

Call for Quotation/Application for Consultancy Services

Title: Provide technical support and facilitate the appraisal and approval of the N4H Project Document

Objective of the Consultancy

This consultancy aims to deliver the following outcomes:

- Coordinate with the International Collaboration Department (ICD) of the Ministry of Agriculture and Environment (MAE) for MAE leadership to issue a letter assigning the Department of Forestry and Forest Protection (VNFOREST) to work with IUCN and ICD and other relevant organizations to develop the N4H Project Document.
- Support the appraisal process of the N4H Project Document, ensuring compliance with Viet Nam's ODA regulations (Decree No. 242/2023/ND-CP), meeting national requirements, and maintaining consistency among stakeholders.

Background

Project Reference: P05283

RfP Reference: RQ000935

About IUCN

The International Union for Conservation of Nature (IUCN) is a global membership Union uniquely composed of both government and civil society organisations. It provides public, private, and non-governmental entities with the tools and knowledge needed to advance sustainable development and biodiversity conservation. IUCN combines the latest science with traditional knowledge and stakeholder engagement to support effective and equitable environmental governance.

More information: www.iucn.org | Twitter

About the Project

The Nature for Health (N4H) initiative is a global programme designed to reduce the risk of emerging and re-emerging zoonotic diseases by addressing risk factors at the human-wildlife-livestock-ecosystem interface, in line with the One Health approach.

In Viet Nam, N4H is led by IUCN, with a budget of USD 2 million and an implementation period from January 2026 to December 2028. The project will be jointly implemented with UNDP in close coordination with relevant ministries, sectors, and the One Health Partnership in Viet Nam.

The project has four components:

1. Reduce upstream zoonosis risk by testing equitable models to reduce snaring and livestock grazing in protected areas in cooperation with IPLCs, thereby maintaining ecological balance and enabling safe reintroductions.
2. Reduce midstream zoonosis risk by training and capacitating rangers, law enforcement officials, and rescue center staff to handle stressed wildlife safely and quickly.
3. Reduce upstream zoonosis risk by implementing protocols to accelerate the reintroduction of healthy animals to the wild, thereby maintaining ecological balance (re-wilding).
4. Support OHP with strengthening N4H policy formulation and inter-agency coordination, thereby mainstreaming project results into policy and planning.

The expected outcomes include reduced zoonotic disease risks, improved biosafety in wildlife management, strengthened ecosystem health, and enhanced integration of One Health into national policies and systems.

To ensure that the project documentation is finalized and approved in compliance with Viet Nam's regulations on ODA management, an independent consultant is required to support the coordination, consolidation, clarification, and finalization of project documents throughout the appraisal and approval process.

Position Details – Lead consultant

- **Title:** Independent Consultant – N4H Project Document Appraisal & Approval
- **Category:** National Individual Consultant
- **Duration:** 50 working days from early May 2026-August 2026
- **Payment Modality:** Delivery-based (against accepted deliverables)

Description of the Assignment

The consultant will provide coordination and technical support to the appraisal process of the IPD as basis for developing the N4H Project Document using the government template, ensuring a structured coordination mechanism to manage multi-agency consultation efficiently, particularly with ICD and DFFP.

It involves designing a consultation plan (timeline, stakeholders, communication channels, consultation plan and checklist), supporting the development of official requests for comments, and tracking responses across ministries, agencies, and technical units. Active monitoring ensures adherence to deadlines, completeness of inputs, and early identification of delays or gaps.

The consultant is also responsible for collaborating with the consultant to developing the N4H Project Document to ensure the project objective and feasibility, that includes:

- Ensure the Project Document complies with national legal frameworks on foreign aid and ODA management, particularly Decision 242/2025/QĐ-TTg and its revisions, through systematic legal review and compliance checks.
- Align the project design, components, and implementation arrangements with the mandates and functional roles of ICD, and other Government agencies related to One Health in Viet Nam to ensure institutional ownership and feasibility.
- Collaborate with the formulation team to ensure the project objectives, outputs, and indicators are consistent with the strategic priorities and results framework of the One Health Partnership.
- Integrate national and global development priorities by aligning the project with Vietnam's socio-economic development strategies and SDGs, ensuring coherence with biodiversity, climate, and sustainable development targets.

