, we advise all bidders to send email submissions well before the deadline.
- Maximum size for electronic submission: The maximum size per email that WWF-GM can receive is **8MB**. Bidders may need to split proposals into parts to fit this limit.

Please note that the proposal must arrive in the aforementioned mail box before the submission deadline

5. Submission Deadline

Interested bidders should make sure that their proposals reach WWF-Greater Mekong office at the above address (in case of hard-copies submission) or the above-designated email (in case of e-submission) by **5pm, 4 April 2016 (Hanoi time)**

Proposals should contain details of the criteria for the selection mentioned below. The bid shall be prepared in English. The sealed bid envelope must be received by WWF-GM on or before the date fixed for receipt of bids, in accordance with the invitation for bids. Any proposal received by WWF-GM after the submission deadline will be rejected.

6. Criteria for Selection

The Method of Selection is Quality and Costs Based Selection.

a) Evaluation of Technical Proposal:

The evaluation panel will fully evaluate the Technical Proposals. The panel will determine which of the Technical Proposals pass the minimum agreed technical score specified in the Section III.

After the evaluation of Technical Proposals has been completed, the WWF-GM will notify those Consultants whose proposals did not pass the minimum technical score or were considered to be non-responsive to the TOR.

b) Evaluation of Financial Proposal:

The financial evaluation shall be based on the lowest price of those bidding firms which submitted responsive Technical Proposals. The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

c) Final evaluation and negotiations:

The final ranking of the proposals will be based on the quality of technical proposals and lowest cost. The total score will be calculated as the weighted sum of the technical and financial scores, with the weights given to the technical and financial scores being:

70/30 where the technical proposal = **70** and the financial proposal = **30**.

With regard to contract negotiations WWF-GM reserves the right to invite the next-ranked firm to negotiate, if negotiations with the first-ranked firm do not result in a contract.

Bidders who pass the minimum score, but are unsuccessful based on the calculation of the technical and financial scores, will be notified after the contract with the winner has become effective.

7. Association

Proposals submitted by an association of two or more firms as partners shall comply with the stipulations:

- (i) The Proposal shall be signed so as to be legally binding on all partners.
- (ii) One firm shall be nominated as the lead firm of the association.
- (iii) The lead firm shall be liable for the execution of the Contract in accordance with the Contract terms.
- (iv) The lead firm shall receive instructions for and on behalf of any and all partners.

8. Rejection of proposals

Should any proposal fail to comply with the terms and conditions stipulated in this invitation to bid, or be incomplete, conditional or obscure, or contain additions not called for or irregularities of any kind, or does not respond to important aspects of the invitation for bids, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in Section III below, it may be rejected as non-responsive.

WWF-GM reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the bidders.

SECTION II - TERMS OF REFERENCE

A. Background

The Water Risk Filter (WRF, <http://waterriskfilter.panda.org/>) has been developed by WWF in collaboration with German development bank Deutsche Entwicklungsgesellschaft (DEG). It is a free, online tool that allows investors and companies from all industry sectors around the globe to assess and quantify water-related risks and obtain ideas for mitigating risk in a proactive way. The WRF's risk assessment is based on a company's geographic location (basin-related risks) and impact (company-specific risk / agricultural crop-specific risk). The WRF translates the most up-to-date underlying global data sets, including Water Footprint Network (WFN) scarcity data, into risk metrics. The results can be displayed on the company-wide/portfolio level as well as on a facility level. Project (CDP) questionnaire (currently the WRF is not able to complete the whole questionnaire).

The Water Risk Filter covers all relevant water risk indicators, for all industries and all countries in the world. It is easy-to-use and visually attract; it includes 37 maps. It is based on best available scientific global data sets. It proposed a unique collection of mitigation options and case studies. Notably it can be used by businesses and financial institutions for regular risk monitoring and initial due diligence

The WRF has proven very useful for businesses with globally distributed operations or supply chains, as the datasets that underpin the assessment have global coverage and offer consistency across countries. However, by their nature, the global datasets that are used are not at a fine enough resolution or of sufficient accuracy to allow sub-national or sub-basin assessments. Also, at a local level more accurate spatial data often exist that, at times, are contradictory to the global level data. WWF-Greater Mekong wish to downscale the WRF for this region to increase its accuracy, allow catchment-level assessments, and increase confidence in its outputs by incorporating the best available localized datasets.

