**REQUEST FOR PROPOSALS**

**Procuring entity:** WWF-VIETNAM

**Project’s name:** Greening Vietnam’s textile sector through improving water management and energy sustainability

**Name of bid:** Consultancy to conduct water& energy baseline data study of the textile industry in Mekong and Dong Nai river basins

**Bid reference number**: 29.20

**Submission deadline:** 10AM 23rd April 2020, Hanoi time.

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* Summary of relevant experience and projects (see [Tech-2](#_Form_TECH-2_Consultant’s));
* Technical Approach/Proposal for completing the deliverables (see [Tech 3](#Tech5));
* Personnel information (see [Tech 4-5](#Tech5))
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* Financial proposal (see [FIN 1](#Tech7)) (to be submitted separately in Excel)
1. **TERMS OF REFERENCE**

**Ref 29.20: Consultancy to conduct water and energy baseline data study**

**of the textile industry in Mekong and Dong Nai river basins**

1. **Background**

Textile industry is one of the key economic drivers in Vietnam as the textile and garment export valued at USD 31 billion in 2017, increased 10.23% compared to 2016 figures1; and is expected to reach the target of USD 34 billion by the end of 20182. The sector is a heavy energy and water user/polluter while remains weak in wastewater treatment. Normally, textile manufacturing consumes a significant amount of energy for machinery operation and great volume of domestic water for water boiling and wet processing that poses high risks to the environment such as discharging polluted wastewater from chemical dying. In pace with socio-economic growth, the textile industry is highly motivated to transform its existing branding of being “low cost and low environmental standard ‘Made in Vietnam’” to “sustainably ‘Made in Vietnam’” to attract further foreign investments and to gain a competitive business edge.

The project *“Greening Vietnam’s textile sector through improving water management and energy sustainability”* of WWF was developed to transform the textile sector in Vietnam and engage sectoral and environmental governance in order to bring social, economic and conservation benefits to the country and the entire Mekong region. In the pilot stage, the project’s intervention focuses on awareness raising to promote behavior change; technical training; and supporting textile (weaving and dyeing) small and medium sized enterprises (SMEs) in developing water and energy sustainability solutions. It also aims to create access to credit for green investment at textile enterprises. Lessons learnt and demonstrations of success cases amongst wider industry players is the step to move to the upscaling phase of the project .

**Textile supply chain mapping in project region (Mekong and Dong Nai river basin)**

The project's interventions in Vietnam will focus on the greater Mekong Delta region, including 16 cities and provinces in the Mekong Delta and the Dong Nai river basin.

Figure 1: The textile and garment enterprise distribution



Source: VITAS (2016), VCOSA (2016) and Number of companies in Mekong Delta and Southeast area calculated by WWF Consultant team 2018

As per the WWF-Vietnam textile sector mapping report, overall, SMEs involved in weaving and dyeing in the Mekong Delta area and Ho Chi Minh City accounts for only a small percentage, about 100 enterprises. According to the legal classification of enterprises, SMEs are enterprises with not more than 200 labors registered for the social insurance scheme, and revenue up to 200 billion VND per year or registered capital up to 100 billion VND. In 2019, the deskwork research of textile SMEs allocation in the project region shows that Ho Chi Minh City and Long An are the two localities with the highest concentration of textile SMEs. The initial mapping of all textile SMEs in the project region can help the scoping exercise of this baseline research.

1. **Objectives of the assignment**

The assignment is designed to set up a database and related baseline on textile environmental impacts in the project region, in particular on water and energy use, as well as wastewater discharges. Information collected will be used as a benchmark for monitoring and evaluation of the program intervention’s impact on the green transformation of textile SMEs in the region.

1. **Research approach**

Given the foreseeable difficulties caused by Covid-19 in conducting primary research to collect data from SMEs in the project targeted region, an alternative solution to gather the needed information will be achieved through two methods: i) secondary data collection from relevant authorities regarding water/energy use and wastewater discharge by all textile SMEs’ that are mapped out in the project region; ii) field survey on a representative sample of SMEs (20%) to capture the full picture of water and energy efficiency at enterprise level.

Specifically, we want to undertake the following activities throughout this assignment:

1. Secondary data collection on the volume and patterns of water and energy consumption, and wastewater discharge of textile SMEs located in the project targeted region (Mekong and Dong Nai river basins);
2. Field survey with selected SMEs that are representative in terms of output, factory size, types of factory ownership, connectivity to regional or global supply chains, to understand factory’s water and energy efficiency, reflecting in indexes such as Specific Water Consumption (SWC) and Specific Energy Consumption (SEC). The field visit also aim to explore common measures that textile enterprises have taken to improve water/energy efficiency and reduction in wastewater discharge;
3. Qualitative and quantitative survey amongst community to seek their views regarding environmental impact of industrial & textile production on surrounding environment and community and propose recommendations for the project on how the communities can increase their water management capacity
4. **Output and deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.**  | **Activity** (with time estimates)  | **Expected outputs**  | **Date**  |
| 1  |  Detailed assessment based on the secondary data collection on water and energy consumption, wastewater discharge (volume and composition) of textile SMEs located in Mekong and Dong Nai river basins  | A master report of data collection and assessment, combining with analysis of average SWC/SEC obtained from individual factory audit  | End of Sep |
| 2  | Site visit to up to 20 selected textile SMEs (20% of total) to conduct water/energy audit in order to collect and analyse SWC/SEC data and common measures applied by these enterprises to improve water/energy efficiency and reduction in wastewater treatment |  20 individual audit report, including analysis of SWC/SEC data | End of Sep  |
| 3 |  Qualitative and quantitative survey with local community groups adjacent to textile clusters to analyse the environmental impact of the textile production to the hosting community, as well as suggest recommendation for the project to enhance community capacity of water management | Survey questionnaires and report  | End of Sep |

The written outputs (report, methodology, results, guidelines, strategy, approach and etc.,) must be delivered in English and Vietnamese versions.

