



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 conduct a study on Water Risks and Water in the Economy of the Lower Mekong and Irrawaddy river basins-** (Myanmar, Thailand, Viet Nam, Lao PDR, and Cambodia) 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 conduct a study on Water Risk and Water in the Economy of the Lower Mekong and Irrawaddy river basins- 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, 31 July 2015 (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:

80/20 where the technical proposal = **80** and the financial proposal = **20**.

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

WWF is interested to create compelling and collective arguments to support two major rivers in Southeast Asia – The Mekong spanning six countries, and the Irrawaddy that flows the length Myanmar. The Mekong River (known as the Lancang River in China) rises from the Tibetan Plateau and flows for approximately 4,800 km through China, Myanmar, Laos, Thailand, Cambodia and Vietnam, where it forms a large delta in the South China Sea. The river drains a total catchment area of 795,000 km² and receives 18% of its inflows from the 24% of the Basin located in China and Myanmar. Over 60 million people living in the Lower Mekong Basin¹ depend on the river's health and natural function and productivity. The Irrawaddy River is 2,170 km long and its basin covers about two-thirds of the area of Myanmar and is home to about 32 million people.

The potential installed hydropower capacity in the Lower Mekong is estimated to be 30 Mw, most of it in Laos; thus the country has named itself “the battery of Southeast Asia” and set itself the objective to generate revenue from selling power to its neighbours across the rapidly growing and power-hungry region.

Myanmar with 100 Mw (mainly in Irrawaddy and Salween rivers), more than three times the capacity of Laos, is also planning to exploit hydropower potential to respond to its rapidly growing domestic demand and also for export to its neighbours.

The Lower Mekong Basin is home to the world's single largest inland fishery, with an annual production of about four million tons of fish and other aquatic products. Fisheries not only provide for local peoples' nutrition and livelihoods, but also greatly contribute to the social and economic development of the Basin's population.

¹ The Mekong Basin can be divided into two parts: the 'Upper Mekong Basin' in [Tibet](#) and China, and the 'Lower Mekong Basin' from [Yunnan](#) downstream from China to the [South China Sea](#).

Both the Mekong and Irrawaddy deltas are amongst the most productive rice producing areas in the world, allowing Vietnam to be the second largest, and Myanmar the seventh largest exporter of rice in the world, providing affordable rice to a wide range of countries from the Philippines to the Middle East. The Irrawaddy Delta is the key to food security in Myanmar, and, as intensification techniques are applied, has the potential of becoming an even bigger rice basket of international importance. The Mekong region is also a large producer of coffee and sugar cane; and its cheap labour is attracting more manufacturing industries.

The Mekong River and its tributaries represent one of the four most complex and politically sensitive and culturally, economically, and socially interconnected transboundary river systems in the world with multiple competing uses of its land and water resources in six countries. The situation is made even more dire by the potential irreversible nature of impacts if hydropower development is pursued in an unsustainable fashion as is currently projected to be the case.

This is a critical transition time in the history of cooperation in the Lower Mekong Basin. The Mekong River Commission (MRC), formed in 1995 to coordinate a joint basin-wide planning process among the five countries of Cambodia, Laos, Vietnam, and Thailand, has failed to bring consensus among its four members on two high-profile, controversial hydropower projects on the Mekong's main stem (Xayaburi and Don Sahong). The MRC is being downsized, forcing country officials to have to adopt new roles and responsibilities to carry on national planning and projects. The riparian states are now disagreeing on the interpretation of the procedures at the centre of the Mekong 1995 Agreement that formed the MRC. As a result this once promising example of transboundary governance is in tatters and new approaches need to be found before it's too late. While currently water management institutions are under-resourced and civil society is weak and fragmented, the role of the private sector in the development is rapidly increasing. The time to influence the development pathways in the region is short.

No river basin organisation is in place to manage the resources of the Irrawaddy. As the country is opening up politically and economically and investors flowing in, the absence of an effective governance platform is both a serious challenge to sustainably monitor and manage its resources and an opportunity to leap frog into a truly effective multi-stakeholder collective action platform.

Failed and uncoordinated water governance and stewardship calls for a new approach to guide not only WWF interventions but also to bring various partners around more optimal management for those two river basins.

B. Water risk and water in the economy

The livelihoods of the people living in the Mekong and Irrawaddy rivers and economic development of riparian countries is intimately linked with the health of the ecosystem.

Hydropower development in the Mekong Basin and Myanmar has and continues to escalate. At the same time, concerns about the cumulative and transboundary impacts of existing and proposed hydropower schemes on the environment, fisheries and people's livelihoods in the Lower Mekong Basin have been brought to the forefront by a wide range of stakeholders.

