**REQUEST FOR PROPOSALS**

**Procuring entity:** WWF-VIETNAM

**Project’s name:** The Carbon and Biodiversity Project (CarBi II)

**Name of bid:** Ref 15: Consultancy for reviewing, assessment, and support for the establishment and operationalization of Village Development Funds (VDFs) in target Carbi II villages

**Source of funds:** Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) through KfW

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**Terms of Reference**

**Ref 15: Consultancy for reviewing, assessment, and support for the establishment and operationalization of Village Development Funds (VDFs) in target Carbi II villages**

1. **Background**

The Carbon and Biodiversity Project (CarBi II) is implemented by WWF through KfW, and part of the International Climate Initiative (IKI). The Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) supports this initiative on the basis of a decision adopted by the German Bundestag.This is one of the priority conservation programmes in the Central Annamites Landscape, which holds one of the biggest contiguous natural forests in continental Asia, constituting a reservoir of rich and unique biodiversity. The landscape is home to many endemic species including the saola (*Pseudoryx nghetinhensis*), large antlered muntjac (*Muntiacus vuquangensis*), Truong Son muntjac (*Muntiacus truongsonensis*), Owston’s civet (*Chrotogale owstoni*), crested argus (*Rheinardia ocellata*), Annamite striped rabbit (*Nesolagus timminsi*), as well as other species of high conservation value including gibbons (*Nomascus annamenis*), red and grey shanked douc langurs (*Pygathrix* spp) and several pheasants (*Lophura* spp). The landscape as a whole contains 134 mammal species and over 500 species of birds. The Central Annamites is included as part of the Annamite Range Moist Forests, one of the Global 200 Ecoregions which have been identified as the most crucial areas for conservation of global biodiversity (Olson & Dinerstein 1998). Within the Indochina region it is recognized as being an important biodiversity corridor containing multiple Key Biodiversity Areas within the CarBi II target areas of Quang Nam and Thua Thien Hue Provinces).

CarBi II project will be implemented over a 5-year period (2019 – 2024) by WWF-Vietnam and Laos. Key partners of the project in Vietnam are the provincial Departments of Agriculture and Rural Development, Forest Protection Departments, Saola Nature Reserves, Bach Ma National Park and the authorities, communities of participating districts of around 100 villages in four districts Dong Giang, Tay Giang in Quang Nam province, and A Luoi, Nam Dong in Thua Thien Hue province.

Although the Central Annamites and specifically the CarBi II landscape are characterized by high biodiversity, it is also under high anthropogenic pressures, predominantly due to large scale legal and illegal forest conversion, logging and poaching which have reduced the population sizes of the region’s most important threatened and endemic taxa. Communities of Bufferzone villages of protected areas (National Park and Nature Reserves) are also not organized to manage their forests and concomitant natural resources, and there is also insufficient participation in decision making processes regarding natural resource management which impact directly on their socio-economic well-being.

Improved community based forest protection measures and agriculture–based livelihood enhancement interventions are necessary to generate alternative livelihood opportunities and decrease incentives for illegal exploitation of natural resources. These interventions would contribute to the conservation, restoration and sustainable use of ecosystems and biodiversity in the Central Annamites. Several incentive models are being applied in Vietnam, combining local conservation commitment and promoting sustainable livelihood develoment in selected priority villages where there are high pressures and negative impacts on protected areas.

In pursuance of the optimal community based forest protection model, CarBi II is interested in exploring all appropriate and functionally effective Village Development Fund (VDF) models in Vietnam for potential application in target CarBi II villages.

1. **Aim of consultancy**

The aim of the consultancy is to provide an overview of all current Village Development Fund (VDFs) in Vietnam, including mechanisms and guidelines of operations, achievements and challenges, as well as lessons learnt. Based on this assessment and analysis, a suitable VDF model to be applied in the CarBi II target bufffer zone villages of Bach Ma National Park and Sao la Nature Reserves of Thua Thien Hue and Quang Nam (Dong Giang and Tay Giang districts in Quang Nam province and A Luoi, Nam Dong districts in Thua Thien Hue province), should be proposed.