WWF provides this tool for free (actual value for large companies and normal sized banks: EUR 50-150k/year (highly dependent on company) because we want to reduce barriers for users while not

spending a lot of time working with companies on performing the actual risk assessment, they can do it themselves.

B. Objectives

The assignment aims to support the preparation and execution of improving the data sets of the Water Risk Filter for the Greater Mekong Region; with the aim to provide the users with more accurate risk assessments and thus encourage more users to implement the tool and improve their sustainability performance.

Objectives

1. The first objective of this project is to understand whether some or all of the global datasets used in the WRF can be replaced with higher resolution, yet comparable, datasets for the Greater Mekong Region (Cambodia, Laos, Myanmar, Thailand and Vietnam).
2. The second objective is to identify the most relevant and reliable Greater Mekong (or national) datasets that could be used based on the reliability of the sources, as well as the relevance of the scale (i.e. sub-catchment level) to the assessment of water-related risk for a specific facility.
3. The third objective is to determine under what conditions those datasets can be sourced (free or not, time to delivery, etc.), and where available to source and collate the data in appropriate formats.
4. The fourth objective is to determine a conversion matrix between the two datasets, in order to translate Greater Mekong-downscaled indicator levels into risk levels that are consistent with the datasets used for the rest of the world.
5. In addition, comments on the relevance of the global approach for the Greater Mekong situation are sought.

C. Audience

The Water Risk Filter is targeting a wide range of users; we anticipate the main user groups include: Corporates, Financial Institutions (FIs), Development FI's (such as DEG, IFC, World Bank, ADB, AfDB, CDC, IDC, FMO, Proparco, etc.), small and medium enterprises, Government agencies, other organizations notably development institutions, academics & NGOs.

D. 4. Methodology

In order to downscale the WRF, we anticipate the following tasks will be required:

1. Identify Greater Mekong (or national) datasets that are equivalent to those used for the indicators in the WRF (about 35 in total). Where possible, for clarity and transparency we would like to use available datasets as they are published, without the need for manipulation. However, if there are significant advantages from simple manipulations of

datasets this could be considered. While it is our strong preference to downscale the WRF for the whole of the Greater Mekong, we understand that data availability constraints may mean that this is only feasible for one country or one river basin alone. This can be agreed following the initial assessment of data availability.

2. Provide an assessment of the appropriateness of the identified datasets, and the basin risk scores that would be calculated from these datasets with the current WRF framework, as a measure of water risk to businesses in the Greater Mekong.
3. Assess the availability of the identified datasets for inclusion in the downscaled WRF (e.g. publically available, available at cost, not available). Where datasets are not publically available WWF-GM will attempt to negotiate access to these data with the relevant authority.
4. Collate the available datasets.
5. Currently, all datasets within the WRF are standardized to a 1-5 integer scale. A key concern is that no statistical bias is introduced from the inclusion of alternative datasets at a sub-national level where users of the WRF include some sites within the Greater Mekong and some international sites. As such, we anticipate the need to scale the Greater Mekong/national-level datasets such that the area weighted mean of the downscaled datasets is the same as that for the currently used global datasets.
6. Provide the finalized datasets to WWF-GM. These datasets will be required in three different GIS formats (Esri shapefiles, ASCII and as kml overlays).
7. Compile a short report + power point presentation of the project activities to include a description of the datasets used, rationale for their inclusion (e.g. why they were considered to be the best available equivalent to the respective global indicator), and methods of analysis. The report should be sufficiently detailed that the data analysis/manipulation carried out can be easily replicated as new datasets become available or datasets are updated by their publishers.

E. Outputs and Deliverables

1. Greater Mekong-specific (or national x 5, if agreed) spatial datasets in GIS formats for each indicator within the WRF basin risk framework, as per the original metrics and appropriately scaled to a 1-5 integer scale.
1. A report of the project activities (10-15 pages + annexes).
2. A 10-15 slides power point summarizing the key points in the project reports.

