

**FORMS
FOR INDIVIDUAL CONSULTANTS**

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Name of bid package **Consulting services for developing a business plan for the Climate Learning Center**

Project: **Learning center for zero emission and climate resilience in Northern Vietnam (LEARN-VN Project)**

Procuring Agency: **Institute of Forestry and Sustainable Development**

Issued by: **Decision No. 48 dated 20/02/2025 of Institute of Forestry and Sustainable Development**

INVITATION FOR BIDS

Thai Nguyen, 20 February, 2025

The Institute of Forestry and Sustainable Development, under Thai Nguyen University of Agriculture and Forestry (IFS), has received a grant from Bread for the World (BftW) and the International Centre for Research in Agroforestry (ICRAF) to implement the **Learning Center for Zero Emission and Climate Resilience in Northern Vietnam (LEARN-VN) (LEARN-VN Project)**. A portion of this grant is intended to fund the contract for the package **Consulting Services for Developing a Business Plan for the Climate Learning Center under the LEARN-VN Project**.

IFS invites eligible and qualified consultants to participate in the bidding process for the aforementioned package with the following details:

1. **Package Code:** 03
2. **Package Name:** Consulting Services for Developing a Business Plan for the Climate Learning Center
3. **Package Type:** Consulting Services
4. **Main Scope of Work:** Conduct surveys, collect information, evaluate the market, and develop a Business Plan for the Climate Learning Center. See Terms of Reference in Form 03 for details.
5. **Funding Source:** Grant Aid
6. **Investor:** Institute of Forestry and Sustainable Development
7. **Procuring Entity:** Institute of Forestry and Sustainable Development
8. **Procurement Method:** Selection of Individual Consultants (Individual Consultancy Team)
9. **Contract Duration:** 3 months
10. **Issuance Period for Terms of Reference :** From 14h00 on 20 February 2025 to before 14h00 on 03 March 2025.
11. **Bidders are required to submit bids containing following documents:**
 - (a) Bid form in accordance with Form 01;
 - (b) Agreement of consultant team in accordance with Form 02;
 - (c) Scientific resume of each of individual consultants in accordance with Form 04 and attached evidence documents (copies of labor contracts, diplomas and certificates, etc. (if any)).
12. **Bid Submission Deadline:** 14h00 on 03 March 2025.

13.Address for submission of bids: Institute of Forestry and Sustainable Development, University of Agriculture and Forestry, Quyet Thang Commune, Thai Nguyen City.

Bidders may submit an electronic version of bid in the form of PDF file(s) (scanned from the original (paper) version) to the email address of the Procuring Entity: hctc.vln@gmail.com according to the following principles:

- Due to the limitations of the email system of the Procuring Entity, the size of the attached file must not exceed 25 MB for each email sent. Therefore, if the bid size exceeds 25 MB, the bidder needs to divide the file containing the bid into parts of the appropriate size and number the order from 1 to the end so that it can be successfully submitted through many submissions.
- In case the bidder is invited to negotiate the contract, it must provide paper version of the bid (if not submitted before).
- In case the bidder submits both paper and electronic copies of bids, the paper copies shall be the originals for consideration and evaluation. In case there is a discrepancy between the paper version and the electronic version, the bid will be disqualified.
- All bids or any part of bids (including paper and electronic versions) submitted after the deadline will not be considered and evaluated.

14.Contact Information:

- Contact information 1:
Mr. Bui Tuan Tuan +84989905096/ email: Tuanbui.ifs@gmail.com.
- Contact information 2:
Ms. Vi Thi Thi +84976974560/ email: Thithivi.90@gmail.com.

Sincerely,

Institute of Forestry and Sustainable Development

BID FORM

Dated: _____

Name of bid package: Consulting services for developing a business plan for the Climate Learning Center

To: Institute of Forestry and Sustainable Development

Having learnt the Terms of Reference, we:

- Name of bidder: _____ [*insert names of individual consultants and tax code*] commits to implement Bid package Consulting services for developing a business plan for the Climate Learning Center in accordance with the all the requirements specified in the Terms of Reference with a bid price (total amount) of _____ [*insert amount and currency*].

In addition, we voluntarily reduce the bid price with a discount percentage of _____ [*insert the discount percentage (%)*].

The bid price after deducting the discount value is: _____ (including all taxes, fees, charges (if any)).