1. **Objectives**

* Conduct a comprehensive review and assessment all current VDFs in Vietnam
* Analyse the CarBi - specific requirements for performance based community forest protection.
* Propose a feasible VDF model to apply in selected Carbi II villages, including recommendations on best practice, a specific planning and implementation action plan, an outline for an M&E protocol, technical guidelines and training manual.
* Identify selected villages for piloting the proposed VDFs’ model and support the pilot operationalisation & implementation.
* Evaluate progress made with pilot VDFs and identify possible areas for improvement and lessons learnt, and support the application of adaptive management
* Reccommendation on follow up/action plan for implementing in all the rest of target VFDs’ Carbi II villages

1. **Scope of work**

* Study the current VDF mechanisms, systems, procedures, protocols and practices in Vietnam (JICA, Kfw 10, Kfw 8, GIZ, BCC, PFES, etc…) and in the Carbi II project sites specifically.
  + What funding mechanisms have been implemented in Vietnam in general, including the proposed Carbi II villages?
  + How were they implemented? What protocols were followed?
  + How is the funding disbursed and how much funding is allocated to each VDF?
  + How many people be benefited from the funds?
  + What worked regarding the implementation of VDFs (best practices), what did not (lessons learnts)?
* Conduct a detailed village consultation process for around 30 selected CarBi II villages in Thua Thien Hue and Quang Nam to ensure robust participation in the VDF planning and preparatory process, addressing, amongst others, the following questions:
  + Have locals heard about similar funds before?
  + How do villagers feel about these funds?
  + What are the biggest concerns they have regarding these funding mechanisms?
  + How should VDFs be implemented for biggest impact in their opinion?

Propose feasible VDF model to apply in Carbi II villages, with clear recommendations and action plan, including M&E regime

* Accompany CarBi II team and government partners on a study tour to a successful VDF model in the field.
* Consultative workshop with CarBi II team and relevant provincial authorities on the justification of the proposed VDF model for application in CarBi II.
* Develop a set of guidelines on establishment, and operations of VDFs for CarBi II
* Propose the selection of 6 initial VDF villages in the two provinces to pilot implementation
* Draft a capacity building plan for the pilot VDFs
* Monitoring and supporting pilot VDFs during implementation and submit quarterly progress reports with clear recommended adaptive management proposals
* Report on evaluation of pilot VDFs results and recommendations for implementation of VDFs throughout the project.
* Attend relevant meetings/workshops in Central Annamites Landscape (CAL) to present the findings/reports, included power point presentation

1. **Outputs**

* One assessment report that provides a comprehensive understanding of current VDFs being implemented in Vietnam and project sites of Carbi II with analysis of achievements, challenges and lessons learnt
* Report of study tour to successful VDF models.
* Consultative workshop report
* Proposal of pilot VDF model in 6 CarBi II villages and the implementation mechanism, monitoring regime, and reccommendation for follow up/action plan to scale up in the rest of Carbi II VDF villages.
* VDFs’ establishment and operational plan, cacacity building package, as well as VDFs’ technical guideline, training manual, monitoring and follow up adaptive management plan.
* Evaluation report on operating results of 6 pilot VDFs and recommendations for replication throughout the VDFs in the project.
* Attend the meetings/workshops in CAL to present the findings/reports, including power point presentation

1. **Timelines**

The time for consulting tasks is from December 15, 2019 to November 15, 2020

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| TT | Deliverables | Deadline |
| 1 | VDFs evaluation report and proposed operational mechanism of 6 pilot VDFs (English and Vietnamese) | 15/2/2020 |
| 2 | A set of guidelines for establishing and operating VDF (English and Vietnamese) | 15/3/2020 |
| 3 | Establish pilot VDFs and carry out capacity building activities for VDF beneficiaries/managers | 15/5/2020 |
| 4 | The evaluation report of the pilot VDFs and proposal/recommendations for scaling up VDFs throughout the project (English and Vietnamese) | 15/11/2020 |
| 5 | The meetings/workshops in CAL to present the findings/reports, included power point presentation and final report (PPTs in English and Vietnamese) | Follow agreed schedule/plan |

