

Call for Quotation / Application for Consultancy Services

Title: National Consultant – N4H Project Document (ProDoc) Development and Approval

Title:

National Consultant to provide technical support and facilitation for N4H Project Document (ProDoc) Development and Approval

Objective of the Consultancy

The consultant is being commissioned to join the appraisal mission and transfer the N4H project concept into the Project Document in compliance with Viet Nam's ODA management regulations (Decree 242/2025/ND-CP), in preparation for the IUCN–VNFOREST implementation of the Nature for Health (N4H) project.

Background

Project Reference: P04827

RfP Reference: RQ000981

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

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 (OHP) in Viet Nam.

The project has four components:

- Reduce upstream zoonosis risk by testing equitable models to reduce snaring and livestock grazing in protected areas in cooperation with Indigenous Peoples and Local Communities (IPLCs), thereby maintaining ecological balance and enabling safe wildlife reintroductions.
- Reduce midstream zoonosis risk by training and capacitating rangers, law enforcement officials, and rescue centre staff to handle stressed wildlife safely and quickly.
- Reduce upstream zoonosis risk by implementing protocols to accelerate the reintroduction of healthy animals to the wild, thereby maintaining ecological balance (re-wilding).
- Support the One Health Partnership (OHP) to strengthen N4H-related policy formulation and inter-agency coordination, thereby mainstreaming project results into national 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 principles 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 national 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: National Consultant to provide technical support and facilitation for N4H Project Document (ProDoc) Development and Approval

Category: National Individual Consultant

Duration: 50 working days, from June 2026 to October 2026

Payment Modality: Delivery-based (against accepted deliverables)

Description of the Assignment

In preparation for the IUCN–VNFOREST implementation of the N4H project, the consultant is responsible for providing the following services:

Project Document Development (ProDoc) for Viet Nam Approval Process:

- Coordinate closely with IUCN, UNDP and VNFOREST (DOPAM);
- Facilitate the ProDoc process, including:
 - Convert the N4H project concept into the ProDoc template based on the agreed minutes of the debriefing meeting between VNFOREST and IUCN, and the approved IPD that defines outcomes and outputs of the project, in line with the requirements of Decree 242/2023/ND-CP and Decision 242/2025/QD-TTg;
 - Conduct systematic legal and regulatory reviews to ensure compliance with applicable ODA regulations and national legal frameworks;
 - Align the project design, components, and implementation arrangements with the institutional mandates of ICD, VNFOREST, and other government agencies related to OH in Viet Nam;
 - Ensure consistency of project objectives, outputs, and indicators with the strategic framework of the OHP;
 - Prepare content for and facilitate consultations with project field sites to gather inputs for ProDoc drafting;
 - Collect comments and recommendations from relevant stakeholders throughout the contract period and consolidate information for ProDoc development.

Support for Approval and Submission to MAE:

- Conduct a comprehensive quality assurance review of the ProDoc, covering technical, legal, and editorial aspects.
- Prepare and standardize the full submission package in accordance with MAE requirements.
- 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.

Scope of Work

To complete the above tasks, the consultant shall implement the following activities:

A. Appraisal Mission:

- Coordinate closely with IUCN, UNDP and VNFOREST from the outset of the assignment.
- Join the appraisal mission and collaborate with international experts leading the N4H project appraisal and design process.
- Prepare for and take part in all relevant meetings with stakeholders in Hanoi and at project field sites (locations to be confirmed at kick-off).
- Support the assessment of the current situation of zoonotic disease risks and One Health governance in Viet Nam, and identify technical assistance needs.

- Collect and analyse information during stakeholder consultations in Hanoi and the field appraisal mission to project sites.
- Support the presentation of findings and recommendations at the debriefing meeting with VNFOREST and IUCN.
- Facilitate the signing of agreed minutes after the appraisal mission between VNFOREST and IUCN.
- Provide inputs to the finalization of the IUCN project proposal and IPD.