We are committed to:

1. Having full civil act capacity;
2. Having appropriate professional certificates in case prescribed by law;
3. Not being banned from bidding under decisions of competent persons, ministers, heads of ministerial-level agencies, government-attached agencies, other central agencies, presidents of provincial-level People's Committees specified in Clause 3, Article 87 of the Bidding Law;
4. Not being examined for penal liability.

Representatives of bidder

First consultant:

Full name: _____

Signature: _____

Second consultant:

Full name: _____

Signature: _____

...

nth consultant :

Full name: _____

Signature: _____

AGREEMENT

Date: _____

Pursuant to the Terms of Reference of the bid package: Consulting services for developing a business plan for the Climate Learning Center.

We, including:

First consultant:

Full name: _____

Citizen ID/Passport No.: _____ Date of issue: _____ Place of issue: _____

Tax code: _____

Address: _____

Telephone: _____

Second consultant:

Full name: _____

Citizen ID/Passport No.: _____ Date of issue: _____ Place of issue: _____

Tax code: _____

Address: _____

Telephone: _____

...

nth consultant:

Full name: _____

Citizen ID/Passport No.: _____ Date of issue: _____ Place of issue: _____

Tax code: _____

Address: _____

Telephone: _____

The Parties hereto (hereinafter referred to as members) agree to sign a written agreement on the establishment of an individual consultancy team with the following contents:

Article 1. General principles

1. Members voluntarily set up individual consultancy team to participate in bidding for bid package of Consulting services for developing a business plan for the Climate Learning Center under Learning center for zero emission and climate resilience in Northern Vietnam (LEARN-VN Project) organized by Institute of Forestry and Sustainable Development.

2. Members commit that no member may participate independently or in partnership with other individuals to participate in this bid package. In case of winning the bid, the members sign the contract together and neither member has the right to refuse to perform the responsibilities and obligations specified in the contract. In case a member of a consultancy team refuses to fulfill his/her responsibilities and obligations, such member shall be handled as follows:

- *Compensation for damages to parties to the consultancy team;*
- *Compensation for damage to the investor according to the provisions stated in the contract;*
- *Other forms of handling ____ [specify other forms of handling].*

Article 2. Assignment of responsibilities

The members agreed to assign responsibilities to implement Bid package of Consulting services for developing a business plan for the Climate Learning Center under Learning center for zero emission and climate resilience in Northern Vietnam (LEARN-VN Project) as follows:

Assign ____ [insert name of consultant] as the lead member of the consultancy team, represent the team in the following tasks:

- Submit a scientific resume of the whole team.
- [- Signing documents and documents for transactions with the Investor and the Procuring Entity in the course of bidding, written explanation and clarification of scientific resume or written requests for withdrawal of scientific resume;*
- *Participate in the process of negotiating and finalizing contracts;*
- *Sign the petition in case the consultancy team makes a petition;*
- *Other jobs except the signing of contracts __ [specify the contents of other jobs (if any)].*

Article 3. Validity of the agreement

1. The agreement takes effect from the date of signing.
2. The agreement shall be terminated in the following cases:
 - The parties fulfill their responsibilities and obligations and liquidate the contract;
 - The parties mutually agree to terminate;
 - The individual consultancy team does not win the bid;

- Cancellation of Bid package of Consulting services for developing a business plan for the Climate Learning Center under Learning center for zero emission and climate resilience in Northern Vietnam (LEARN-VN Project) according to the notice of the Investor and the Procuring Entity.

The agreement is made on the approval of all members.

LEADING MEMBER OF CONSULTANCY TEAM: *(signature and full name)*

OTHER MEMBERS OF CONSULTANCY TEAM: *(signatures and full names)*

PART 2. TERMS OF REFERENCE

CHAPTER V. TERMS OF REFERENCE

I. Background

The Learning Center for Zero Emission and Climate Resilience in Northern Viet Nam Project (LEARN-VN Project) is an innovative initiative aimed at contributing to Vietnam's commitments to achieving net zero emissions and climate resilience by 2050. The project focuses on establishing the Thai Nguyen Climate Learning Center, located on the TUAFF campus in Thai Nguyen Province. This Center is designed to enhance knowledge and build the capacity of local communities, students, and youth to support Vietnam's climate goals.

The project is managed by the International Center for Research in Agroforestry (ICRAF, also known as the World Agroforestry). Thai Nguyen University of Agriculture and Forestry (TUAFF) is the project implementing agency.