1. **Requirements**

The consultant/consultant service provider participates in the proposal should ensure the following capacity requirements:

* Relevant Bachelor degree or higher in related subjects such as resource economics, sustainable development, socio-economics
* At least 10 years of experience in building and operating VDFs, with priority given to consultants who have experience working with WWF, and specifically in Quang Nam and Thua Thien Hue provinces
* Some proven experience in developing impact monitoring systems, especially in the area of measuring the effectiveness of funding mechanisms in enhancing socio-economic and biodiversity impact
* Some experience in KFW projects’ village development
* At least 5 years of work experience in the areas of payment for forest environment services, forestry or conservation services.
* Proven track record working with local communities, especially in remote and ethnic minority communities.
* Skilled in compilation of manuals and implementation of participatory training.
* Good report writing skills in both English and Vietnamese

**ANNEX 1 - Declaration of Undertaking**

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible incentives to any public servant or other person nor accepted such incentives in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists of the kind described in the corresponding KfW Guidelines for the Engagement of Consultants in Financial Cooperation with Partner Countries.

We also underscore the importance of adhering to environmental and social standards in the implementation of the Project. 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. We will inform our staff of their respective obligations as well as their obligation to fulfil this Declaration of Undertaking and to obey the laws of the project country.

We also declare that we have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that we will immediately inform the Employer and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that we are added to a list of sanctions that is legally binding on the Employer and/or KfW, it shall be entitled to exclude us or, if the contract is awarded to our company, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

[City/province, Country] [Date] [Service provider’s name]

.......................................................

(signature(s)

**ANNEX 2 - Terms of the tender (WWF)**

|  |  |
| --- | --- |
| **Delivery Place** | Thua Thien Hue and Quang Nam provinces |
| **Delivery period** | December 15, 2019 to November 15, 2020 |
| **Payment terms** | Bank transfer:   * Advance: travels and accommodation cost * First instalment: 25% contract value upon completing deliverables: VDFs evaluation report and proposed operational mechanism of 6 pilot VDFs (English and Vietnamese) * Second instalment: 25% contract value upon completing deliverables: A set of guidelines for establishing and operating VDF (English and Vietnamese) * Third instalment: 25% contract value upon completing deliverables: Establish pilot VDFs and carry out capacity building activities for VDF beneficiaries/managers * Final instalment: The remaining of contract value upon completing deliverables: The evaluation report of the pilot VDFs and proposal/recommendations for scaling up VDFs throughout the project (English and Vietnamese) |
| **Validity of quotation** | 03 months (since the day WWF-Viet Nam receiving the quotation) |
| **Lowest bid** | WWF-Viet Nam reserves the right not to accept the lowest bid (quality assurance will also be a consideration) |
| **Non-acceptance** | WWF-Viet Nam reserves the right not to accept any bid (and to either re-advertise the bid or cancel the process entirely) |

**ANNEX 3 – Instruction to Proposal Format and Submission**

Please use the Tech and Financial Forms as follows to structure the proposal, including:

1. Proposal Cover Letter signed by a person authorised to sign on behalf of the Consultant (see [Tech-1](#Tech1));

2. Summary of relevant experience and projects (see [Tech-2](#_Form_TECH-2_Consultant’s));

3. Technical Approach/Proposal for completing the deliverables (see [Tech-](#Tech4)3);

4. Personnel information (see [Tech 4-](#Tech5)5)

5. Work plan (see Tech 6-7)

6. Financial Template (FIN 1- to be submitted separately in Excel)

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| **IMPORTANT: Submit 02 sealed and separated envelopes for proposals *(This is not applied if sending via email)*** | **1. Envelope No. 1 (Technical Proposal)** includes:  Declaration of Undertaking (Annex 1)  Term of Tender (Annex 2)  Consultant’s profile  Technical forms (Annex 3: from Number 1 to 7)  **2. Envelope No. 2** **(Financial Proposal)** includes:  - Annex 3: FIN 1 |

