



Terms of Reference for the Mobilisation of the EU - Viet Nam Sustainable Energy Transition Facility

CAPACITY BUILDING FOR VEIS PARTICIPATING PARTIES ON TOPICS RELEVANT TO THEIR RESPONSIBILITIES

***“CAPACITY BUILDING AND TRAINING TO DATA SUPPLIERS
ON THE IMPLEMENTATION OF CIRCULARS 34/2019/TT-BCT
and 42/2024/TT-BCT AND DEVELOPMENT OF NEW POWER
SYSTEM AND POWER MARKET TEMPLATES***

ACTIVITY 1.7.1

10 October 2025

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1. BACKGROUND

1.1 THE EU - VIET NAM SUSTAINABLE ENERGY TRANSITION FACILITY

The overall objective of the EU - Viet Nam Sustainable Energy Transition Facility (EVSET Facility) is to provide complementary support to the EU - Viet Nam Sustainable Energy Transition Programme (SETP) and the EU support for the energy sector in Viet Nam. It provides (i) demand-driven basis, expertise and capacity development in areas such as technology and knowledge transfer through cooperation in areas like research, higher education and R&D for renewable energy and energy efficiency, renewable energy and energy efficiency policy, legal and regulatory frameworks, norms and technical standards, power market analyses, energy governance, energy information systems, energy budgeting and planning, and (ii) supports disbursement of budget support under SETP and the Viet Nam Energy Partnership Group's (VEPG) Secretariat.

The primary beneficiaries of the Facility will be the Ministry of Industry and Trade (MOIT) and its subsidiary institutions. Other beneficiaries include other energy stakeholders, like the Provincial People's Committees (PPCs), relevant Committees of the National Assembly (NA), the Ministry of Finance (MOF), the Ministry of Agriculture and Environment (MoAE), the Ministry of Science and Technology (MOST) and other social organisations.

1.2 MAIN INSTITUTIONS AND STAKEHOLDERS INVOLVED

The main Institutions involved in this assignment will be the Electricity Authority of Vietnam (EAV) and the Agency for Innovation, Green Transition and Industrial Promotion (IGIP).

Regarding this assignment, **EAVCED** is the focal point.

2. DESCRIPTION OF THE ASSIGNMENT

2.1. CONTENT OF THE CAPACITY BUILDING AND TRAINING

The capacity building and training programme will consist of five structured modules, each targeting the specific roles and reporting obligations of the core data suppliers under Circulars 34/2019/TT-BCT and 42/2024/TT-BCT. These modules will be delivered through interactive sessions combining legal briefings, technical demonstrations, practical exercises, and cross-institutional dialogue. The training is designed to support participants in understanding their legal responsibilities, applying the updated data reporting templates, and using electronic tools for timely and accurate data submission to the VEIS, managed by EAVCED.

Overview

- Module 1 covers Regulatory Foundations – Circulars 34 and 42 and Power System and Power Market templates.
- Module 2 addresses Institutional Responsibilities and Reporting Roles.
- Module 3A provides technical hands-on training and step-by-step instruction on how to complete and submit the revised VEIS templates introduced under Circular 42.
- Module 3B introduces participants to the newly developed draft templates covering critical aspects of power market and power system operations that were not fully addressed in Circular 42.
- Module 4 examines the reporting Workflow and Institutional Coordination.
- Module 5 allows feedback and peer learning.

Module 1: Regulatory Foundations – Circulars 34 and 42 and Power System and Power Market templates

Module 2: Institutional Responsibilities and Reporting Roles

Module 3A: VEIS Template Completion and Submission Procedures

Module 3B: Technical Obligations (New Power Market & Power System Templates)

