



# Terms of Reference

## Start a PRO in Vietnam

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### 1. Organization Background

iDE ([www.ideglobal.org](http://www.ideglobal.org)) is a U.S.-based international non-governmental organization implementing development programs in Africa, Asia, and Central America. In Vietnam, since 1991, employing a market facilitation approach with strong partnerships at local and national government levels, iDE has implemented projects in pig value chain development, fertilizer deep placement commercialization, clean water, tobacco control, micro-irrigation technology commercialization, and market-based sanitation. iDE Vietnam focuses on building the capacity of government partners and private sector actors to effectively scale market-based solutions, resulting in lower poverty, increased climate resilience, better health, and cleaner environments.

### 2. Project Background

The Creating a Sustainable Circular Economy for Plastic Waste in Vietnam project (*aka the PwP project*) has the long-term vision of cultivating plastic waste recycling as a profitable venture for everyone involved in the value chain – particularly for local waste collectors and small recycling businesses owners – while reducing the flow of plastic waste into natural environments in coastal cities of Vietnam.

iDE is uniquely situated to lead the pursuit of this vision as the implementing partner in this project. iDE has pioneered market-based development and inclusive market ecosystem creation for over 30 years with deep experience in human-centered design, supply chain strengthening, and product and service delivery innovation. To complement our strengths, iDE has assembled a team of commercial partners that share our vision and are ready to pursue it, including: (1) Oceanworks (OW) is our international commercial partner and is a US-based company that hosts a platform built to drive recycled plastic offtake and reduce demand for new virgin plastic. Their expansive and growing range of recycled resins, textiles, and products from committed independent suppliers is sold to brands and manufacturers globally. (2) ReForm Plastics (RF) is our local commercial partner and is a technology provider for low-grade plastic processing and production of materials and products made from recycled low-grade plastic.

*The project objectives include:*

- (1) Increasing livelihood opportunities in plastic waste management - with an aim to increase the profit earned by formal and informal actors in the plastic waste ecosystem within the project area by 25%.
- (2) The ethical collection, recycling, and re-use of plastic waste - to collect, process and sell 3,500 metric tons of ocean-bound plastic waste using responsible business practices.
- (3) Reducing the amount of plastic waste currently in the natural environment – with an aim to improve the plastic recovery rate from less than 15% on all plastic types (national estimate) to 35% in project areas.
- (4) Plastic waste recycling businesses in Vietnam provide desirable products at market-competitive prices and have secured reliable feedstocks for continued future growth - with an aim to increase the investment value in the plastic waste circular economy in project areas from 0 to 3,000,000 DKK.

### 3. About the Assignment

The project's Commercial Partners have shown the commitment in doing the business in Vietnam by exploring the possibility of establishing a Producer Responsibility Organization (PRO) in Vietnam, with the aim of managing the Extended Producer Responsibility (EPR) concept, where producers/importers of plastic waste are responsible for the management of their end-of-life packaging and product through a fee

payment mechanism. The PwP project will support the Commercial Partners with the initial market research and set up an environment for a PRO in Vietnam, including, but not limited to:

- What is PRO listed in Vietnam (not for profit, for profit)
- The legal framework under which a PRO can operate in Vietnam
- Specific processes to establish a PRO in Vietnam
- Submission package: what would be the required forms/paper works and application templates
- How long does it take for the registration

iDE is looking to hire a consultant to undertake the above assignment.

#### 4. Major responsibilities of the Consultant

The consultant will be mainly responsible for the following things:

- Discuss with the iDE team to learn about the project and the assignment
- Implement the assignment as per agreed methodology and workplan
- Deliver the final report

#### 5. Major responsibilities of iDE

iDE will provide the consultant/firm with the necessary support to undertake and implement the assignment and execute the objectives of this assignment. Such responsibilities include the following:

- Provide initial briefing and existing work overview;
- Provide relevant documents and technical support;
- Provide support in the field;
- Disburse payment as per the agreed schedule in the contract.

#### 6. Key Deliverables

The following deliverables are expected from the consultant/firm:

- Work plan/schedule
- Research methodology
- Final files (shared to drive, downloadable)

#### 7. Tentative Work Schedule

The consultant/firm is expected to start work as soon as possible or before 01/08/2023.

#### 8. Proprietary Rights

Any document, information or data entrusted to or produced by iDE in connection with this assignment shall be strictly confidential and cannot be used by the contract employee for any other purpose without the written consent of iDE. This provision shall remain valid even after the completion of this assignment. iDE reserves the right to terminate this agreement at any time with the consultation of the contracted individual/firm.

#### 9. Deliverables and Schedule of Payment

The financial proposal should include the total cost of the assignment. The consulting fees will be made as follows:

#	Deliverables	Installment Value
1.	Deliverable 1: upon submission of agreed work plan/schedule	30% of the total Contract Value
2.	Deliverable 2: final report	70% of the total contract value



Note: Government VAT, Personal Income Tax and other tax regulations will be applied, and these costs must be included in the financial proposal.

The following terms and conditions will apply:

- If the consultant(s) is an individual(s), Personal Income Tax regulation will be applied. According to the CIRCULAR 111/2013/TT-BTC, Article 18: to non-resident individuals: Personal income tax on incomes from salaries and wages of non-resident individuals is determined by taxable incomes from salaries and wages (×) at the tax rate of 20%. The organizations that pay wages, remuneration and other payments must withhold this tax amount. According to the CIRCULAR 111/2013/TT-BTC, Article 25, To resident individuals who do not sign labor contracts with a total income payment of VND two million (2,000,000)/time or more, the organizations pay wages, remuneration and other payments must withhold tax at the rate of 10% of the income before paying to the individual.
- If the consultant(s) is a legal firm, operating under Vietnam Business Law, VAT regulation will be applied. The consultants are taxed at 10% VAT (on contract amount).

## 10. Eligibility Criteria

General experience and expertise required for this consultancy assignment are mentioned below:

- Experience working with NGOs is preferable
- Experience in researching in related areas
- English fluency in speaking and writing.

## 11. Bid Submission

All proposals should include:

- Cover letter (maximum one page);
- Technical Proposal (maximum 3 pages) which should include:
  - Understanding of the assignment and a research methodology and work plan
  - Relevant experience of the consultant
  - Links to samples of previous work in a Google Drive folder
  - Timeline for the project
- Financial Proposal (maximum one page): breakdown of cost estimates. This should include, but not be limited to accommodation and travel costs (from one district to another), food expenses, and other items needed for the consultancy.
- If applicable, please also include:
  - Company profile
  - Company Registration Certificate

Interested and qualified consultants/firms are asked to submit their Technical and Financial Proposals to [recruitment\\_vn@ideglobal.org](mailto:recruitment_vn@ideglobal.org) Please write "Starting a PRO in Vietnam" in the subject line. The proposals should be submitted by 5 pm on 25/07/2023. We are only able to consider electronic submissions. Only the shortlisted consultants/firms will be contacted and invited for a technical discussion.