**PROPOSAL SUBMISSION**

All sealed proposals must clearly indicate the tender reference: **“Ref 15: Consultancy for reviewing, assessment, and support for the establishment and operationalization of Village Development Funds (VDFs) in target Carbi II villages”**

Proposal could be sent

**Via post at: WWF-Vietnam**

Add: #6, lane 18 Nguyen Co Thach Street, Nam Tu Liem District, Hanoi

Attn: Ms. Nguyen Thi Thuy, Procurement Admin Officer

Tel: +84 24 37193049

**OR via email:**      [procurement@wwf.org.vn](mailto:procurement@wwf.org.vn)

***The deadline for proposal submission is at 10 AM (Hanoi time) 4rd December 2019.***

**Clarification of tender documents**

Potential Applicants/Bidders may request clarifications to the Tender Documents **by 5 PM 23rd November 2019**. Requests shall be sent in writing to WWF-Vietnam via email address: thuy.nguyenthi@wwf.org.vn

In case there is any modification to issued Request for Proposals, it shall be introduced in the form of an addendum to the Request for Proposals. All clarifications and addenda of Request for Proposals shall be in writing and shall be sent simultaneously to each recipient of the original Request for Proposals or published in the same medium as the tender notice no later than ten (10) calendar days prior to the submission deadline.

**Budget**

The proposed budget breakdown should be in the **WWF Financial Standard Form (as attached in Annex 3 – FIN 1 of this request for proposal)** and supported by a financial narrative to explain how each budget line will be used for. The budget should include consultancy fees, travel expenses, workshops/training and details of any proposed in-kind contributions. Costs should be included for each specific activity to enable priorities to be selected in case budget constraints do not permit the full proposal to be implemented

**ANNEX 3 – Form Tech-1**

**Technical Proposal Submission Form**

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs/Madams:

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 Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed[[1]](#footnote-1) under a separate envelope,[[2]](#footnote-2)or in a separate email.

We are submitting our Proposal in association with\_\_\_\_\_\_/as a Joint Venture: [*Insert a list with full name and address of each joint venture partner or associated firm*].[[3]](#footnote-3) Attached is the following documentation: [Joint Venture Agreement or letters of association][[4]](#footnote-4)

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

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

**ANNEX 3 – Form Tech-2**

**Consultant’s organization and Experience**

#### **A - Consultant’s Organization**

[*Provide here a brief (maximum two pages) description of the background and organization of the Consultant (including associate firms) and, if applicable, Sub-Consultant and each joint venture partner for this assignment.*]

**B - Consultant’s Experience**

*Using the format below, provide information on each assignment for which your firm, and each associated firm or joint venture partner or Sub-Consultant for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association or joint venture or as a Sub-Consultant, for carrying out consulting services similar to the ones requested under this assignment.*

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| Assignment name: | Approx. value of the contract (in current US$ or VND): |
| Country:  Location within country: | Duration of assignment (months): |
| Name of Client: | Total No of person-months of the assignment: |
| Address: | Approx. value of the services provided by your firm under the contract (in current US$ or Euro): |
| Start date (month/year):  Completion date (month/year): | No of professional person-months provided by the associated firms or joint venture partners or the Sub-Consultants: |
| Name of associated firm, Joint venture partner or Sub-Consultant, if any: | Name of senior regular full-time employees[[5]](#footnote-5) of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project: | |
| Description of actual services provided in the assignment: | |

Firm’s Name:

**ANNEX 3 - Form Tech-3**

**Description of Approach, Methodology and Work Plan for Performing the Assignment**

*You are suggested to present your Technical Proposal (maximum 10 pages) divided into the following three chapters:*

1. *Technical Approach and Methodology,*
2. *Work Plan, and*
3. *Organization and Personnel.*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, 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.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), 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 of Form TECH-8.*

*c) Organization and Personnel. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a joint venture or in an association and/or with Sub-Consultants. For joint ventures and associations, you must attach a copy of the relevant agreement. It is suggested that the core researching team should include one team leader, a communication for behavioural change expert on wildlife demand reduction and a statistical analyst.*

#### **ANNEX 3 – Form Tech-4**

#### **Team Composition, task assignments and summary of CV information**

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| Family Name, First Name | Firm  Acronym | Area of  Expertise | Position  Assigned | Task  Assigned | International or National Expert | Citi-zenship | Employment Status with Firm (full-time, or other) | Education / Degree (Year / Institution) | No. of years of relevant project experience | CV signature (by expert/by other) |
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**ANNEX 3 – Form Tech-5**

**Curriculum Vitae (CV) for proposed international or national experts**

**1. Proposed Position** (*only one candidate shall be nominated for each position)*:

**2. Name of Firm** (*Insert name of firm proposing the expert*):

**3. Name of Expert** (*Insert full name*):

**4. Date of Birth**: **Citizenship**:

**5. Education** (*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*):

**6. Membership in Professional Associations**:

**7. Other Trainings** (*Indicate significant training since degrees under 5 - Education were obtained*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Countries of Work Experience**: (*List countries where expert has worked in the last ten years*):

**9. Languages** (*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*):

**10. Employment Record** (*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held)*:

From

(*Year*): To (*Year*):

Employer:

Positions held:

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| **11. Detailed Tasks Assigned**  *List all tasks to be performed under this assignment* | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  *Among the* *assignments in which the expert has been involved, indicate the following information for* *those assignments that best illustrate the expert’s capability to handle the tasks listed in line 11.*  Name of assignment or project:  Year:  Location:  Client:  Main project features:  Positions held:  Activities performed: |

**13. Certification:**

I, the undersigned, certify to the best of my knowledge and belief. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

*(Signature of expert or authorized representative of the firm)[[6]](#footnote-6)* *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 3 – Form Tech-6 Personal schedule**1

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| N° | **Name of Expert /Position** | Professional Expert input (in the form of a bar chart)**2** | | | | | | | | | | | | | | | | | | | | | | | | | Total person-month input | | | | | | |
| **1** | **2** | **3** | | **4** | | **5** | | **6** | | **7** | | **8** | | **9** | | **10** | | **11** | | **12** | | **n** | | **Home** | | | **Field**3 | | **Total** | |
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1 For international experts the input should be indicated individually; for national experts it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).

2 Months are counted from the start of the assignment. For each expert indicate separately the input for home and field work.

3 Field work means work carried out at a place other than the expert’s home office; i.e. normal place of business.

Full time input

Part time input

### **ANNEX 3 – Form tech-7**

### **Work schedule**

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| **N°** | **Activity**1 | **Months**2 | | | | | | | | | | | | |
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1. Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in the form of a bar chart.

