**REQUEST FOR PROPOSALS**

**Procuring entity:** WWF-VIETNAM

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

**Name of bid:** Consultancy for assessment of the illegal wildlife trade & consumption in Thua Thien Hue, Quang Nam & Da Nang locations

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

**Table of Contents:**

1. Terms of References
2. Annex 1: Declaration of Undertaking
3. Annex 2: Terms of the tender
4. Annex 3: Instructions to Proposal Format and Submission
5. Annex 4: Evaluation Methods: Quality and Cost-Based Selection (QCBS)
6. Annex 5: Technical criteria

**Terms of Reference**

**Ref. 10: Consultancy for assessment of the illegal wildlife trade & consumption in Thua Thien Hue, Quang Nam & Da Nang locations**

1. **Background**

Viet Nam acts as a source, consumer, and conduit for the illegal wildlife trade, and therefore represents an opportunity for addressing the illegal trade on all these fronts. Illegal wildlife trade (IWT) is driving a rapid decline and even extinction of key species throughout the Greater Mekong Sub-region (GMS), and is arguably the most pressing driver of biodiversity loss in the region. WWF Vietnam country program as well as the Carbon and Biodiversity Phase I (CarBi-I) project have targeted demand-side (consumer awareness raising) and supply-side (site-based forest protection projects) intervention strategies. The five year CarBi-II project funded by KFW, will continue this approach with more intensive and broad scale practices in Central Annamites provinces of Thua Thien Hue, Quang Nam and Da Nang, by conducting a series of campaigns for awareness raising/behaviour change and improving law enforcement activities in the coming time.

In pursuance of deepening the impact and expanding the scale of the value offering resulting from current IWT intervention strategies, the WWF CarBi-II project team is seeking consultant/s to conduct a baseline survey/study on illegal wildlife trade and consumption in Hue, Da Nang and Tam Ky cities.

**1. Aim of consultancy**

The aim of the consultancy is to assess the extent and nature of IWT, and to develop a database on IWT in the study area, which not only serves as an important reference source for the project’s output indicators as well as its middle & closing assessments, but also supporting related agencies to understand the illegal wildlife trade operating environment correctly, including local demand and how to reduce illegal trade and consumption of wildlife products.

**2. Objectives**

* A comprehensive understanding of current wildlife consumption in Thua Thien (TT) Hue, Tam Ky and Da Nang cities, with a focus on consumption of protected and threatened species from the Central Annamites landscape to support behaviour

change/communication activities and to serve as the baseline for project impact assessments in the future;

* A comprehensive understanding of the illegal wildlife trade supply chains from the Central Annamites Landscape to urban areas of TT Hue, Quang Nam and Da Nang, including poaching, collecting, transporting, processing as well as hotspots of each chain to support enforcement operations and project assessment later on.

**3. Expected outputs**

* One illegal wildlife trade assessment report that provides a comprehensive understanding of the illegal wildlife trade supply chains from the Central Annamites landscape to urban areas of TT Hue, Quang Nam and Da Nang locations, by indicators and analysis that practically support the enforcement to close down these markets;
* One wildlife consumption report that provides a deep understanding on current status of wildlife consumption/demand in the urban centres of TT Hue, Tam Ky and Da Nang, with indicators and analysis to support the behaviour change/communication campaign to practically reduce the wildlife consumption in these locations.

# **4. Scope of work**

*4.1 To review systems, protocols, procedures and practices applied in wildlife trade management thus far as well as legal compliance in wildlife protection*

* Clarification on key IWT related legal procedures in Vietnam and their weakness/shortcomings and gaps which render wildlife protection interventions ineffective;
* To what level enforcement has affected/discouraged the illegal trade in Central Annamites Landscape?
* Law enforcement and practices at local level;
* What are motivation/incentives and difficulties for local agencies to do law enforcement on wildlife trade?
* Review of Local decisions, regulations, policies and capacities of relevant authorities to implement Decree 06/2019 and 160/2013 and Directives by the Prime Minister on wildlife trade control.

*4.2**To conduct a survey/assessment on wildlife consumption and law enforcement response in TT Hue, Tam Ky and Da Nang cities*

Consultant/s need to conduct field surveys to collect raw data as the key focus of the study. In addition, other secondary information sources should also be updated:

* Percentage of wildlife consumers of the total number interviewed
* Frequency of visits of consumers to wild meat restaurants (times/month or year) and trend of consumption shown by interviewees;
* Percentage of violations based on the total number inspected;
* Percentage of violations reported resulting in confirmed positive response by local authorities;
* Percentage of live animal cases reported resulting in successful enforcement and/or animals rescued;
* Percentage of reduction in the number of establishments violating the laws as a result of efforts by local authorities.