Finally, the consultant will be responsible for supporting the approval process by MAE, ensuring readiness for formal submission to the MAE. This includes a comprehensive quality review (technical, editorial, and compliance), preparation of submission packages, and responsiveness to any follow-up queries or revision requests during appraisal. This step ensures procedural compliance and increases the likelihood of timely approval.

Scope of Work

To complete the above tasks, the consultant needs to implement the following tasks:

1. Coordination of consultation and appraisal process:
 - Coordinate closely with the ICD and DFFP to ensure alignment in consultation processes.
 - Issue official requests for comments and facilitate engagement with relevant ministries, agencies, and technical units.
 - Proactively identify bottlenecks or delays and implement corrective actions to ensure completeness and timeliness of inputs.
2. Technical collaboration on the N4H Project Document:
 - Conduct systematic legal and regulatory reviews to ensure compliance with Decision 242/2025/QĐ-TTg and related ODA regulations.
 - Work with the formulation consultant to ensure project design, components, and implementation arrangements align with institutional mandates and operational realities.
 - Ensure consistency of project objectives, outputs, and indicators with the strategic framework of the One Health Partnership.
 - Integrate Viet Nam's national socio-economic development priorities with global commitments, particularly the SDGs.
 - Support refinement of technical content to ensure feasibility, coherence, and alignment with donor expectations.
3. Support for approval and submission:
 - Conduct a comprehensive quality assurance review of the Project Document, covering technical, legal, and editorial aspects.
 - Prepare and standardize the full submission package in accordance with requirements of the MAE.
 - Coordinate submission procedures and ensure all required documentation and annexes are complete and compliant.
 - Facilitate communication with relevant authorities during appraisal and respond to queries or requests for clarification.
 - Support timely revision and finalisation of documents to meet approval requirements and deadlines.

Deliverables, Timeline and Payment

No.	Task	Deliverable	Timeline	Payment
1	Review IPD to make sure alignment with ongoing programmes and projects under MAE	Short alignment report Official document to assign VNFOREST as project owner to prepare the full project document	30 May 2026	Instalment 1 – upon delivery
2	Process coordination and comment collection	Consolidated stakeholder comments from all relevant ministries and agencies	30 June 2026	Instalment 2 – upon delivery
3	Consolidation, analysis, and response matrix	Completed comment-response matrix; finalised	30 July 2026	Instalment 3 – upon delivery

		project document and all annexes		
4	Submission support and official approval	Official approval of the N4H Project Document by MAE	30 August 2026	Instalment 4 – upon approval

Duration and Level of Effort

The assignment will be completed within 4 months with an estimated level of effort of 50 days allocated as follows:

- Review IPD to make sure alignment with ongoing programmes and projects under MAE: 10 days
- Process coordination and comments collection: 10 days
- Consolidation, analysis, and response matrix: 10 days
- Submission support and official approval: 20 days

Qualifications and Experience

- MS degree or higher in natural resource management, public policy, law, or related field
- At least 10 years of relevant professional experience in developing national-level policies, strategies or action plans
- Experience in ODA project appraisal and approval processes (preferred)
- Strong coordination, analysis, and report-drafting
- Excellent writing skills in both Vietnamese and English
- Skills in coordinating with multiple stakeholders and organizing large-scale workshops

Duty Station

Hanoi with required travel to project field sites.

Travel Requirements

Travel to project field sites within Vietnam is required. All related travel costs will be reimbursed according to IUCN's travel policy. Travel insurance will be arranged and covered by IUCN.