**ANNEX 3 – Form FIN-1**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of vendor:** | |  |  |  |  |  |  |
| Address: | |  |  |  |  |  |  |
| **FINANCAL PROPOSAL** | | | | | | | |
| **(Ref 15: Consultancy for reviewing, assessment, and support for the establishment and operationalization of Village Development Funds (VDFs) in target Carbi II villages)** | | | | | | | |
| **Item No.** | **Description** | **Unit2** | **Unit Price (USD)** | **Quantity3** | **Cost4** | | **Remarks** |
| **(USD)** | **(VND)** |
| **A. Remuneration/Consultant Fees1** | |  |  |  |  |  |  |
| 1 | Expert 1 |  |  |  |  |  |  |
| 2 | Expert 2 |  |  |  |  |  |  |
| 3 | Expert 3 |  |  |  |  |  |  |
|  | … |  |  |  |  |  |  |
| n | Expert n |  |  |  |  |  |  |
|  | **Total A** |  |  |  |  |  |  |
| **B. Reimbursable Costs4** | |  |  |  |  |  |  |
| 1 | Perdiem |  |  |  |  |  |  |
| 2 | Travel cost *(air fare, car rental, etc)* |  |  |  |  |  |  |
| 3 | Accomodation |  |  |  |  |  |  |
| 4 | Communications |  |  |  |  |  |  |
| 5 | Other costs |  |  |  |  |  |  |
|  | **Total B** |  |  |  |  |  |  |
| **C. Training/workshops/meetings** | |  |  |  |  |  |  |
| 1 | Technical meeting |  |  |  |  |  |  |
| 2 | Meeting with project counterparts |  |  |  |  |  |  |
|  | **Tax Exlusive Total (A + B+C)** |  |  |  |  |  |  |
|  | *Value Added Tax (10%)* |  |  |  |  |  |  |
|  | **Tax Inclusive Total** |  |  |  |  |  |  |
| **Instructions for tenderers:** | |  |  |  |  |  |  |
| 1. The Remuneration/Consultant Fees could be splitted into Field trip or Home-based Rates; and must be inclusive of all applicable taxes and/or costs such as Personal Income Tax, social security charges and related costs. The Fees should be differentiate between technical experts and admin/supporting staff | | | | | | | |
| 2. The Remuneration/Consultant Fees unit could be persons-month or persons-day; but the latter is preferred. | | | | | | | |
| 3. Quantity should be in line with the personnel schedule and workload stated in the technical proposal | | | | | | | |
| 4. Cost = Unit cost x quantity. The cost shall be presented in both USD and VND using the clear selling rate of exchange, source and date of the rate. | | | | | | | |
| 5. Reimbursable costs include: | | | | | | | |
|  | (i) per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office for purposes of the Services; | | | | | | |
|  | (ii) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; | | | | | | |
|  | (iii) cost of office accommodation, investigations and surveys; | | | | | | |
|  | (iv) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services; | | | | | | |
|  | (v) cost of such further items required for purposes of the Services not covered in the foregoing. | | | | | | |

**ANNEX 4: Evaluation Method**

Technical Evaluation

The technical evaluation shall focus on the proposed concept and methodology as well as on the proposed staff for the execution of the Contract are considered responsive if they achieve a technical score of at least 75 % of the total points for the technical Proposal. Non-responsive technical Proposals are rejected at this step.

Financial Evaluation

If payments are based on agreed hourly, daily, weekly, or monthly rates for staff and on reimbursable items using actual expenses and/or agreed unit prices (time-based Contract) as per RfP, the evaluation committee will (a) correct any computational or arithmetical errors and adjust the prices if they fail to reflect all inputs, which, in accordance with the RfP have to be indicated and priced separately, using the highest rates for the corresponding items indicated in the financial Proposals of competing Proposals.

In the case of a discrepancy between the technical and financial Proposals in indicating quantities of input, the technical Proposal prevails and the evaluation committee shall correct the quantification indicated in the financial Proposal so as to make it consistent with that indicated in the technical Proposal, apply the relevant unit price included in the financial Proposal to the corrected quantity, and correct the total Proposal cost.

If payments are linked to outputs/deliverables, such as studies, design services, elaboration of Tender Documents (lump-sum Contract) as per RfP, the Consultant is deemed to have included all prices in the financial Proposal and therefore no price adjustments shall be made. The total price, net of taxes shall be considered as the offered price.

If the Contract combines time based and lump sum services the evaluation shall apply these provisions accordingly.

Notwithstanding the above, the offered price may be adjusted for reimbursable items to allow for comparison, but only for such items explicitly requested to be offered in the RfP.

Weighting

The weighted technical score of a technical Proposal will be calculated by multiplying the technical score of the respective Proposal with the technical weight (in percent).

The weighted financial score of a financial Proposal will be calculated by multiplying the ratio of the evaluated price of the lowest financial Offer to the evaluated price of the respective financial Proposal with the financial weight (in percent).

The overall score will be calculated by summing up the technical and financial score per Proposal and the Proposal selected for Award of Contract is the one that obtains the highest overall score. The weightings should generally be 80% for the technical Proposal and 20% for the financial Proposal

Upon conclusion of the technical and financial evaluation the technical and financial Proposals will be weighted as follows in order to determine the overall score and ranking of the Proposals. First, the weighted technical sore is calculated

PT = WT \* T, with

PT = weighted technical score (points) of a technical Proposal,

T = technical score (points) as per technical evaluation,   
WT = weight of the technical Proposal (in percent)

following the calculation of the weighted financial score   
PF = WF \* Co/C, with

PF = financial score (points) of a financial Proposal,

C = evaluated price of the financial Proposal,

Co = lowest evaluated price of all financial Proposals.

and finally the overall score is calculated

P = PF + PT.

The weightings should generally be 80% for the technical Proposal and 20% for the financial Proposal.

**ANNEX 5: Technical evaluation criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Criteria** | **Score** | |
| **1** | **Concept and methodology** |  | **35** |
| 1.1 | Clarity and completeness of the tender | 5 |  |
| 1.2 | Critical analysis of the assignment objectives/outputs and the terms of reference (TOR) | 5 |  |
| 1.3 | Proposed concepts and methods | 25 |  |
| 1.3.1 | *Detail plan to obtain assignment objectives/outputs and deliverables with time frame and logical arrangement* | *10* |  |
| 1.3.2 | *Methods proposed which include the proposed approach for the reviewing/assessment, training, implementation and monitoring plan* | *15* |  |
| **2** | **Qualification of proposed consultant/consultant service provider** |  | **65** |
| 2.1 | Relevant Bachelor degree or higher in related subjects such as resource economics, sustainable development, socio-economics | 5 |  |
| 2.2 | At least 10 years of experience in building and operating VDFs, with priority given to consultants who have experience working with WWF, and specifically in Quang Nam and Thua Thien Hue provinces | 15 |  |
| 2.3 | Some proven experience in developing impact monitoring systems, especially in the area of measuring the effectiveness of funding mechanisms in enhancing socio-economic and biodiversity impact | 15 |  |
| 2.4 | Successful and proven track record in working closely with the relevant forest protection departments and WWF Vietnam, within a framework of cooperation and strong cooperation/trust  Some experience in KFW projects’ village development | 5 |  |
| 2.5 | At least 5 years of work experience in the areas of payment for forest environment services, forestry or conservation services. | 10 |  |
| 2.6 | Proven track record working with local communities, especially in remote and ethnic minority communities. | 5 |  |
| 2.7 | Skilled in compilation of manuals and implementation of participatory training | 5 |  |
| 2.8 | Good report writing skills in both English and Vietnamese | 5 |  |

1. If FBS, LCS or QCBS. [↑](#footnote-ref-1)
2. [*In case Clause Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with:* “We are hereby submitting our Proposal, which includes this Technical Proposal only.”] [↑](#footnote-ref-2)
3. [*Delete in case no association or Joint Venture is proposed.*] [↑](#footnote-ref-3)
4. The relevant agreement must identify the lead Joint Venture partner or associate and specify the lead firm’s authority to sign for, and on behalf of, the Joint Venture or association. For Joint Ventures, the Joint Venture agreement must include an undertaking of joint and several liability by each Joint Venture partner [↑](#footnote-ref-4)
5. Regular full-time employee as defined in para. 3.3(ii), footnote 2 of Section 2: [↑](#footnote-ref-5)
6. This CV can be signed by a senior representative of the Consultant provided that if the Consultant’s proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations. [↑](#footnote-ref-6)