Furthermore, the study should also address other important deliverables as indicated below:

* Main consumer groups and motivation driving their consumption (who they are, what motivates them, with whom they often consume wildlife products, when and how often? Consumers’ information which should also be elaborated: occupation, education, age, income, male/female?);
* What communication channels they often have access to, providing information on where to go, and what wildlife products may be available for consumption?
* Does the current regulations/laws have any impacts on their decision of what to consume?
* Indicate species consumed in restaurants and traditional medicinal stores which include protected, threatened and other popular species, with specific focus on protected and threatened species (i.e. pangolin, serow etc.,) traded, the frequency of use, and the trend of consumption and supply;
* Clarify any differentiation of species-based consumption patterns between TT Hue, Quang Nam and Da Nang, if applicable
* Wildlife product prices and trends for the last 5 years where available, including peak consumption seasons based on visits of consumers to restaurants and medicinal stores
* Animals/products originating from breeding farms: indication of consumption preference levels, species consumed, price levels, supply sources and availability;
* Most popular restaurants and medicinal stores identified in TT Hue, Tam Ky, Da Nang cities, and what makes them so attractive to consumers?
* Former most popular restaurants where consumption levels dropped/stopped, and reasons why, where applicable

Standardized data collection sheets to be designed and completed during the survey to ensure quantifiable data suitable for monitoring purposes and development of communication material for behavior change as well. During the surveys, all related events/information and issues explored must be recorder, as evidence.

*4.3 To Conduct wildlife trade assessment in Hue, Da Nang and Quang Nam*

Data/information must be collected for the whole supply chain, from initial collectors to retail (i.e. local collectors, middle traders/traders, restaurants, markets, traditional medicinal stores, zoos, commercial breeding farms, etc.,), on the following variables to map trade chains and trade routes:

* Species being traded in TT Hue, Quang Nam provinces and Da Nang city segregated by threatened species, using IUCN red list, Decree 160/2013, and Decree 06/2019;
* Numbers of transgressing establishments, and quantity (in kg, heads of animals) of wildlife products being traded in these three locations;
* Key wildlife traders/organizers and retail stores selling wildlife products: names, addresses, storage points, details of sales, possible links to other provinces and countries;
* Main supply sources (from the forest, commercial breeding farms, imported);
* Means and main routes by which wildlife products are transported and to where;
* chains and hotspot areas, transportation roads;
* Local or outside traders in relation to traded routes/chains;
* Prices and its trend from time to time, for the last 5 years
* Clarify any differentiation of the traded/hunted species which are available in TT Hue, Quang Nam and Da Nang, if applicable;
* Clarify any online trading situation in these locations, if applicable.
  1. Study methodology, data collection/analysis and Reporting
* Survey plan and methodology: data collection and analysis protocols, timing/chronology, routes/spots, destinations, interviewees (basic), establishments
* A detailed report must be compiled, including all data/information which should be presented in the proposed Annexes below, as well as a detailed reflection on challenges, lessons learnt, and proposed adaptive management, including any proposed improvements regarding national and provincial policies/procedures/guidelines, and practical implementation on the ground
  1. Consultative workshop with relevant provincial authorities. The draft findings and recommendations must be presented to the WWF CarBi II project team, followed by a workshop/meeting with related authorities, particularly with the participation of provincial high level officials, and any specific additional input agreed upon, should be included in the final report

**5. Outputs**

* Report on wildlife consumption focussing on urban centre areas of TT Hue, Da Nang and Tam Ky, including recommendations for effective consumption reduction and control of wildlife trade;
* Report on illegal wildlife trade and the captive breeding/farming situation in the Central Annamites Landscape, with focal coverage of Thua Thien Hue, Quang Nam and Da Nang, including a section on opportunities and challenges in dealing with confiscated wildlife;
* List of annexes: The report will include a series of important baseline indicators, included in the annexes as indicated below. This will serve as a future reference-base for the project’s impact
* One technical meeting with WWF CarBi II project team to present and discuss study results and findings/recommendations
* One technical workshop/meeting with relevant provincial authorities to present and discuss study results and findings/recommendations
* Findings, recommendations and lessons learnt, as well as possible input flowing from the technical workshop, must be captured in a final report.