Unique selling points are a Climate Park, replicating the landscapes of northern Viet Nam around 15-17 ha to demonstrate climate challenges and solutions; a conference, research and training center (a physical building); awareness raising programs for schools and trainings for students; climate capacity building programs and support services for local communities and other partners on the application of climate adaptive technologies, practices, and renewable energies; satellite sites with real-life demonstrations of solutions to climate challenges.

The Thai Nguyen Climate Learning Center will be built up over time. It has started with the first training and awareness-raising activities in November 2024. The Park will be partly opened to visitors in the course of 2025. The conference, training and research center is planned to be opened by the end of 2027. Full operationality is expected in 2028.

The project is financially supported by the German Federal Ministry for Economic Cooperation and Development (BMZ) and Brot für die Welt (Germany), co-funded by TUAFF, the legal owner of the Center, and ICRAF. The further diversification of funding is planned and an important element of the Business Plan.

Business opportunities to be explored are entrance fees, rental income, sales of plants, products, training and support services, research cooperation with national and international research institutions, conferences, public-private partnerships, sponsoring and donations, among other things.

Main customers are park visitors (e.g. individuals and families, school classes, students, mass organizations, (I)NGOs, researchers, tourists, companies, etc.). Targeted beneficiaries of capacity-building and support services are practitioners, technical staff as for instance agricultural extension workers, regulators, multipliers, farmers, national and international students, (I)NGOs, and researchers.

II. Purpose of the consultancy assignment

The investor is looking for a qualified and competent individual consultancy team to develop a Business Plan for the Thai Nguyen Climate Learning Center (in English and Vietnamese) in close cooperation with the project owner and their consultants. They will contribute to the collection of relevant information and data. The business plan should consist of the following components:

1. Project description: Project owner, short-term, medium-term and long-term objectives, time plan, institutional structure, strategy and concept, scope of work and business opportunities, human and financial resources, partners.
2. Market assessment related to (i) climate awareness and capacity building services, (ii) recreational activities and visitor programs, (iii) research collaboration and exchange programs, (iii) public-private partnerships, business collaborations and corporate sponsorships, (iv) conferences, and (v) other products and services.
3. Assessment of the donor landscape to identify viable new financing options.
4. Identification, description, valuation and prioritization of business opportunities through market analysis. For each service or product with business potential, the potential customers, financial benefits and human and financial resource requirements are detailed.
5. Analysis and description of legal and institutional requirements. If necessary, several options may be proposed, along with recommendations.
6. Personnel requirements. If necessary, a number of options may be proposed, together with recommendations.
7. Risk analysis, including recommendations on how to mitigate business risks.
8. Financing criteria, private sector partnerships.
9. Project implementation/operation plan including initial investment, staffing, communications and marketing measurement (phased, time-bound).
10. Financial plan
11. Proposed key performance indicators
12. Detailed appendix

III. Duration and Phases of the consultancy assignment

The consultant will carry out the assignment in the following Phases:

Phase/task-based work	Completion period (months)
Inception phase	
Preparation of Inception Report including key premises and hypotheses, description of planned approach, outline	Half a month (15 days) after starting

(with comments on content) of business plan and work plan	the task
Market research, information gathering and assessment phase	
Survey, collect information; Develop a Market Assessment Report (draft); Obtain Investor's opinion on the Market Assessment Report (draft) Complete the Market Assessment Report (final version) according to Investor's opinion Develop a business plan (draft) including but not limited to the contents described in the consulting task purpose section	2 months after starting the mission
Business Plan Development Phase	
Complete the Business Plan (final version) according to the Investor's comments	3 months after starting the mission

IV. Reporting Requirements

The outputs/deliverables for the Implementation Phases are presented in the following table:

Phase	Outputs/Deliverables (Language, Format and Quantity)	Deadline (months)
Start-up phase	<ul style="list-style-type: none"> - Kick-off Report • Language: English and Vietnamese • Format and quantity (final copy): 3 paper copies and 1 electronic copy in PDF/MSword/MSEXCEL file format saved in USB for each language 	Half a month (15 days) after starting the mission
Market research, information gathering and assessment phase	<ul style="list-style-type: none"> - Market Assessment Report - Business Plan (draft) • Language: English and Vietnamese • Format and quantity (final): 3 paper copies and 1 electronic copy in 	1.5 months after the Investor approves the inception report (2 months after the assignment)

