

Request for Proposal (RFP)

Assessment of the effectiveness of biochar on soil health for cocoa farming in three cocoa growing regions (Vinh Long, Lam Dong, Dak Lak)

Helvetas invites interested parties to provide services or works as described below.

1. Contract description

HELVETAS is an independent development organization based in Switzerland with affiliated organizations in Germany and the United States. HELVETAS has been active in Vietnam since 1995, working in areas such as agriculture, biodiversity conservation, forestry, ecotourism, and rural economic development.

Under the European Union's SWITCH-Asia Programme, HELVETAS Vietnam is implementing the project "Circular Economy Cocoa: From Bean to Bar." The project aims to promote circular economy solutions in Vietnam's cocoa and agri-food sectors to improve resource efficiency, environmental sustainability, and farmer livelihoods. Since 2022, the project has been working with cocoa enterprises, cooperatives, and farmer groups across several cocoa-growing provinces in the Mekong Delta and Central Highlands.

Many cocoa-growing soils in Vietnam face challenges such as soil acidity, declining organic matter, and nutrient imbalance, which limit nutrient availability and reduce soil biological activity. At the same time, agricultural residues from cocoa production - such as husks, pruned branches, and leaves - are often underutilized.

Biochar has been widely recognized as a promising soil amendment that can improve soil structure, nutrient retention, and microbial activity while contributing to long-term carbon sequestration. Converting agricultural residues into biochar therefore offers a practical circular economy solution for improving soil health and managing agricultural waste.

Since 2024, the project has piloted small-scale biochar production at 19 sites with enterprises, cooperatives, and farmers. Initial field trials in Ben Tre Province (now Vinh Long) using a soil improvement formula combining biochar, humic acid, organic fertilizer, and lime showed encouraging results, including improved soil pH and cocoa yield increases of up to 28.8%.

Building on these preliminary results, HELVETAS, in collaboration with Marou Chocolate JSC, aims to further assess the effectiveness of biochar-based soil improvement under different agro-ecological conditions. A consulting team is therefore required to support soil monitoring and analysis, provide technical guidance for demonstration sites, and generate practical recommendations for scaling up biochar application in cocoa farming. The results are expected to contribute to more sustainable soil management practices, promote circular use of agricultural residues, and support climate-friendly and resource-efficient cocoa production in Vietnam.

The required services or works details are annexed in this document.

2. Timetable

	DATE	TIME - CET
Tender announcement	From 11 Mar 2026 to 31 Mar 2026	Hanoi Time (GMT+7)
Video call information session (if applicable)	N/A	N/A
Deadline for written enquiries to email	26 Mar 2026	17:30

Last date for Helvetas to issue clarifications (clarifications can be found in the same link where the tender dossier was posted in Helvetas website)	27 Mar 2026	17:30
Deadline for submitting offers by post or to email account ¹	31 Mar 2026	17:00

3. Nature of the contract

Service or Works contract (agreement).

4. Negotiations

Helvetas reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

5. Eligibility

Participation is open to all legal entities registered in the country. The consultant(s) should be Vietnamese citizen.

In case of services, consultants included in an offer cannot be part of other bidders' offer, in which case they will be excluded from the procedure without further evaluation.

Civil servants and persons elected or appointed in a public function are ineligible to participate as consultants in the tender procedure for this contract; except those who serves at self-employed institutes, universities or equivalent institutions. Any offer containing any of such persons will be excluded from the procedure without further evaluation.

6. Costs for preparing offers

No costs incurred by the bidder in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the bidder, including the costs incurred during negotiating and interviewing process.

7. Sub-contracting

Sub-contracting services to another legal person is not allowed.

8. Provisional commencement date of the contract

The contract is anticipated to start on 06 Apr 2026.

9. Initial period of execution and possible extension of the contract

Services or works are anticipated to be provided between 06 Apr 2026 and 25 Jun 2026.

10. Evaluation of offers

¹ Any application received after this deadline will not be considered.

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below. The criteria for evaluation of services or works will be examined in accordance with the requirements indicated in attachments.

The entire evaluation procedure is confidential. The Purchasing Panel (PP) decisions are collective and its deliberations are held in virtual session. The members of the PP are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the bidders nor to any party other than Helvetas.

10.1 Eligibility criteria

Only the companies/organisations/consultants that provide signed forms below will be processed for further evaluation:

- **Eligibility Documentation Form (See ELIGIBILITY DOCUMENTATION part below) and**
- **Application Form (See PART 1 – APPLICATION PACKAGE part below)**

10.2 Evaluation criteria of eligible offers

Criteria for evaluation of the Technical offer

Requirements	Documentary evidence
1. <u>Relevant Qualification and Experience</u> The Consultant Lead should have: <ul style="list-style-type: none"> • At least Master degree in soil science, agronomy, environmental science or related fields (required for Team Lead) • At least 7 years of experience in soil management, soil fertility or sustainable agriculture • Proven experience in soil testing, soil health assessment or biochar-based soil improvement practices (Required for Team Lead) • Previous experience working with farmer-based agricultural projects or development programmes ((Required for Team Lead - a plus) • Excellent communication skills in both English and Vietnamese (Required for Team Lead) 	<ul style="list-style-type: none"> • Company profile/portfolio • Curriculum Vitae of proposed consultants • A list of similar completed activities/projects
2. <u>Understanding of TOR/project needs</u> : Clarity in addressing specific requirements	<i>Detailed Proposal</i>
3. <u>Technical competence</u> : Relevance and quality of technical content in proposal	<i>Detailed Proposal</i>
4. <u>Methodology and workplan</u> : comprehensive and feasible timeline, methodology and strategy for implementation with clear roles and responsibilities of team members, quality	<i>Detailed Proposal</i>

assurance measures	
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The bidders that pass the technical evaluation (**min 50% of technical evaluation scoring**) will be processed for further evaluation.

Criteria for evaluation of the financial offer:

Requirements	Documentary evidence
Financial offer according to instructions in PART 2 of this document <i>(EU/UN cost norm will be applied for all activities described in the proposals. Such rates are the ceiling rate that can be acceptable. The financial proposal will be evaluated based on cost effectiveness and budget compatibility)</i>	Financial offer in VND

The weighting of the criteria for evaluation of technical and financial offers are as follows:

Criteria	Max points
Technical offer*	70
<u>Relevant Qualification and Experience</u> The Consultant Lead should have: <ul style="list-style-type: none"> At least Master degree in soil science, agronomy, environmental science or related fields At least 7 years of experience in soil management, soil fertility or sustainable agriculture Proven experience in soil testing, soil health assessment or biochar-based soil improvement practices Previous experience working with farmer-based agricultural projects or development programmes (a plus) Excellent communication skills in both English and Vietnamese 	35
Understanding of TOR/project needs: Clarity in addressing specific requirements	05
Technical competence: Relevance and quality of technical content in proposal	20
Methodology and workplan: comprehensive and feasible timeline, methodology and strategy for implementation with clear roles and responsibilities of team members	10
Financial offer	30
Total maximum score	100

*Evaluation of the offers will be done progressively; namely lower quality of elements of the technical offer and higher financial offer will receive less points from the maximum points presented in the table. Helvetas uses the evaluation method of Weighted Value for Money to take into account the weight of the price criteria and the relative weight of quality criteria.

The bidders are required to provide the estimation of travel costs necessary to fulfil the assignment. Such estimation of travel costs may constitute the determination of the bid winner.

After evaluation of offers, Helvetas reserves the right to enter into negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Purchase order/Contract will be awarded to the economically most advantageous offer. The economically most advantageous offer is established by weighing technical quality against price on a 70/30 basis. Helvetas reserves the right to purchase/contract only part of required services or cancel this tender procedure should it not be satisfied with the quality of offers.

In case of services, having selected an offer partly on the basis of evaluation of consultants presented in the offer, Helvetas expects the contract to be executed by these specific consultants. However, additional consultants may be proposed/contracted during the implementation period.

11. Submission of offers

Offers must be submitted via email in electronic format OR to Helvetas office address by post/in-person in two separate files using the standard forms provided by the Helvetas (PART 1 and PART 2).

11.1 Submit via electronic format

Technical offer shall contain:

- 1. Signed Eligibility Documentation Form²** – as per ELIGIBILITY DOCUMENTATION part below
- 2. Signed Application Form** – as per PART 1 – APPLICATION PACKAGE part below
- 3. Bidders** have to supply the Technical offer, accompanied by the following documentation for the bidder:
 - Company profile/portfolio (applied to business only);
 - CV(s) of proposed consultancy member(s) (both applied to business and individual consultant(s));
 - A list of similar completed activities/projects (both applied to business and individual consultant(s)).

The name of the file should have the bidder's name, Reference No: RPF001-26-BTB and the text 'Technical offer documents' (for example **Cong ty TNHH A RPF001-26-BTB Technical offer documents** or **Nguyen Van B RPF001-26-BTB Technical offer documents**).

Financial offer shall contain:

- 1. Signed Financial Offer form** - as per PART 2 - Financial offer part below

The Financial offer must be presented in Vietnam Dongs. The fees proposed in this offer should be all inclusive of all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). The service contractor is responsible for all other taxes and duties and/or Helvetas shall withhold Personal Income Tax (if any) for individual work contract/agreement in compliance with the legislation of the country.

The name of the file should have the bidder's name, Reference No: RPF001-26-BTB and the text 'Financial offer documents' (for example **Cong ty TNHH A RPF001-26-BTB Financial offer documents** or **Nguyen Van B RPF001-26-BTB Financial offer documents**).

Electronic files should be password protected, different password for each file³. The bidders will be

² Electronic copies of eligibility documentation should be provided only by the winning bidder prior to contract signing.

³ Offers received without password will not be considered for evaluation

informed in advance once the evaluation date is confirmed so they can stay reachable on that date in order to provide the passwords. During the evaluation process the entitled purchasing panel member will call the bidder and ask for the passwords at the spot⁴.

The subject of email should contain only the **PRF-001-26-BTB**.

The body of the email should contain bidder's official name, address and telephone number.

Offers must be submitted in English language exclusively to the following email address: Helvetas.Vietnam@helvetas.org. Offers submitted after the deadline mentioned under point 2 Timetable of this RFP will not be considered. The counted official receipt time is the time showing on the email received from the bidder to Helvetas.Vietnam@helvetas.org.

11.2 Submit by post/in-person

Technical offer shall contain:

1. **Signed Eligibility Documentation Form⁵** – as per ELIGIBILITY DOCUMENTATION part below
2. **Signed Application Form** – as per PART 1 – APPLICATION PACKAGE part below

Bidders have to supply the Technical offer, accompanied by the following documentation for the bidder:

- Company profile/portfolio (applied to business only);
- CV(s) of proposed consultancy member(s) (both applied to business and individual consultant(s));
- A list of similar completed activities/projects (both applied to business and individual consultant(s)).

Financial offer shall contain:

1. **Signed Financial Offer form** - as per PART 2 - Financial offer part below

The Financial offer must be presented in Vietnam Dongs. The fees proposed in this offer should be all inclusive of all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation, etc.). The service contractor is responsible for all other taxes and duties and/or Helvetas shall withhold Personal Income Tax (if any) for individual work contract/agreement in compliance with the legislation of the country.

The technical and financial offers together with other required documents should be place in one (01) sealed envelope named "**Cong ty TNHH A RPF001-2026-BTB**".

Offers must be submitted in English language exclusively to the following physical address:

Procurement Unit - Helvetas Vietnam
298F, Kim Ma Street, Ngoc Ha Ward
Hanoi, Vietnam.

⁴ If the bidder is not reachable on the phone during the evaluation process, the offers will not be considered for evaluation.

⁵ Copies of eligibility documentation should be provided only by the winning bidder prior to contract signing.

Offers submitted after the deadline mentioned under point 2 Timetable of this RFP will not be considered. The counted official receipt time is the time Helvetas receiving by post/in-person.

12 Alteration or withdrawal of applications

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offer may be altered after this deadline.

Helvetas retains ownership of all offers, which have not been withdrawn. Consequently, bidders do not have the right to have their offers returned to them.

13 Validity of offers

Bidders are bound by their tenders for 90 days after the deadline for submitting offers. In exceptional cases, before the period of validity expires, the Helvetas may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

14 Signature of the contract(s)

Within 05 days of receipt of the purchase order/ contract already signed by the Helvetas, the selected bidder shall sign and date the contract. Failure of the selected bidder to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the Helvetas may award the tender to another bidder or cancel the tender procedure.

15 Terms of payments

Prices in the application must be submitted, taking into account all expenses.

The payment will be made via bank account transfer to the winner of the tender in VND within a maximum of 30 working days from the date of acceptance of goods or execution of services or works. The advance may be considered but not exceed 30% of the total consultancy service fee. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

16 Terms of cooperation

In the case of a contracting, the parties will have to perform according to the established time and in accordance with Helvetas – Supplier purchase order or Helvetas – Service provider contract. Helvetas has the right to increase or decrease the number of ordered items. Helvetas has the right to choose a supplier/ implementer on the given offer according to its own discretion. Helvetas has the right to reformulate the Request for Quotation (RFQ), Invitation to Bid (ITB) or Request for Proposal (RFP) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Helvetas has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant has to be familiar with all instructions, forms and requirements mentioned in the RFQ, ITB or RFP documents. The responsibility for the submission of the offer in accordance to these requirements lies entirely with the Applicant.

Helvetas signs a purchase order/contract with the winning bidder. The contract will come into force upon signature by both parties.

17 Ethics clauses/Corruptive practices

Bidders making false declarations may be subject to financial penalties representing 10% of the total value of the purchase order/contract being awarded. This rate may be increased to 20% in the event of a repeated offence.

Any attempt by a company/organisation to obtain confidential information, enter into unlawful agreements with competitors or influence the PP or the Helvetas during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer and may result in penalties as described above.

Companies/organisations must not be affected by any conflict of interest with other bidders or parties involved in the project. Helvetas reserves the right to suspend or cancel the RFP procedure and/or purchase order/contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Companies/organisations will be rejected or purchase order/contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company/organisation which has every appearance of being a front company/organisation.

Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised.

The Helvetas reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the purchase order/ contract, Helvetas may refrain from concluding the purchase order/contract and/or terminate the purchase order/ contract.

18 Operational language

All written communications for this tender procedure and contract must be in English.

19 Additional information

The conclusion of the tender and the award of any purchase order/contract are subject to the availability of funds.

Helvetas reserves the right to annul this tender procedure at any time, without any liability on its side.

ELIGIBILITY DOCUMENTATION FORM

LIST OF REQUIRED DOCUMENTS

Eligibility criteria

Requirements	Documentary evidence
The bidder is registered	The full Registration certificate (for businesses only)
The bidder has carried out at least 1 activity/project in soil testing, soil health assessment or biochar-based soil improvement or relevant practices.	A list of relevant projects according to template in PART 1 – Application package under Professional Capacity section, accompanied by documentary evidence for at least 1 activity/project relevant to the requirements of this tender. <i>By documentary evidence, this refers to contracts, references or other documentary evidence issued by a contracting authority. Only documentary evidence found to be relevant for the tender’s thematic fields will be considered. The Helvetas reserves the right to contact the reference persons.</i>

STATEMENT⁶

I, the undersigned (for consortiums, **every consortium member should sign a separate statement as part of this application**) hereby declare that we have in possession all documents listed above. All documents are valid as requested in the table above and hard copies or electronic copies can be distributed as/when needed.

Signed on behalf of the bidder

Name	
Signature	
Date	

⁶ Statement should be signed by each member of consortium, if a consortium.

PART 1 – APPLICATION PACKAGE

APPLICATION FORM

1 SUBMITTED by (i.e. the identity of the bidder)

	Name(s) of entity(ies) making this application	Nationality
Leader		
Member 2 ⁷		
Member 3 ...		

2 CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
e-mail	

3 STATEMENT⁸

I, the undersigned, the authorised signatory of the above bidder (for consortiums, **every consortium member should sign a separate statement as part of this application**), hereby declare that we have examined the tender dossier for the contract referred to above. We hereby accept its provisions in their entirety, without reservation or restriction.

We agree to become one of the parties of the framework contract and to submit an offer whenever requested by the Helvetas in accordance with the terms of the tender dossier and the conditions laid down, without reservation or restriction.

We are making this application for this tender in our own right. We confirm that we are not tendering for the same contract in any other form. We understand that our consultants may be excluded if we propose consultants who have been involved in offers of other bidders.

We are fully aware that, for consortiums, the composition of the consortium cannot be changed in the course of the tender procedure, unless Helvetas has given its prior approval in writing. We are also aware that the consortium members have joint and several liabilities towards Helvetas concerning participation in the above tender procedure and any contract awarded to us as a result of it.

⁷ Add/delete additional rows as appropriate

⁸ Statement should be signed by each member of consortium, if a consortium.

We will inform Helvetas immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded and/or managed by Helvetas and that penalties may be applied as specified in the tender dossier.

We note that the Helvetas is not bound to proceed with this tender and that it reserves the right to award only part of the contract and that it will incur no liability towards us should it do so.

Signed on behalf of the bidder

Name	
Signature	
Date	

1. Terms of Reference

Terms of Reference

Assessment of the effectiveness of biochar on soil health for cocoa farming in three cocoa-growing regions (Vinh Long, Lam Dong, Dak Lak)

Project: Circular Economy Cocoa - From Bean To Bar

Budget line: 6.1.3.3 | Date: 05.03.2026

1. BACKGROUND

HELVETAS is an independent development organization based in Switzerland with affiliated organizations in Germany and the United States. HELVETAS has been active in Vietnam since 1995, working in areas such as agriculture, biodiversity conservation, forestry, ecotourism, and rural economic development.

Under the European Union's SWITCH-Asia Programme, HELVETAS Vietnam is implementing the project "Circular Economy Cocoa: From Bean to Bar." The project aims to promote circular economy solutions in Vietnam's cocoa and agri-food sectors to improve resource efficiency, environmental sustainability, and farmer livelihoods. Since 2022, the project has been working with cocoa enterprises, cooperatives, and farmer groups across several cocoa-growing provinces in the Mekong Delta and Central Highlands.

Many cocoa-growing soils in Vietnam face challenges such as soil acidity, declining organic matter, and nutrient imbalance, which limit nutrient availability and reduce soil biological activity. At the same time, agricultural residues from cocoa production - such as husks, pruned branches, and leaves - are often underutilized.

Biochar has been widely recognized as a promising soil amendment that can improve soil structure, nutrient retention, and microbial activity while contributing to long-term carbon sequestration. Converting agricultural residues into biochar therefore offers a practical circular economy solution for improving soil health and managing agricultural waste.

Since 2024, the project has piloted small-scale biochar production at 19 sites with enterprises, cooperatives, and farmers. Initial field trials in Ben Tre Province (now Vinh Long) using a soil improvement formula combining biochar, humic acid, organic fertilizer, and lime showed encouraging results, including improved soil pH and cocoa yield increases of up to 28.8%.

Building on these preliminary results, HELVETAS, in collaboration with Marou Chocolate JSC, aims to further assess the effectiveness of biochar-based soil improvement under different agro-ecological conditions. A consulting team is therefore required to support soil monitoring and analysis, provide technical guidance for demonstration sites, and generate practical recommendations for scaling up biochar application in cocoa farming. The results are expected to contribute to more sustainable soil management practices, promote circular use of agricultural residues, and support climate-friendly and resource-efficient cocoa production in Vietnam.

2. OBJECTIVES

The consultancy aims to assess the effectiveness of biochar application in improving soil conditions for cocoa farming across different agro-ecological regions in Vietnam and to generate practical recommendations for wider adoption.

3. LOCATIONS

The activity will be implemented at six (06) demonstration sites across three cocoa-growing provinces:

No.	Site Name	Total demo area	Old address (for Google Map)	New address
1	Demo 1	1.1 ha - 600 cocoa trees	Ấp Phú Mỹ, xã Phú Túc, huyện Châu Thành, tỉnh Bến Tre	Ấp Phú Mỹ, xã Phú Túc, tỉnh Vĩnh Long
2	Demo 2	1.2 ha - 1200 cocoa trees	Ấp Phú Hòa, xã Phú Túc, huyện Châu Thành, tỉnh Bến Tre	Ấp Phú Hòa, xã Phú Túc, tỉnh Vĩnh Long
3	Demo 3	0.3 ha - 150 cocoa trees	tổ dân phố 7 Thị trấn Phước Cát, huyện Cát Tiên, tỉnh Lâm Đồng	Tổ dân phố 7, Cát Tiên 2, Lâm Đồng
4	Demo 4	2 ha - 1700 cocoa trees	Di Linh, Lâm Đồng	Thôn Gắn Reo, Xã Hiệp Thạnh, Tỉnh Lâm Đồng
5	Demo 5	0.3 ha - 300 cocoa trees	tổ dân phố 7, thị trấn Phước Cát, huyện Cát Tiên, tỉnh Lâm Đồng	Tổ dân phố 7, Cát Tiên 2, Lâm Đồng
6	Demo 6	1 ha - 350 cocoa trees	thôn 5 Ea Kmút, Ea Kar, Đắk Lắk	thôn 5 Ea Kmút, Ea Kar, Đắk Lắk, thôn 5, Xã Ea Kar, Đắk Lắk

These locations represent key cocoa-producing areas in the Mekong Delta and Central Highlands, enabling comparison across different soil conditions.

4. SCOPE OF WORK

The service provider will work closely with HELVETAS and project partners to support the assessment of biochar application for soil improvement in cocoa farming systems across the three project regions.

The main tasks include:

- **Soil Sampling and Analysis:**
 - Propose a set of key soil indicators to be tested for evaluating soil health and soil improvement effects.
 - Conduct baseline and endline soil sampling at the six demonstration sites and coordinate laboratory testing through accredited laboratories.
 - Analyze and compare soil testing results across demonstration sites and regions.
- **Field Implementation Support:**
 - Provide technical guidance for the implementation and monitoring of biochar-based soil improvement practices at the demonstration sites.
 - Provide basic guidance to farmers and Marou field staff on biochar application and simple field monitoring methods.
- **Reporting and Recommendations:**
 - Identify practical implications for adapting biochar-based soil improvement approaches in different regions.

- Develop a simple and practical monitoring framework for continued observation of soil conditions and crop performance.
- Prepare a final report summarizing methodology, soil testing results, key findings, lessons learned, and recommendations for scaling up.

Note: *Due to the short implementation period, endline soil sampling will mainly capture short-term changes in selected soil indicators. Longer-term soil health and crop performance will continue to be monitored by HELVETAS and Marou after the consultancy period.*

6. DELIVERABLES

The consultancy is expected to deliver:

- Technical guidance provided for six demonstration sites applying biochar-based soil improvement practices
- Training materials and guidance on biochar application delivered to farmers and Marou field staff
- One (01) final report summarizing field implementation, soil testing results, comparative observations across sites, and practical recommendations including a simple monitoring framework.

7. SUGGESTED TIMELINE

The consultancy is expected to be implemented and completed by 25 June 2026.

Activity	Timeframe
Workplan preparation and baseline soil sampling	Week 1–2
Baseline soil testing and analysis	Week 2–4
Implementation of biochar application and field monitoring	Week 4–10
Endline soil sampling and laboratory testing	Week 11–12
Data analysis and final report preparation	Week 13

PART 2 - FINANCIAL OFFER

Financial offer

All the cost should be inclusive of all taxes and duties. The service contractor is responsible for all other taxes and duties and/or Helvetas shall withhold Personal Income Tax in compliance with the Law of the country.

Note:

1. *Implementation costs related to demonstration activities—such as kiln fabrication, fertilizers, soil amendments, field materials, and soil laboratory testing—will be covered by HELVETAS, project partners, and participating farmers. These costs should not be included in the financial proposal.*
2. *Travel days will not be considered for labor cost.*
3. *The estimation of travel costs may constitute the determination of the bid winner. If the company/organization is selected, the travel costs could be included in the contract given the company/organization must provide the documentation to prove the travel required by the activity. If the individual consultant(s) is/are selected, the travel costs will be covered by Helvetas in compliance with its internal policies and EU/UN cost norms.*
4. *EU/UN cost norm will be applied for all activities described in the proposals. Such rates are the ceiling rate that can be acceptable.*

No	Services or Works Items – specifications	Unit	Qty	Price unit VND	Total VND	Explanation <i>(please provide details, rationale to quote this price)</i>
1	Propose a set of key soil indicators to be tested for evaluating soil health and soil improvement effects					
1.1	Consultant 1	Man-day				
1.2	Consultant 2	Man-day				
...	...					
...	Airfare from ... to	Round segment				
...	Airport taxi	trip				
...	In-city transportation from	trip				
...	Lodging	night				

...	Meal and incidental expense	day				
...	Other expenses					
	Subtotal (1)				XXX	
2	Conduct baseline and endline soil sampling at the six demonstration sites and coordinate laboratory testing through accredited laboratories.					
2.1	Consultant 1	Man-day				
2.2	Consultant 2	Man-day				
...	...					
...	Airfare from ... to	Round segment				
...	Airport taxi	trip				
...	In-city transportation from	trip				
...	Lodging	night				
...	Meal and incidental expense	day				
...	Other expenses					<i>Please detail these expenses (if any – these can be internet access and equipment, administrative and secretarial support, interpretation, etc.)</i>
	Subtotal (2)				XXX	
3	Analyze and compare soil testing results across demonstration sites and regions.					
3.1	Consultant 1	Man-day				
3.2	Consultant 2	Man-day				
...	...					
...	Airfare from ... to	Round				

		segment				
...	Airport taxi	trip				
...	In-city transportation from	trip				
...	Lodging	night				
...	Meal and incidental expense	day				
...	Other expenses					<i>Please detail these expenses (if any – these can be internet access and equipment, administrative and secretarial support, interpretation, etc.)</i>
	Subtotal (3)				XXX	
4	Provide technical guidance for the implementation and monitoring of biochar-based soil improvement practices at the demonstration sites.					
4.1	Consultant 1	Man-day				
4.2	Consultant 2	Man-day				
...	...					
...	Airfare from ... to	Round segment				
...	Airport taxi	trip				
...	In-city transportation from	trip				
...	Lodging	night				
...	Meal and incidental expense	day				
...	Other expenses					<i>Please detail these expenses (if any – these can be internet access and equipment, administrative and secretarial support, interpretation, etc.)</i>
	Subtotal (4)				XXX	
5	Provide basic guidance to farmers and					

	Marou field staff on biochar application and simple field monitoring methods.					
5.1	Consultant 1	Man-day				
5.2	Consultant 2	Man-day				
...	...					
...	Airfare from ... to	Round segment				
...	Airport taxi	trip				
...	In-city transportation from	trip				
...	Lodging	night				
...	Meal and incidental expense	day				
...	Other expenses					<i>Please detail these expenses (if any – these can be internet access and equipment, administrative and secretarial support, interpretation, etc.)</i>
	Subtotal (5)				XXX	
6	Identify practical implications for adapting biochar-based soil improvement approaches in different regions.					
6.1	Consultant 1	Man-day				
6.2	Consultant 2	Man-day				
...	...					
...	Airfare from ... to	Round segment				
...	Airport taxi	trip				
...	In-city transportation from	trip				
...	Lodging	night				

...	Meal and incidental expense	day				
...	Other expenses					<i>Please detail these expenses (if any – these can be internet access and equipment, administrative and secretarial support, interpretation, etc.)</i>
	Subtotal (6)				XXX	
7	Develop a simple and practical monitoring framework for continued observation of soil conditions and crop performance.					
7.1	Consultant 1	Man-day				
7.2	Consultant 2	Man-day				
...	...					
...	Airfare from ... to	Round segment				
...	Airport taxi	trip				
...	In-city transportation from	trip				
...	Lodging	night				
...	Meal and incidental expense	day				
...	Other expenses					<i>Please detail these expenses (if any – these can be internet access and equipment, administrative and secretarial support, interpretation, etc.)</i>
	Subtotal (7)				XXX	
8	Prepare a final report summarizing methodology, soil testing results, key findings, lessons learned, and recommendations for scaling up.					
8.1	Consultant 1	Man-day				

8.2	Consultant 2	Man-day				
...	...					
...	Airfare from ... to	Round segment				
...	Airport taxi	trip				
...	In-city transportation from	trip				
...	Lodging	night				
...	Meal and incidental expense	day				
...	Other expenses					<i>Please detail these expenses (if any – these can be internet access and equipment, administrative and secretarial support, interpretation, etc.)</i>
	Subtotal (8)				XXX	
	Subtotal Personnel cost (VND)	Man-day	XX		XXX	
	Subtotal Travel cost (VND)				XXX	
	Grand Total cost (VND)				XXXX	

Signed on behalf of the bidder

Name	
Signature	
Date	