B. Project Document (ProDoc) Development for Viet Nam Approval Process:

- Coordinate closely with ICD and VNFOREST 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.
- Design a consultation plan covering timeline, stakeholder mapping, communication channels, and a consultation checklist.
- Transfer the N4H project concept into the ProDoc template based on the agreed appraisal minutes, the approved IPD, and the IUCN project proposal, in line with Decree 242/2023/ND-CP and its annexes.
- Conduct systematic legal and regulatory reviews to ensure compliance with Decision 242/2025/QD-TTg and related ODA regulations.
- Align the project design, components, and implementation arrangements with institutional mandates and operational realities of ICD, VNFOREST, and relevant One Health agencies.
- 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, biodiversity, and climate targets.
- Prepare content for and facilitate consultations with project field sites to gather inputs for ProDoc drafting.
- Collect comments and recommendations from relevant stakeholders and consolidate information for ProDoc development.

C. Support for Approval and Submission to MAE:

- 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 MAE requirements.
- 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.	Activity	Days	Deliverables	Timeline	Payment
	Develop detailed workplan		Signed contract and approved detailed workplan		Instalment 1

—	Kick-off meeting with IUCN and VNFOREST	0.5	N/A	1st week of assignment (June 2026)	N/A
—	Familiarization with the N4H project, scoping reports, IPD, and applicable ODA regulations	1.5	N/A	1st week of assignment	N/A
1	<p>Process coordination and stakeholder comment collection:</p> <ul style="list-style-type: none"> • Develop ProDoc draft based on agreed minutes, IPD, and IUCN, UNDP project proposal • Facilitate multi-agency consultation • Track responses and resolve bottlenecks • Facilitate field site consultations for ProDoc inputs 	16	<ul style="list-style-type: none"> • Consolidated stakeholder comments from all relevant ministries and agencies • 1 draft ProDoc (Vietnamese) • 1 stakeholder comment tracking log 	31 July 2026	Instalment 2 – upon delivery
2	<p>Consolidation, analysis, and comment-response matrix:</p> <ul style="list-style-type: none"> • Compile and analyse all stakeholder comments • Prepare completed comment-response matrix • Finalize Project Document and all annexes 	12	<ul style="list-style-type: none"> • Completed comment-response matrix • Finalised N4H Project Document and all required annexes 	31 August 2026	Instalment 3 – upon delivery
3	<p>Submission support and official approval:</p> <ul style="list-style-type: none"> • Comprehensive quality assurance review (technical, legal, editorial) • Prepare and submit full package to MAE • Respond to queries and facilitate revisions during appraisal 	10	<ul style="list-style-type: none"> • Official approval of the N4H Project Document by MAE 	31 October 2026	Instalment 4 – upon approval
TOTAL		50			

Note: IUCN will cover all costs for travel to N4H project field sites (Cuc Phuong NP and Xuan Lien NP) if necessary.

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, including participation in kick-off meetings and desk study: 10 – 12 days
- Process coordination and comment collection: 14 – 16 days
- Consolidation, analysis, and response matrix: 10 - 12 days
- Submission support and official approval: 10 days

Qualifications and Experience

- Master's degree or higher in natural resource management, public policy, law, forestry, conservation, or a related field.
- At least 15 years of relevant professional experience in developing national-level policies, strategies, or action plans.
- Experience in ODA project appraisal and approval processes in Viet Nam (preferred); familiarity with Decree 242/2023/ND-CP and Decision 242/2025/QD-TTg.
- Proven experience in developing project documents, project proposals, or ODA approval dossiers for submission to government authorities
- Strong coordination, analysis, and report-drafting skills.
- Excellent writing skills in both Vietnamese and English.
- Skills in coordinating with multiple stakeholders and organizing large-scale workshops.
- Experience in project design and development processes within the Vietnamese government system.
- Knowledge of One Health and/or biodiversity conservation contexts is an asset.

Duty Station

Hanoi, with required travel to N4H project field sites.