F. Tentative timeline

While we recognize that there may be unpredictable delays in the schedule due to the dependence on third parties for data, we wish to conclude this piece of work by end of July

2016 to coincide with the delivery of the water in the economy study final report. The expected schedule for the project is as follows:

- | | |
|--------------------|--|
| - Early May 2016 | Project inception meeting in person |
| - Mid of May 2016 | Progress update conference call |
| - Mid of June 2016 | Progress update conference call |
| - Mid of July 2016 | Meeting at WWF to discuss draft outputs and draft report |
| - End of July 2016 | Final datasets and report delivered and synthesis |

G. Desired skills and competence

- Established consultant/consulting firm with good understanding of spatial datasets available in the Greater Mekong, freshwater expertise and a good understanding of the impact of water on business.
- Excellent understanding of water management issues, as well as water governance and policies in the Greater Mekong, including knowledge of data available from the public sector and research institutes.
- Experience working with the private sector and a good understanding of the relevance of water resource management to business, notably in the form of water-related risk.

H. Budget

Total budget for the study will be agreed upon based on proposal by bidding consultants and based on specific ToR (see Section G, point 1 above). The financial proposal of this consultancy shall include professional fees (man-day, daily rate...), field-related expenses and all applicable taxes (such as VAT, Foreign contractor taxes¹...) and should not exceed USD 16,000. Payment terms can be mutually discussed and agreed with the selected consultant.

¹ If this contract winner is a company not registered in Viet Nam, the company will be responsible for VAT and foreign contract tax under this contract equaling to 10% as per the prevailing applicable rules of the Viet Nam Tax Authorities

SECTION III – TECHNICAL EVALUATION CRITERIA

No.	Criteria	Max. Score
1	Technical Merit of the Proposal	60
	Data gathering methodology	40
	Analytical methodology	20
2	Technical Capacity of the Bidder	40
	Track record in Asia/ Greater Mekong Region	10
	Expertise in water risk filter	30
	TOTAL TECHNICAL SCORE	100

Note: The acceptable threshold for technical proposals is set at a **minimum score of 75 out of 100 points**. Technical proposals which do not reach this minimum score will not be considered for financial evaluation.

SECTION IV – TECHNICAL PROPOSAL FORMS

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: WWF-Greater Mekong, D13 Thang Long International Village – Cau Giay District - Hanoi

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Insert Date], we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2 STATEMENT OF AVAILABILITY

[Insert logo and paper heading]

STATEMENT OF AVAILABILITY

To: WWF-Greater Mekong

Date: _____

D13 Thang Long International Village – Cau Giay District - Hanoi

Ref. No.: _____

Dear Sir/Madam,

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 mentioned above as from, for the period initially envisaged in the proposal submitted.

No	Expert's Name	Title/Position	Duration
1			
2			
3			
4			
5			
...			

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-GM in advance

Signature and stamp:

Name on behalf of the Bidder:

Title:

Date: _____

SECTION V – FINANCIAL PROPOSAL FORMS

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: WWF-Greater Mekong, D13 Thang Long International Village – Cau Giay District - Hanoi

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal. Our attached Financial Proposal is for the sum of *[Insert amount(s) in words and figures1]*.

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.

No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.

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

Yours sincerely,

Authorized Signature *[In full and initials]*:

Name and Title of Signatory:

Name of Firm:

Address:

1 Amounts must match with the ones indicated under Total Cost of Financial Proposal in Form FIN-2.

FORM FIN-2 BREAKDOWN OF COSTS

No.		Description	Unit Price	Quantity	Total in USD
I	Professional fee (*)				
		Team Leader			
		Consultant 1			
		Consultant 2			
				
Sub-Total (I)					
II	Other costs				
		Travel costs			
		Other expenses, including visa and land transportation			
Sub-Total (II)					
Grand Total (I+II)					

(*) Professional Fees must cover:

- Remuneration actually paid to the concerned expert(s);
- Administrative costs of employing the expert(s) if any;
- Service provider's overheads, profit and backstopping facilities if any.