1. **Assignment tasks**

Specific tasks include:

* Work with national and local government authorities (i.e. MOIT, DOIT, DONRE) to get the secondary data of water/energy consumption and wastewater composition/discharge of local textile enterprises;
* Compile and deliver report on analysis of water/energy use and wastewater situation of textile enterprises, combining with analysis of average SWC/SEC obtained from individual factory audit;
* Select up to 20 textile SMEs (20%) in these localities which are representative by size, products and owners’ nationality for field visit;
* Take field study to each of selected SMEs to conduct water and energy audit in order to collect water and energy consumption as well as wastewater treatment data, evaluate performance efficiency of the companies/factories in SWC/SEC figures. The field study also conducts the inspection of key equipment and processes of companies to understand common measures already taken to improve water/energy efficiency and accordingly identify potential energy & water efficiency as well as wastewater treatment technologies and options;
* Compile and deliver audit report for each SME and suggest recommendations for water and energy sustainability improvement;
* Design qualitative survey questionnaires to understand perspective of key representatives from local community regarding the environmental impacts of textile clusters nearby;
* Conduct community survey in the two selected districts in the project targeted region with the highest density of textile SMEs, and then compile report of survey findings
1. **Timeline**
* The consultancy will take place in 5 months from May to September
* The consultant needs to develop a detailed work plan with a feasible time line within 5 days of signing a contract and submit it to the project for approval.
1. **Required qualifications, knowledge and expertise:**
* Excellent knowledge and experience of working with Vietnam textile sector in general and sustainability aspect in specific;
* Very familiar with the environmental dimension of the textile sector (i.e. water, energy, chemical and waste and wastewater management);
* Excellent experience in working with relevant departments at the ministerial and municipal level on environmental and water resource management in order to access to the secondary data on the water/energy use of enterprises;
* Good working experience at enterprise level, especially textile and garment enterprise;
* Experience working with research, primary and secondary data collection and other relevant professionals;
* Knowledge of pollution parameters and level of impacts
* Writing proficiency in English and Vietnamese languages.
* Extensive knowledge and expertise in CSOs engagement, water quality assessment, environmental assessment, trainings with communities.

1. **INTRUCTIONS TO CONSULTANTS**
2. **SELECTION CRITERIA AND SCORING**

Proposals will be evaluated by the Review and Selection Committee. Only short-listed candidates will be contacted. Proposals with accompanying documentation will not be returned to unsuccessful candidates.

1. **CURRENCY:** interested consultants should use Viet Nam Dong (VND) in their financial proposal.
2. **VALIDITY PERIOD OF PROPOSAL:** 60 days since bid submission deadline date.
3. **PROPOSALS SUBMISSION**

Interested consultants are kindly requested to send technical and financial proposals **via email** **procurement@wwf.org.vn** and clearly indicate email’s subject: *“Ref 29.20: Consultancy to conduct water and energy baseline data study of the textile industry”*

**Deadline for submission is 10AM 23rd April 2020, Hanoi time.**

Late bids will be declared invalid.

1. **PROPOSAL FORMAT**

Please use below forms 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 4-5](#Tech5))

5. Work plan (see [Tech 6-7](#Tech7))

6. Financial proposal (see [FIN 1](#Tech7) and to be submitted separately in Excel): The budget should include consultancy fees, travel expenses, workshops/training and details of any proposed in-kind contributions.

**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.

 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*].[[1]](#footnote-2) Attached is the following documentation: [Joint Venture Agreement or letters of association][[2]](#footnote-3)

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.

Our proposal valid for … *[Insert number as required]* days since date of bid submission deadline.

 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:

#### **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 Euro): |
| 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[[3]](#footnote-4) 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:

**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.*

#### **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) |
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**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)[[4]](#footnote-5)* *Day/Month/Year*

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

**Form** **TECH-6 Personnel Schedule**1

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

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

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

 Full time input

 Part time input

**Form TECH-7 Work Schedule**

|  |  |  |
| --- | --- | --- |
| **N°** | **Activity**1 | **Months**2 |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

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

**Form FIN-1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of consultant:**  |  |  |  |  |  |  |
| Address:  |  |  |  |  |  |  |
| **FINANCAL PROPOSAL** |
| **(Ref 29.20: Consultancy to conduct water& energy baseline data study of the textile industry in Mekong and Dong Nai river basins)** |
| **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 bidders:** |  |  |  |  |  |  |
| 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 VND.  |
| 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. |

1. [*Delete in case no association or Joint Venture is proposed.*] [↑](#footnote-ref-2)
2. 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-3)
3. Regular full-time employee as defined in para. 3.3(ii), footnote 2 of Section 2: [↑](#footnote-ref-4)
4. 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-5)