**6. Deliverables & Timelines**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables** | **deadline** | **Remarks** |
| 1 | * One illegal wildlife trade assessment report that provides a comprehensive understanding of the illegal wildlife trade supply chains from the Central Annamites landscape to urban areas of TT.Hue, Quang Nam and Da Nang locations, by indicators and analysis that practically support the enforcement to close down these markets * List of annexes | 31 January, 2020 | Hue, Da Nang and Tam Ky cities’ territories |
| 2 | * One wildlife consumption report that provides a deep understanding on current status of wildlife consumption/demand in the urban centres of TT Hue, Tam Ky and Da Nang, with indicators and analysis to support the behaviour change/communication campaign to practically reduce the wildlife consumption in these locations. * List of annexes | 31 March, 2020 | Provinces of Thua Thien Hue, Quang Nam, Da Nang |
| 3 | * One technical meeting held with CarBi II project team for findings and recommendation to local authorities | 15 April, 2020 |  |
| 4 | * One meeting with project counterparts | 31 April, 2020 |  |

**Appendix 1: Framework for wildlife trade surveys Annexes**

Wildlife consumption in Hue, Da Nang and Tam Ky cities

* % of wildlife consumers out of the total number accessed/communicated
* Frequency visit of consumers to wild meat restaurants (times/month or year) and trend of consumption
* % of establishments with violations out of the total number inspected; list of violation restaurants and medicinal stores;
* % of violation reported resulting in confirmed response by local authorities;
* % of live animal cases reported resulting in a successful enforcement and animals rescued;
* % of reduction in the establishments violating the laws as a result of efforts by local authorities
* What species consumed in restaurants and medicinal stores, specifically clarify protected and threatened species;
* Clarify any differentiation of species-based consumption patterns between Hue, Tam Ky and Da Nang, if applicable
* Main consumer groups and reasons/motivation, practices, knowledge, attitude driving their consumption;
* Prices and trend of prices from time to time, in the last 5 years;
* Consumers information: occupation, education, age, income level, male/female,
* Seasonal or peak time of consumption: when the hottest time/seasons the visit of consumers to restaurants are
* Most popular restaurants and medicinal stores identified in Hue, Tam Ky, Da Nang cities, and what makes them so attractive to consumers?
* Former most popular restaurants where consumption levels dropped/stopped, and reasons why, where applicable

Wildlife traders and wildlife products

* Main species traded, quantities, prices (per kg or individual), particularly protected and threatened species highlighted
* Profiles of wildlife traders, name, address, contact information etc.,
* Trade routes and ‘hottest’ spots identified in each of 3 provinces: initial collector and spot/location and its feature; secondary trader and its feature; list of hot spots and address
* Trade seasons and peak of the year, holiday seasons?
* Trade chains
* For sale prices of species and price trend in recent 5 years
* Scope and scale (provincial, national, international) of trade chains
* Storage locations
* Numbers of law enforcement and exhibit (species, kg/individual), way of handling violators;
* Relationships with local authorities
* How effective laws/regulations are implemented and how it impacts the traders?

*Traditional medicine pharmacies*

* How many pharmacist/traditional medicine stores sell wildlife products out of the ones visited in the three urban centres: list of the establishments names, address, contact details
* Species used in traditional medicine
* Species and quantity per month (including what part of the animal and products)
* Source of animals (hunting inside of province, import from outside of province/countries, or wildlife farms)
* Trend of provided wildlife products
* Consumers (Age, gender, occupation, income)
* Buying and selling price and trend of consumption

Wildlife farms/private captivity:

* Animals from breeding farms: traded species, price, availability/supply sources and its availability on the market; quantity provided by the farms per year
* Where do they get supplementary husbandry animals for the farm and how often?
* how many breeding farms/zoom hold wildlife, segregated to private, organisation, and government, address and contact details;
* Species and trend of farming;
* Sources of species for breeding stock to the farm initially;
* Buying/selling price from hunters and/or traders to feed the stocks;
* Favourite of consumption of farmed species, price, supply sources and its availability;
* What the log book keeping is like, how regular it is checked by local FPD?
* Selling price trend in the last 5 years for high-demand farmed species?
* What farmed products are popular in the market and who are the main users, any export to other provinces, countries?
* How permit is issued for buying or selling or transporting Group IB and IIB farmed species?
* What challenges farmers and local FPD face when implementing Decree 06/2019 and 160/2013.

**Requirements**

* The service provider must have extensive experience and a successful track record in conducting the required activities based on the specified methodology, as specified in the TOR
* The service provider must have a successful and proven track record in reducing illegal wildlife trade and consumption in the target provinces/cities
* The service provider must have the required levels of expertise, experience and capacity to conduct the required activities effectively, efficiently and within the given timelines in the target Provinces and Cities.
* The service provider must have a proven track record of success in working closely with the relevant forest protection departments and WWF Vietnam, within a framework of cooperation and strong trust
* The service provider must have a proven track record of a successful working relationship with the relevant FPDs in the target provinces for at least 5 years
* The service provider needs to cooperate with and support the participation of WWF staff in the study, where and when required;
* The service provider needs to provide updates regarding the study progress when requested by WWF;
* The service provider must submit their study work-plan, including methodology, sample sizes, timelines etc., for WWF’s consent before the study may commence.