The bounty of the Mekong's wild fisheries is complemented by a booming aquaculture sector. The Mekong also feed nutrients downstream to the very productive coastal fisheries in southern Vietnam and the Delta. Despite their importance, those fisheries are increasingly under threat from river basin developments due to habitat loss, barriers to fish migration, water quality degradation, reduction of nutrient delivery, and demands of an ever increasing regional and global market for fish and fisheries products.

Less studied and understood is the role of aggregates mined from the riverbeds to support the very fast growing construction sector. Fifty million tons of sand and gravel were extracted from the lower Mekong mainstem alone in 2011 (JP, Bravard and al, Echogeo #26, 2013) – far more than the river produced even before half of its annual sediment load was blocked by recent upstream construction of dams. As a result, bank erosion, riverbed incision, and coastal erosion are happening at an alarming rate – and are clear signs the river system is very sensitive to current pace of changes. Never has a river delta the size of the Mekong (third largest on the planet) gone from a state of solid stability, constantly gaining land over the sea for the past 6,000 years – the delta was still gaining 16m to 26m every year of land to the sea 25 years ago – to rapid land subsidence and shrinking (on average the Delta is now losing more than 4 meters of coast every year; or the equivalent on average of one football field every day. This level of destabilisation is concerning knowing that there are a number of additional hydropower project in the pipeline and the growing demand for sand and gravel, aggravated by extraction of water from aquifers and degradation of the protective mangrove forests plus predicted sea level rises as a result of climate change. The rapid incision of the Lower Mekong riverbed and sinking of the Delta are also causing the lowering of the water table and increased salinity intrusions, both detrimental to the agriculture. The Irrawaddy Delta is as sensitive to changes in its basin, and thus may follow the same fate as the Mekong Delta. The science has not yet caught up with this area.

Ten years ago the water quality in the Mekong was still rated very good compared to most other larger rivers of the world but is now degrading fast. The mining sector is also developing fast in the region, including both large mining (bauxite) and small-scale operation (gold).

Water scarcity is an issue in some tributaries (*e.g.*, northeast Thailand where water extraction for irrigation are important to local agriculture) while on the other hand large storage reservoirs in the Upper Mekong (> 22 km²) are increasing the dry season flow.

Demography changes, population growth, economic growth and increased incomes will continue to drive the demand for resources which will increase the pressure on these river basin's natural resources their and ability to supply ecosystem services.

This mix of challenges has profound implications for the regions trade, economy and development and thus sets the scene for a compelling basin risk / water-in-the-economy assessment.

C. Overall Objectives

WWF seeks to mobilise businesses, financial institutions, and local and worldwide governments to actively support laws, regulations, and policies that lead to:

- Strengthening the Mekong River Commission, the only platform today for ensuring sustainable management of resources shared between Cambodia, Laos, Thailand and Vietnam. This will require widening the stakeholder groups to civil society organizations (CSOs) and the private sector and give greater voice and engagement on collective action and strengthening of MRC procedures. An expanded role of ASEAN should be explored as a vehicle for economic integration and promotion of national policies, which would protect water resources for their multiple uses and benefits and ensure equitable & sustainable sharing (water, fish, aggregates, nutrients, etc.)
- WWF become a front-runner in supporting the development and implementation of basin management strategies in the Irrawaddy. We will incentivise the key businesses, corporation, and investors in the region, that through their own water use in their supply chain and dependence on natural capital, to adopt more progressive and basin-wide outcomes for risk mitigation and nature conservation. This will require greater voice and engagement on collective action and strengthening of laws and policies which protect water resources for their multiple uses and benefits.

The work we seek to contract will help catalyse a longer-term process and engagement on Water Stewardship in the Mekong and Irrawaddy for WWF teams.

D. Specific Objectives

WWF needs to more precisely identify the risks and opportunities for engaging the private and public sector in dialogue and action around basin planning and policy. Most notably, we need to identify the sectors and actors impacting the ecosystem integrity of Mekong Flooded Forest (MFF) and Mekong Delta (MD) landscapes in the basin context and the sectors and actors impacted by other river resources uses. This work will help WWF develop a narrative and a specific strategy to promote the achievement of this objective. Incentives must be created in order to mobilise the right actions and stakeholders. WWF's long-term objective is sustainable management of MFF and MD, and Irrawaddy.

The study also needs to consider plug-ins for synergies with complementary initiative on WWFs energy stewardship programme.

E. Key Stakeholders

This study will engage a wide range of stakeholders at different stages of preparation of the report. Hong-Kong & Shanghai Banking Corporations (HSBC) and the Coca Cola Company (TCCC), WWF Greater Mekong (GM) corporate partners have been and will be engaged first. We are currently exploring an engagement with H&M, and thus exploring how H&M factories in Phnom Penh, HCMC and Myanmar could be creating impact and be impacted themselves. During a March 2015 familiarization boat trip along the Mekong River in northeast Cambodia, we engaged river stewardship “ambassadors” from

Royal Government of Cambodia (RGC) (report attached). A second boat trip is planned in the Vietnam Mekong Delta during next dry season.