	PDF/MSword/MSEXcel format saved in USB for each language	begins)
Business planning phase	<ul style="list-style-type: none"> - Business Plan - Powerpoint presentation of the main contents of the Business Plan • Language: English and Vietnamese • Format and quantity (final copy): 3 paper copies and 1 electronic copy in PDF/MSword/MSEXcel file format saved in a USB for each language 	1 month after the Investor approves the market assessment report and receives the draft business plan (3 months after the assignment begins)

V. Consultant Qualifications and Experience Requirements and Evaluation Criteria

1. Consultancy Team Qualifications and Experience Requirements

Consultancy Team must comprise of at least 3 key experts having following minimum qualifications and experience:

Seq.	Expert	Minimum qualifications and experience
1	Chief Consultant/Project Manager	<ul style="list-style-type: none"> • Have a university degree or higher in economics/finance/agriculture/forestry/climate change; • Have at least 7 years of experience in developing investment projects in the field of production and business; • Have held the position of chief consultant/project manager in at least 02 investment projects in the field of production and business, in which experience in projects developing training center models and/or business in the field of amusement parks is an advantage.
2	Research/Training Specialist	<ul style="list-style-type: none"> • Have a master's degree or higher in agriculture/forestry/climate change; • Have at least 7 years of experience in research/training in the field of agriculture/forestry/climate change; • Have at least 5 years of experience in domestic and international research/training cooperation in the field of agriculture/forestry/climate change;

		<ul style="list-style-type: none"> • Have participated in managing/implementing at least 02 investment projects in the field of production and business, in which experience in projects developing training center models and/or business in the field of amusement parks is an advantage.
3	Market Analyst	<ul style="list-style-type: none"> • Have a university degree or higher in economics/finance/agriculture/forestry/climate change; • Have at least 7 years of experience in developing investment projects in the field of production and business; • Have held the position of market analyst in at least 02 investment projects in the field of production and business, in which experience in projects developing training center models and/or business in the field of amusement parks is an advantage.

The consultant must provide documents proving the compliance with the requirements on the capacity of the consulting unit and its team of experts as prescribed above (copies of the contract documents, degrees and professional certificates of experts...).

2. Selection method and Evaluation criteria

2.1. Selection method

The selection of individual consultants shall apply fixed cost method based on qualification and experience of individual consultants.

2.2. Evaluation criteria:

a) Examination of eligibility: Bids will be evaluated eligibility if meeting all following requirements:

- Bid containing all documents as specified in the invitation for bids;
- Individual consultants with valid qualifications as prescribed in Clause 3, Article 5 of the Law on Bidding.

b) Criteria for evaluating scientific resumes:

The procuring entity shall evaluate the scientific resume of each individual consultants team according to the scoring method as prescribed in the table below.

No	Position	Max Score	Criteria	Min Score
1	Chief Consultant/ Project Manager	10	a. Bachelor's degree or higher in economics/finance/agriculture/f	7

No	Position	Max Score	Criteria	Min Score
			<p>orestry/climate change:</p> <ul style="list-style-type: none"> + PhD: 2 points + Master's degree: 1.8 points + Bachelor's degree: 1.4 points + Degree below Bachelor's degree or not in the above major: 0 points. <p>b. Work experience in related fields (calculated from the time the employee starts working to the time of bidding, with supporting documents attached).</p> <ul style="list-style-type: none"> + Experience \geq 7 years: 4 points. + Experience from 5 to < 7 years: 3 points. + Experience from 3 to < 5 years: 2 points. + Experience < 3 years: 0 points. <p>c. Has held the position of chief consultant/project manager in at least 02 investment projects in the field of production and business, in which experience in developing training center models and/or business in the field of amusement parks is an advantage.</p> <ul style="list-style-type: none"> + Has held the position of chief consultant/project manager in 02 projects: 4 points + Has held the position of chief consultant/project manager in 01 project: 2 points + Has not held the position of 	

No	Position	Max Score	Criteria	Min Score
			chief consultant/project manager in 01 project: 0 points.	
2	Research/Training Expert	10	<p>a. Bachelor's degree or higher in agriculture/forestry/climate change: + PhD: 2 points + Master's degree: 1.8 points + Bachelor's degree: 1.4 points + Degree below Bachelor's degree or not in the above major: 0 points.</p> <p>b. Work experience in related fields (calculated from the time the employee starts working to the time of bidding, with supporting documents attached). + Experience \geq 7 years: 4 points. + Experience from 5 to < 7 years: 3 points. + Experience from 3 to < 5 years: 2 points. + Experience < 3 years: 0 points.</p> <p>c. Has held the position of research/training expert in at least 02 investment projects in the field of production and business, in which experience in developing training center models and/or business in the field of amusement parks is an advantage. + Has held the position of research/training expert in 02 projects: 4 points</p>	7