**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 anyinadmissibleincentives to any public servant or other person nor accepted such incentives inconnection with our bid, nor will we offer or grant or accept any such incentives or conditions in thepresent tendering process or, in the event that we are awarded the contract, in the subsequentexecution of the contract. We also declare that no conflict of interest exists of the kind described inthe corresponding KfW Guidelines for the Engagement of Consultants in Financial Cooperationwith Partner Countries.

We also underscore the importance of adhering to environmental and social standards in theimplementation 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, Quang Nam and Da Nang |
| **Delivery period** | November 2019 – April 2020 |
| **Payment terms** | Bank transfer;   * Advance: travels and accommodation cost * First instalment: 25% contract value upon completing deliverable 1; * Second instalment: 25% contract value upon completing deliverable 2; * Final instalment: The remaining of contract value upon completing deliverables 3 & 4 and satisfied by project manager/s. |
| **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 6-87)

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

|  |  |
| --- | --- |
| **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 10: Consultancy for assessment of the illegal wildlife trade & consumption in Thua Thien Hue, Quang Nam & Da Nang locations”**

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) 4th November 2019.***

**Clarification of tender documents**

Potential Applicants/Bidders may request clarifications to the Tender Documents **by 5 PM 21st October 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.*

|  |  |
| --- | --- |
| 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**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**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:

|  |  |
| --- | --- |
| **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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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** | |
| **International** | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | | |
| 1 |  | [*Home*] |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
| [*Field*] |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |
| 2 |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |
| 3 |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |
| N |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |  | |  | | Subtotal | | | | | | | |  | | |  | |  | |
| **National** | |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
| 1 |  | [*Home*] |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
| [*Field*] |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
| 2 |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
| N |  |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |  | |  | | Subtotal | | | | | | | |  | | |  | |  | |
|  |  |  |  |  | |  | |  | |  | |  | |  | |  | | **Total** | | | | | | | |  | | |  | |  | |

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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity**1 | **Months**2 | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **N** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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 10: Consultancy for assessment of the illegal wildlife trade & consumption in Thua Thien Hue, Quang Nam & Da Nang locations)** | | | | | | | |
| **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** |  | **45** |
| 1.1 | Clarity and completeness of the tender | 5 |  |
| 1.2 | Critical analysis of the project objectives and the terms of reference (TOR) | 10 |  |
| 1.3 | Proposed concepts and methods | 30 |  |
| 1.3.1 | *Detail plan to obtain project’s objectives/deliverables with time frame and logical arrangement* | 15 |  |
| 1.3.2 | *Methods proposed which include the proposed approach for the trade and consumption assessments* | 15 |  |
| **2** | **Qualification of proposed staff** |  | **55** |
| 2.1 | Team leader/project manager | 26 |  |
| 2.1.1 | Relevant Master degree in following areas: biology, wildlife, forestry, environmental based management/science or related areas | 3 |  |
| 2.1.2 | Extensive experience (at least 10 years) and a successful track record in conducting the required activities based on the specified methodology in the TOR | 9 |  |
| 2.1.3 | Successful and proven record in reducing illegal wildlife trade and consumption in the target provinces and /or cities | 7 |  |
| 2.1.4 | 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 | 7 |  |
| 2.2 | **Other key staff to be employed on the project** | 26 |  |
| 2.2.1 | Relevant degree in following areas: biology, wildlife, forestry, environmental based management/science or related areas | 3 |  |
| 2.2.2 | Good experience (at least 5 years) and a successful track record in conducting wildlife trade and consumption field surveys/interviews, particularly in undercover survey skills | 8 |  |
| 2.2.3 | Successful and proven track record in conducting illegal wildlife trade and consumption reduction, especially in target provinces and/or cities | 6 |  |
| 2.2.4 | Excellent understanding of field locations of target provinces/cities, particularly wildlife trade & consumption hot spots, trade routes, markets, etc., in these locations | 5 |  |
| 2.2.5 | Good cooperation with Forest Protection Departments of target provinces and/or cities and WWF Vietnam | 4 |  |
| 2.3 | **Personal in the home office who will monitor and control the team, and provide back –up services** | 3 |  |

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)