The key single most important impacting sector is hydropower; others include sand mining and aquaculture. But it is impacted sectors (fisheries, aquaculture, agriculture (especially rice), construction, manufacturing, and probably many others that would be uncovered through a supply chain assessment) that we anticipate should be incentivised to participate in collective action platforms. Beyond all business sectors (those creating impacting and being impacted - fisheries, aquaculture, agriculture, textile manufacturing), government departments, water users associations, and civil society will be part of the studies objectives for pre and post engagement. Relevant actors will be consulted at various stages of this work.

WWF GM will facilitate buy-in and support for this work and its outcomes. As the process begins and incentives are created for wider engagement, all relevant actors will be contacted and supported to join a WWF led process on water Stewardship.

F. Expected Outputs

(i) Inception Report Review of the main issues

A pre-report review to give an overview of the top water management and development issues facing the area and input to the scoping reports

(ii) Two Scoping reports – Irrawaddy and Mekong

To scope the water risk narratives and issues for each river based on the present and proposed economic transition for those rivers. Key stakeholders to be identified through (i)

(iii) Water in the economy report for Mekong

Develop a detailed report (40 - 50 pages) that highlights the water in the economy to influence better basin governance processes. The report should include a mapping of relevant stakeholders for engagement, policy gap analysis and road map for a process to carry forward the findings of this report into a wider basin engagement strategy over the long-term. The report should investigate sectoral contributions to GDP, Foreign exchange and investment so that business case arguments can be made to government and other stakeholders.

(iv) Short policy briefings will also be developed through the report findings.

(v) WWF Advisory

This work will constitute an important input to WWF GM's strategic plan FY16-20 and will guide a Water & Energy Security strategy. It may also provide guidance to a Financial Flows and a Sustainable Consumption stream of work, all of which are integrated into a 5 country strategic framework.

The shared risk Mekong region report must at least:

- Describe the increasing stress in the Mekong and Irrawaddy basins and how this relates to the developments taking place. Include a specific section on how climate change/resilience will further complicate the situation.
- Socio-economic description of developments in the basin and in particular the contribution of the fisheries, sand and gravel mining to the local, regional and national economy. Preferably including trends over the past decade and projections for near future.

- Understanding the role of river-related resources, in particular wild fisheries, aquaculture, agriculture, sand and gravel, power sector and the growing urban industrial economies, including the impacts on GDP, employment and trade balance
- Factors limiting small and large scale investments or their growth potential. In particular the ecosystem limitations, but also other key factors to be able to position the ecosystem limitation well within overall factors relevant to the sector(s) – considering future economic development plans
- Separate section/chapter on the institutional set-up and its limitations and risks associated with the on-going failure of the MRC and absence of RBO for the Irrawaddy
- In-depth discussion of the shared risks for all key stakeholders. This should include actors in the value chain.
- Analysis of the various business sectors, including financial resource flows and drivers of decision-making
- Different options/scenarios for addressing the shared water risks with its pros and cons. Attention for use of tools developed in the past years and how they can contribute to awareness raising under relevant actors or provide additional information to inform interventions.

G. Process and tentative timeline

The following is an outline of activities and time of this work. Actual timeline will be discussed and agreed upon with the selected consultant.

- 1) Pre Study discussion / inception process (1 month to agree priority elements) specific TOR for this piece to be agreed between consultant and WWF (All relevant offices involved)
- 2) Inception report
- 3) Scoping reports of the Mekong and Irrawaddy rivers (reviewed and shared within WWF key staff) – (after 3 months)
- 4) Final water in the economy report in the Mekong region (after 6 months)
- 5) WWF Advisory strategy (after output 4)

Finish Date TBA

H. Desired skills and competence

A team of at least 3 international/regional experts is expected to deliver this consultancy.

The team should collectively offer solid relevant work experience in: water stewardship, river basin management, policy and regulations, economic, social and environment impact assessments, renewable energy, corporate engagement, participatory development; data gathering and processing.

The lead international/regional consultant: should have a minimum of 15 years experience with a least 3 of the themes above, and have an excellent understanding of public and private sectors in a developing context and synthesis skill; he/she should also:

- Hold a master degree or equivalent in water planning, water law, river basin management and/or governance.
- Have proven track-record in study and report writing skills. Team leading experience and good inter-cultural skills, be creative and open minded.

I. 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 taxes²...) and should not exceed USD140,000. Payment terms can be mutually discussed and agreed with the selected consultant.

² 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	30
	Analytical methodology	30
2	Technical Capacity of the Bidder	40
	Track record in Asia/ Greater Mekong Region	10
	Expertise in water stewardship	30
	TOTAL TECHNICAL SCORE	100

Note: The acceptable threshold for technical proposals is set at a **minimum score of 70 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.