No	Position	Max Score	Criteria	Min Score
			<p>+ Has held the position of research/training expert in 01 project: 2 points</p> <p>+ Has not held the position of research/training expert in 01 project: 0 points.</p>	
3	Market analysis expert	10	<p>a. Bachelor's degree or higher in economics/finance/agriculture/forestry/climate change:</p> <p>+ PhD: 2 points</p> <p>+ Master's degree: 1.8 points</p> <p>+ Bachelor's degree: 1.4 points</p> <p>+ Degree below Bachelor's degree or not in the above major: 0 points.</p> <p>b. Work experience in related fields (calculated from the time the employee starts working to the time of bidding, with supporting documents attached).</p> <p>+ Experience \geq 7 years: 4 points.</p> <p>+ Experience from 5 to < 7 years: 3 points.</p> <p>+ Experience from 3 to < 5 years: 2 points.</p> <p>+ Experience < 3 years: 0 points.</p> <p>c. Has held the position of market analyst in at least 02 investment projects in the field of production and business, in which experience in developing training center models and/or business in the field of amusement parks is an</p>	7

No	Position	Max Score	Criteria	Min Score
			advantage. + Has held the position of market analyst in 02 projects: 4 points + Has held the position of market analyst in 01 project: 2 points + Has not held the position of market analyst in 01 project: 0 points.	
	Total	30		21

The consultancy team (i) achieving minimum score required for each position/criteria; (ii) achieving required minimum total score will be evaluated responsive to requirements of Terms of Reference and be shortlisted. The shortlisted consultancy team having highest total score will be first ranked.

The Procuring Entity invites the first-ranked individual consultancy team negotiate the contract according to the contents of the approved terms of reference, including the scope of work, work plan, requirements for work reports, consultancy costs, etc. contract price and other necessary contents. The result of contract negotiation shall be made in writing and must be signed and certified by the procuring entity and the individual consultancy team.

If the contract negotiation is unsuccessful, the Procuring Entity will invite the next ranked individual consultancy team.

In case of winning the bid (successful contract negotiation), all members of the consultancy team must sign the contract with the investor.

VI. Payment Plan:

The payment plan for the Deliverables/Outcomes at different stages of the consultancy is specified in the table below:

Results/Products	Timeline (months and days)	Rate %
Initialization Report	Half a month (15 days) after the Investor accepts the Inception Report	20%

Market Assessment Report Draft Business Plan	Half a month (15 days) after the Investor accepts the Market Assessment Report and receives the draft Business Plan (expected 2.5 months after the commencement of the assignment)	30%
Business plan	Half a month (15 days) after the Investor accepts the acceptance of the Business Plan (expected 3.5 months after the commencement of the assignment)	50%
Total		100%

Specific payment terms and conditions will be finalized based on the payment stage during the contract negotiation with the selected consultant.

VII. Data, support and facilities provided by the Employer

The Employer will appoint a suitable team of experts to work with the consultant during the contract implementation period.

The Employer will provide relevant documents, information and data to the consultant to perform the task.

The Employer will provide meeting rooms and other facilities for meetings/meetings/training, user manuals between the consultant's representative and the Employer's representative at the Employer's office.

SCIENTIFIC RESUME

I. Personal information

Full name:	Date of birth:	Sex:
Permanent address:		
Current address:		
Nationality:	Nation:	
Citizen ID/Passport No.:	Date of issue:	Place of issue:
Tax code:		
Contact telephone No.:	Email:	

II. Education: [list college/university or professional course, name of institution, length of study, type of degree earned]

III. Work history relevant to the job: [List the expert's work history in chronological order according to the following Table, without listing any work that is not relevant to the job being requested]

Time (from...to...)	Name of agency, unit, position and contact information for reference	Work location	Summary of work done that is relevant to the job being requested

IV. Membership in professional associations, organizations and published works:

V. Language (Only list languages that can be used for work):

VI. Referee contact information:

Full Name	Title	Company/ Organization	Contact Address/ Telephone No.

I hereby certify that the above information is true, if incorrect, I will be responsible before the law.

_____, date ____ month ____ year ____

Declarant

[Signature, title and full name]

Note: Each individual consultant must declare this Form and attach a copy of the labor contract; graduation certificate, professional practice certificate (if any).