Application Process

Eligibility Requirements:

Applicants must:

- Be free of any conflict of interest.
- Be a citizen of Vietnam
- Be compliant with all applicable tax obligations.
- Not have been found guilty of environmental, financial, or ethical misconduct.
- Not be involved in any pending bankruptcy or legal proceedings.

Required Documents:

The consultant shall submit a proposal including:

- Technical Proposal (maximum 4 pages): describing the technical approach, methodology, work plan, and timeline
- Curriculum Vitae (CV): highlighting relevant experience in ODA project coordination and approval. *(template provided)*

- List of similar assignments: up to five comparable projects with brief descriptions. (*template provided*)
- Budget proposal: including day rate, total fees, and any other relevant costs
- Signed Declaration: in relation to IUCN (template attached as Annex II)
(*template provided*)

Submission Details:

- Submission Deadline: May 20th, 2026
- Email Address: hiep.nguyenmanh@iucn.org
- Email Subject Line: Consultant Proposal_N4H_Appraisal_[Applicant Name]
- All submissions must be in PDF format. If necessary, split large files into multiple emails (e.g., Email 1 of 2, Email 2 of 2).
- Do not use file-sharing links or platforms for submission.

Additional Information

- IUCN reserves the right to accept or reject any or all applications without providing any reason.
- Only shortlisted candidates will be contacted for further steps.

ANNEX I

Consultancy

APPLICATION FORM

PERSONAL DETAILS

Full Name	
Date of Birth	
Gender	
Citizenship Number	
Tax Number	
Application for	

CONTACT INFORMATION

Email Address:		
Contact Address:		
Contact Number:	Mobile:	Landline:

ACADEMIC QUALIFICATIONS

Note: the tables can be added as per the requirement

<i>School, Country</i>		
<i>Degree</i>		
<i>Degree Title</i>		
<i>Area of Study</i>		
<i>Dates</i>	From:	To

<i>School, Country</i>		
<i>Degree</i>		
<i>Degree Title</i>		

<i>Area of Study</i>		
<i>Dates</i>	<i>From:</i>	<i>To</i>

<i>School, Country</i>		
<i>Degree</i>		
<i>Degree Title</i>		
<i>Area of Study</i>		
<i>Dates</i>	<i>From:</i>	<i>To</i>

<i>School, Country</i>		
<i>Degree</i>		
<i>Degree Title</i>		
<i>Area of Study</i>		
<i>Dates</i>	<i>From:</i>	<i>To</i>

EMPLOYMENT/CONSULTANCY DETAILS

Note: the tables can be added as per the requirement

<i>Employment Dates</i>	<i>From</i>	<i>To</i>
<i>Employer</i>		
<i>Country</i>		
<i>Position</i>		
<i>Field of Activities</i>		
<i>Duties and Responsibilities</i>		

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<i>Employment Dates</i>	From	To
<i>Employer</i>		
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<i>Duties and Responsibilities</i>		

<i>Employment Dates</i>	From	To
<i>Employer</i>		
<i>Country</i>		
<i>Position</i>		
<i>Field of Activities</i>		

Duties and Responsibilities

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Trainings and Achievements

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Publications

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Language Proficiency

Elementary: 1

Limited Working: 2

Professional: 3

Native: 4

Language	Reading	Writing	Speaking

References

Referee 1	
Referee title	
Name	
Current Position	

Organization	
Relationship	
Email Address	
Phone Number	

Referee 2	
Referee title	
Name	
Current Position	
Organization	
Relationship	
Email Address	
Phone Number	

Referee 3	
Referee title	
Name	
Current Position	
Organization	
Relationship	
Email Address	
Phone Number	

Remuneration Expectation (per day in local currency (with all taxes))	
Notice Period	

I certify that, to the best of my knowledge, all the information on and attached to this application form is true, correct and complete. I understand that false or fraudulent information on this application may be grounds for disqualifying my application or for separation after the work begins and may be punishable as per country's law.

Signature

Date

Annex II

Declaration in relation to IUCN

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in Citizenship):

Home Address (incl. country):

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerned IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature>