

ANNEX A: TERMS OF REFERENCE

Activity name (as stated in the original proposal): Conduct a risk-based policy and legal review and develop a roadmap for policy and legal reform
Service (to be performed): Conduct the survey, finalize the recommendations and propose the roadmap for reforming some legislations and policy related to zoonotic disease management, prevention and control along the wildlife supply chain
Location and method of Service provided: Hanoi, HCMC and other provinces, in-person and/or virtual/email.
Duration of Service's performance: 2/2023 – 4/2023

I. Background:

The current COVID-19 global pandemic is killing millions of people globally and causing major impacts to livelihoods, society, and economies across the world.

COVID-19 is understood to have originated in wildlife, and most probably made the jump to humans in a market selling live wildlife in China or a connected link along the wildlife supply chain. However, the conditions that lead to the emergence and transmission of these zoonotic pathogens to humans are not unique to China; they also prevalent in wild animal supply chains in Viet Nam.

Given the fact that the conditions leading to the outbreak and spread of zoonotic pathogens have been happening every day in Viet Nam and all over the world, we need to rethink the policy and legal systems. applicable laws and identify remaining problems in wildlife management and protection, thereby tightening regulations on wildlife trade and consumption prevention and control, creating a change in awareness. and wildlife use habits of a part of the population as well as making relevant recommendations to reform related policies.

Within the framework of the operation, WCS have worked with experts and consultants from different stakeholders to conduct a review of Viet Nam's legal framework on illegal wildlife trade as well as policies on prevention of zoonotic diseases. The research report will focus on the following issues: (1) regulations on the control of infectious diseases in animals, especially wildlife; (2) policies to protect public health and the impact of epidemics on health, people and society; (3) gaps that limit the risk of zoonotic disease transmission as well as some other potential outbreaks in the wildlife supply chain; and (4) provide recommendations on policy and legal reform.

Base on the report's output, WCS needs to recruit an independent consultant team to conduct the survey to consult with international experts and organizations in the country working in the field of wildlife conservation and public health, legislative bodies on the feasibility of a roadmap to amend and reform the system of policies and laws focusing on restricting and prohibiting commercial trade activities and wildlife consumption in Viet Nam; and finalize the recommendations, propose a roadmap for amending and before submitting the research report to the relevant agencies of The National Assembly and the Government consider including them in the annual law and ordinance-making program. The goal of these recommendations is to prevent and minimize the potential future risk of transmission of zoonotic pathogens to humans.

I. Objectives:

- Conduct the survey at some provinces/cities identified as the hot spots of illegal wildlife trade;

- Finalize the recommendations and the roadmap of policy and legal reform related to reduce and ban illegal wildlife trade and consumption in Viet Nam to mitigate the risks of zoonotic disease spillover along wildlife supply chain.

II. Description of work:

Activities	Outputs/ deliverables	Completed by	Allotted time (# of days)
<p>1. Develop the activity outline</p> <ul style="list-style-type: none"> ● Participate the discussion and make agreement on the research's outline; ● Provide inputs and comments on the research's subjects and method; ● Prepare paperwork and other procedures required for conducting activities as described in this TOR. 	1 completed research outline	Feb. 2023	
<p>2. Develop and finalize the questionnaire</p> <ul style="list-style-type: none"> ● Develop the questionnaire and related materials as needed (e.g. informed consent form) base on agreed research's objectives, subjects and method. ● Update questionnaire and related materials base on comments and feedback from a group of experts and stakeholders. ● Conduct pilot interviews. ● Finalize the questionnaire and related materials. 	01 completed questionnaire	Feb. 2023	# days
<p>3. Data collection</p> <ul style="list-style-type: none"> ● Complete the informed consent form (full fill and get the signatures); ● Interview staffs/officers who work at the units/agencies involve in wildlife management, disease surveillance and management in human and animals in 4-6 provinces/cities, record and collect data using questionnaire; ● Upload raw data into the computer/laptop or dedicated folder/hard drive; ● Transcript. ● Research and finalize the draft Outline. 	01 raw data set (records, datasheet, transcripts)	Feb.-Mar. 2023	#days
<p>4. Summarize, analyze the data , and develop the draft report</p> <ul style="list-style-type: none"> ● Summarize and analyze data collected from interviews; ● Provide recommendations base on the results of data analysis; ● Prepare the draft summary report. 	01 draft summary report, analyze the data	Mar. 2023	# days

<p>5. Organize a consultation workshop with One Health partners</p> <ul style="list-style-type: none"> ● Prepare paperwork required for organizing the workshop, send the invitation letters to participants and consultants/guest speakers; ● Co-coordinate the workshop organization. ● Present the summary report of the survey, recommendations and the proposed roadmap at the workshop; ● Summarize the comments and feedbacks on the recommendations and propose roadmap to reform the related policy and legislation. 	<p>02 PPT presented at the workshop; 01 report of workshop results; 01 summary of the recommendations and roadmap proposed.</p>	<p>Mar. 2023</p>	
<p>6. Final report</p> <ul style="list-style-type: none"> ● Finalize the report and propose roadmap to reform the related policy and legislation based on the comments and feedback from a group of experts and stakeholders. 	<p>01 completed final report</p>	<p>Mar. – Apr. 2023</p>	<p># days</p>

Total allotted time (total working days): # days

IV. Requirements (selection criteria):

1. Having skills and 5-10-year experience in providing consulting service in different areas;
2. Having experiences in conducting research and survey projects in various fields, with different target groups;
3. Priority is given to the consultation team has experiences in conducting the research related to One Health.

V. Application procedure:

Interested candidates are invited to send the following documents to vietnamconsulting@wcs.org before 17:00 hours on 16/2/2023

1. A technical proposal including personnel plan, CVs, link to or soft copies of related products
2. Financial proposal (in VND, estimated total number of working days and daily rates, field trips costs, if any, including all taxes and fees such as personal income tax, VAT, etc.)

Evaluation criteria	Evaluation Sub-criteria	Maximum points
Technical proposal/ Methodology and detailed Work plan	Technical proposal – Does the proposal clearly explain, understand and respond to the activity objectives as stated in the Terms of Reference (TOR)?	10
	Methodology – Does the proposed program approach and detailed activities and timeline fulfill the requirements of executing the TOR effectively and efficiently?	20
	Sector Knowledge – Does the proposal demonstrate the offeror’s knowledge related to technical sectors required by the TOR?	10

Management, Key Personnel, and Staffing Plan	Does the proposed team members have relevant experience and capabilities to do research on a wide range of topics and audiences as stated in the TOR?	20
	Does the proposed team members have relevant experience and capabilities to do research on legislation, especially those relating to One Health as stated in the TOR?	20
	Team establishment and roles and responsibilities of each member	10
Corporate Capabilities, Experience, and Past Performance	Does the company have similar experience relevant to the TOR? Provide a references list if any	10
Total Bidders having at least 70 points in technical proposals will be selected for evaluation of financial proposals.		100