Travel Requirements

Travel to project field sites within Viet Nam 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 with IUCN, UNDP or the N4H project.
- Be a citizen of Viet Nam.
- 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 daily 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: **25 June 2026**
- Email Address: hiep.nguyenmanh@iucn.org
- Email Subject Line: Consultant Proposal_N4H_ProDoc_[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	National Consultant – N4H ProDoc Development and Approval

CONTACT INFORMATION

Email Address		
Contact Address		
Contact Number	Mobile:	Landline:

ACADEMIC QUALIFICATIONS

Note: Repeat table as needed.

School, Country		
Degree		
Degree Title		
Area of Study		
Dates	From:	To:

School, Country		
Degree		
Degree Title		
Area of Study		
Dates	From:	To:

EMPLOYMENT / CONSULTANCY DETAILS

Note: Repeat table as needed.

Employment Dates	From:	To:
Employer		
Country		
Position		
Field of Activities		

Duties and Responsibilities	
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Employment Dates	From:	To:
Employer		
Country		
Position		
Field of Activities		
Duties and Responsibilities		

Employment Dates	From:	To:
Employer		
Country		
Position		
Field of Activities		
Duties and Responsibilities		

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	
Name	
Current Position	
Organisation	
Relationship	

Email Address	
Phone Number	

Referee 2	
Name	
Current Position	
Organisation	
Relationship	
Email Address	
Phone Number	

Referee 3	
Name	
Current Position	
Organisation	
Relationship	
Email Address	
Phone Number	

REMUNERATION

Daily Rate (local currency, inclusive of 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 ID): _____

Home Address (including country): _____

I further confirm that the following statements are correct:

- I am legally registered as self-employed in accordance with all applicable laws.
- I am fully compliant with all my tax and social security obligations.
- I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
- I agree to declare to IUCN any real or perceived emerging conflicts of interest I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN's sole discretion, be negatively affected by such conflicts of interest.
- I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
- I have never been convicted of fraud, corruption, money laundering, supporting terrorism, or involvement in a criminal organisation.
- 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.
- 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.
- 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 ILO Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

Date and Signature

ANNEX III.

Release letter (only used when the contracted individual is a government staff)

RELEASE LETTER – (Name of the project)
THƯ XÁC NHẬN – (TÊN DỰ ÁN)

To: International Union for Conservation of Nature and Natural Resources (IUCN)

Kính gửi: Liên minh Bảo tồn Thiên nhiên Quốc tế (IUCN)

Ref: Agreement on short-term consultant

V/v: Thỏa thuận về việc làm tư vấn ngắn hạn

The [Name of the Organization] confirms and agrees that:

[Tên tổ chức] xác nhận và đồng ý:

Mr/Ms. [Name of Consultant]

ID Number (Số CCCD):

Date of issue (ngày cấp):

Place of issue (nơi cấp):

Residential Address (địa chỉ thường trú):

Email:

Is not fully paid from Governments budget / other projects and can play a role of individual consultant to _____ from _____ until _____ under the project _____, with maximum _____ working days per month for each assignment. Dates of assignments will be informed by IUCN depending on project's activities until _____, 2026.

[Không đang được hưởng lương toàn thời gian từ ngân sách Nhà nước và các dự án khác, và được phép tham gia vai trò là tư vấn _____, từ ngày _____ đến _____ cho tổ chức IUCN trong dự án _____, tối đa là _____ ngày làm việc 1 tháng. Ngày cụ thể của các nhiệm vụ sẽ được thông báo bởi IUCN dựa trên hoạt động dự án đến tháng _____ năm 2026.

This letter is valid from the date of signing until _____, 2026. The purpose of this revised format is to eliminate the need to re-sign the Release Letter for each honorarium.

[Thư xác nhận này có giá trị từ ngày kí đến hết _____ năm 2026. Mục đích là đảm bảo việc kí lại nhiều lần Thư xác nhận này trong thời gian tới là không cần thiết.]

During this period, if there is any change in the consultant's status as a government employee, they are required to inform IUCN of any potential conflict.

[Trong giai đoạn này nếu có sự thay đổi nào về hợp đồng làm việc, Tư vấn phải có nghĩa vụ thông báo với IUCN nhằm tránh xảy ra các tranh chấp.]

Sincerely,
Trân trọng,

Date:

Certified by the organization
(Ký và ghi rõ họ tên)