Module 4: Workflow Coordination and Reporting Processes

Module 5: Consolidation, Feedback and Clarification Session

Summary of Training Modules

Module	Purpose	Key Content	Expected Outcomes
1. Regulatory Foundations and Legal Context	Introduce the legal and institutional background of Circulars 34 and 42 and the new templates on the Power System and Power Market,	VEIS evolution; key regulatory changes; statistical vs. operational data frameworks	Participants understand the scope and rationale of each Circular and their institutional relevance as well as the rationale for the new Power System and Power Market templates
2. Institutional Responsibilities and Reporting Roles	Clarify who reports what, to whom, and how often	Roles of DOITs, GENCOs, EVN, PV Power, NSMO, RLDCs, and EAVCED; reporting frequencies; responsibility mapping	Participants can identify their own data reporting obligations and coordination channels
3A and 3B. VEIS Template Completion and Submission Procedures and Technical Obligations (New Power Market & Power System Templates)	Strengthen capacity to complete and submit Circular 42 templates as well as templates related to power market and power system	Hands-on template walkthroughs; validation checks; error correction; unit conversion; VEIS system demo including also templates related to power market and power system	Participants can correctly complete and submit templates using VEIS tools with reduced errors
4. Workflow Coordination and Reporting Processes	Improve institutional coordination and reporting flows	Workflow diagrams; coordination challenges and solutions; reporting escalation paths	Participants are able to streamline reporting processes and improve data governance internally
5. Consolidation, Feedback and Clarification	Provide space for Q&A and gather feedback	Technical clarification session; EVSET Facility feedback form; summary recap	Open issues addressed; feedback collected; participants linked to post-training support

2.1 SCOPE OF WORK

To fulfil the outputs of the assignment, the NKE shall perform two work packages:

- (i) Work Package 1: Development of agenda and capacity building and training materials for various Data Suppliers;
- (ii) Work Package 2: Conduct capacity building and training (face-to-face) and produce a Final Report with any relevant recommendations.

REQUESTED ACTIONS

2.2 WORK PACKAGE 1: DEVELOPMENT OF AGENDA AND CAPACITY BUILDING AND TRAINING MATERIALS FOR VARIOUS DATA SUPPLIERS

Activity 1.1: Conduct Inception Coordination

Activity 1.2: Review Regulations and develop Templates related to Power System and Power Market

Activity 1.3: Develop Draft Training Agenda

Activity 1.4: Prepare Full Training Materials

Activity 1.5: Submit Inception Report (Deliverable D1)

2.3 WORK PACKAGE 2: CONDUCT 03 CAPACITY BUILDING AND TRAINING WORKSHOPS

Activity 2.1: Finalise Participant Lists and Workshop Logistics

Activity 2.2: Deliver Training Workshops

Activity 2.3: Collect Participant Feedback and Evaluation

Activity 2.4: Draft and submit Final Training Report (Deliverable D2)

3. DELIVERABLES AND REPORTING

3.1 DESCRIPTION OF DELIVERABLES / OUTPUTS

The NKEs shall produce the following documentation:

- 1. D1 - Inception Report**
- 2. D2 - Data Supplier Training Documentation**
- 3. D3 - Final Report**

3.2 LANGUAGE

Documents will be prepared in English, translated into Vietnamese¹ and submitted in electronic versions (editable formats such as Word, Excel, PPT, and PDF).

3.3 RESPONSIBLE BODY AND APPROVAL OF REPORTS

All deliverables will be reviewed by the EVSET Facility and approved by EAVCED. Approved inception and final reports are subject to final endorsement by the EU Delegation to Viet Nam (EUD).

4. LOCATION, ESTIMATED DURATION AND TIME FRAME OF THE ASSIGNMENT

4.1 LOCATION

The place of posting is Viet Nam, with the main working location for the assignment in Hanoi. Training sessions will also be conducted in Hanoi, Da Nang and Ho Chi Minh City.

4.2 START AND DURATION

The assignment is expected to start in **January 2026** after approval of the current ToR and the Non-Key Experts' CVs by EAVCED and their further endorsement by EUD.

¹ See GOM Annexe 1.

The total man-days allocation for **two Non-key Experts (NKEs) of Category B** for this assignment is **30 working days** spread over **eight (08) weeks**. In addition, the NKEs will participate in a brainstorming session with the EVSET Facility (through a physical meeting or teleconference) before the start of their missions.

4.3 LOCAL TRAVEL AND OFFICE

Local travel outside Hanoi is foreseen for this assignment to Da Nang and HCM City.

