

CONFIDENTIAL

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I. General information

1. Brief information on the project

Protection and Sustainable Use of Forest Ecosystems and Biodiversity (ProFEB)

ProFEB encourages inclusive multi-stakeholder processes for the conservation and sustainable use of forest resources and of biodiversity in:

- Forest Policy: Facilitating dialogues and enhancing the policy-making and legal-institutional framework for an inclusive, biodiversity-friendly and deforestation-free forestry sector.
- Biodiversity Conservation: Empowering key actors in Laos for inter-institutional and transboundary cooperation in wildlife conservation and management of the Hin Nam No and Phong Nha-Ke Bang conservation landscape
- Education: Enhancing research, training, and technical capacities for the improved use and sustainable management of forest resources in Laos.
- Forest Landscape Restoration: Building partnerships between various stakeholders such as the private sector, village communities, government agencies and civil society organisations to strengthen climate-resilient restoration of forest landscapes and biodiversity conservation.
- Value-Chains: Establishing commercial partnerships to foster micro-, small and medium-sized enterprises for sustainable and competitive forest-based value chains.

Under the second action area, "Biodiversity Conservation," ProFEB supports the management and conservation of Hin Nam No National Park, Laos' first natural World Heritage Site.

Located in Khammouane Province, Hin Nam No National Park lies entirely within Boualapha District in east-central Laos and covers approximately 94,121 hectares. The park is dominated by karst landscapes of the Annamite Mountain Range and also includes the Phou Chueang sandstone massif, home to Khammouane Province's highest peak.

Hin Nam No shares a common border with Phong Nha-Ke Bang National Park and World Heritage Site in Viet Nam to the east. It is also connected to Nakai-Nam Theun National Park to the north and Khoun Xe Nong Ma NPA to the south. This strategic location makes Hin Nam No a key component of biodiversity conservation and ecological connectivity across the Northern Annamite Mountain Range.

2. Context

The Transboundary Action Plan 2025–2050 provides a long-term framework for strengthening cooperation between Laos and Viet Nam in the conservation and sustainable management of the shared transboundary landscape between Hin Nam No National Park and Phong Nha-Ke Bang National Park.

The Action Plan brings together relevant stakeholders at national, provincial, district, protected-area, and local levels to establish common priorities, define coordinated actions, and strengthen institutional cooperation for transboundary biodiversity conservation.

With technical and financial support from GIZ through ProFEB, the implementation of the Action Plan aims to strengthen transboundary cooperation, improve biodiversity monitoring and conservation, enhance ecological connectivity, and support coordinated management of the shared landscape. The approach promotes evidence-based decision-making and is aligned with national priorities and relevant international conservation standards.

3. GIZ shall hire the contractor for the anticipated contract term, from **26 October 2026 to 28 February 2027**

4. The contractor shall provide the following work/service

Under the guidance and direct supervision of the GIZ ProFEB team, the translator will undertake the following duties and responsibilities:

- Translate the Transboundary Action Plan 2025–2050 from English into Vietnamese, covering up to 74 pages of the English source document. For workload and budgeting purposes, GIZ calculates approximately 300–350 words per page based on the English source text.
- Ensure that the Vietnamese translation accurately reflects the meaning, technical content, terminology, and context of the English source document, with consistent use of relevant technical and conservation terminology.
- Proofread and edit the Vietnamese translation to ensure accuracy, consistency, correct grammar, spelling, punctuation, formatting, and overall professional writing style.
- Submit the first draft of the Vietnamese translation by 1 January 2027 for review by the GIZ ProFEB team.
- Incorporate comments and revisions provided by the GIZ ProFEB team and submit the final Vietnamese version within the agreed timeframe.

- incorporate feedback/changes to the document and submit a revised and final version of the translation by **end of February 2027**

1. Qualifications of proposed staff

Milestones/partial works	Date/location/responsibility	Criteria for acceptance
Submit first draft of the translation of the Transboundary Action Plan 2025 – 2050 upto 74 pages	1 January 2027	Fee of Standard translation shall be calculated based on page numbers. GIZ calculation 300-350 words per page based on English text.
Submit the translation of the Transboundary Action Plan 2025 - 2050	February 2027	First draft version to be submitted by 1/1/2027. Final draft incorporate feedbacks/changes. Final version by 28/02/2027

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

1.1 Expert 1:

1.1.1 General qualifications

Education:

- Bachelor in Arts (English Languages), Bachelor of Agriculture, Bachelor of forestry, Bachelor of Natural resource and Environment or other related fields.

Professional experience:

- 3-5 years of professional translation experience in the relevant area in Vietnam and the region
- Demonstrated understanding of technical terminology related to forestry, biodiversity and wildlife conservation, World Heritage, protected area management, karst and cave ecosystems, tourism, and socio-economic development.
- Proven experience in translating technical and policy documents from English into Vietnamese, with a high level of accuracy and consistency.
- Strong analytical and writing skills with proven skills in policy recommendations and problem identification and solving;
- Experience in proofreading and editing Vietnamese translations, particularly for technical, environmental, conservation

1.1.2 Experience in the region/knowledge of the country

- 3-5 years of professional experience in document translation in Lao PDR, Viet Nam, and the Southeast Asian region.

1.1.3 Language skills:

Vietnamese business fluency in C1
English business fluency in C1

2. Quantitative requirements

Per-diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#).

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel activities must be agreed in advance with the staff member responsible for the project.

Sustainability aspects for travel

GIZ is required to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets are settled against evidence.

The market for carbon credits is made up of a large number of providers, each with different claims as to their climate impact. The [Development and Climate Alliance](#) has published a [list of standards](#). GIZ recommends using the standards specified there.

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

Since the contract to be concluded is a contract for works, you should offer your services at a fixed lump sum price, which provides **an itemised breakdown of all the relevant costs (fees, travel costs, etc.)**. **The specification of inputs should provide guidance in this respect.** The assessment of the financial bid is based on the lump sum price tendered, which must be realistic for the services to be rendered. In the contract itself, the budgets will be contractually agreed as **maximum amounts**.

II. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The concept (if required) should not exceed five pages. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered).

Annexes

Detailed cost estimate of number of words and number of pages of the Transboundary Action Plan 2025 - 2050