4.4 INDICATIVE WORK SCHEDULE

The main actions to be implemented following the proposed timeline are the following:

WORK PACKAGE	DELIVERABLES	WORKDAYS		ESTIMATED DURATION
		NKE#1 (Cat. B)	NKE#2 (Cat. B)	[in weeks]
Work Package 1: Prepare agenda and training materials.	▪ D1 - Inception Report (with an implementation plan, summary of power system and power market templates developed and a final Training Agenda)	1	1	5 Weeks
	▪ D2 - Training Materials	5	5	
Work Package 2: Conduct Training and reporting.	▪ Conduct Trainings to Data Suppliers ▪ D3 - Final Report	9 (based on 3 wds x 1 training x 3 regions)	9 (based on 3 wds x 1 training x 3 regions)	3 Weeks (Not including EAVCED approval process)
TOTAL	30 Working-days	15	15	8 Weeks

5. REQUIRED PROFILE OF THE EXPERTS

There is a need for **two different Experts** as explained below – one on **Energy Statistics** and one on **Power Market and Statistics**.

The **Senior Expert NKE#1 on Energy Statistics (Cat B)** will lead the overall methodology, high-level stakeholder engagement, and strategic capacity-building design as well as on energy statistics.

The **Expert, NKE#2 on Power Market and Statistics (Cat B)** will focus on operational and technical tasks, particularly, drafting and refining new power system and power market templates in line with regulatory requirements, consulting with entities such as EVN, NPT, and NSMO on the template design and usability, integrating templates into training materials and also supporting the delivery of practical, hands-on modules during the workshops.

1.1 SENIOR EXPERT NKE#1 ON ENERGY STATISTICS (CAT B)

Qualification and Skills	At least a master's degree in energy statistics, energy economics, electrical engineering or a related relevant technical area.
General Professional Experience	- A minimum of twelve (12) years of professional experience in energy data management, statistics and energy information system. - Proven expertise in compiling, processing, and analysing energy statistics at national or institutional level.

	• Demonstrated ability to prepare high-quality reports and analytical studies, with excellent written and oral communication skills. • Experience in capacity-building activities, including the design and delivery of training courses and workshops on energy statistics. • Experience in developing or managing energy databases or information systems will be considered a strong asset. • Fluent in spoken and written English and Vietnamese.
Specific Professional Experience	• A minimum of five (5) years working experience with international cooperation projects or with international development partners. • Extensive knowledge of Viet Nam's energy sector, including institutional arrangements, regulatory framework, and policy environment. • Proven practical experience in energy surveys, data collection, processing, and dissemination of statistical energy products such as energy balance tables, annual statistical reports, and energy outlooks. • Familiarity with international methodologies and best practices for energy statistics, including IEA, UN, and ASEAN guidelines. • Demonstrated experience in delivering extensive capacity-building programmes, with hands-on training and technical support for government institutions and data providers in the energy sector.

1.2 EXPERT NKE#2 ON POWER MARKET AND STATISTICS (CAT B)

Qualification and Skills	At least a master's degree in power sector engineering, electrical engineering, economics or power market data and statistics or related relevant technical area.
General Professional Experience	• A minimum of twelve (12) years of professional experience in the power market sector, with strong emphasis on power market operational data, statistics, reporting, and power market monitoring. • Demonstrated ability to support technical tasks including drafting technical documents, data validation, and liaising with market stakeholders. • Proven experience in designing and piloting reporting templates, forms, or data collection tools specifically for electricity systems, grid operations, and power market monitoring. • Proven experience in conducting training and capacity-building activities focused on reporting tools, template use, and accurate submission of power market data. • Familiarity with electricity data platforms, market monitoring dashboards, or reporting systems is desirable. • Fluent in spoken and written English and Vietnamese.
Specific Professional Experience	• A minimum of five (5) years working experience with international cooperation projects or with international development partners. • In-depth understanding of Viet Nam's electricity sector, with particular knowledge of power market operations, reporting obligations, and institutional responsibilities. • Extensive experience in drafting, refining, and finalising reporting templates for electricity market and system operations, including consultation with relevant utilities, regulators, and stakeholders. • Competence in applying international guidelines and best practices for electricity market statistics, reporting formats, and compliance mechanisms. • Demonstrated ability to deliver targeted training on reporting templates, with practical exercises to strengthen stakeholder compliance and timely data submission to systems such as VEIS.

6. APPLICATIONS

Interested consultants should send their latest updated CV in **word format** to the following address:

Recruitment.evset@stantec.com

Object of the e-mail should indicate the **assignment number and the position** to which they are applying. Full ToR and additional details on the assignment will be shared upon receipt of the CV.