

Specific 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 AND INTEREST

***“CAPACITY BUILDING FOR EAVCED IN ENERGY STATISTICS,
AND IN THE INVESTMENT AND OPERATION MANAGEMENT OF
IT SYSTEMS”***

SHORT VERSION

ACTIVITY 1.7.2

3 November 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 Institution involved in this assignment is the Center for Energy Information and Electricity Market Development (also called EAVCED).

2. OBJECTIVES AND DESCRIPTION OF THE ASSIGNMENT

2.1.1 CONTENT OF THE CAPACITY BUILDING AND TRAINING

Following the discussion and agreement with EAVCED, five training courses will be organized – one course per topic, except for Topic 1, which will include a basic and an advanced course. Content for each course will include, but not be limited to:

Course 1: Fundamentals of energy statistics:

Course 2: Advanced course on energy statistics

Course 3: Management of Investment Projects Funded by Public Budget

Course 4: Procedure and process for contractor selection for projects funded by public budget

Course 5: IT System Management and Operation

2.2 SCOPE OF WORK

To fulfil the objectives of the assignment, the selected NKE(s) shall perform two work packages for each course:

- (i) **Work Package 1:** Develop training agenda, programme and training materials;
- (ii) **Work Package 2:** Conduct the In-person training workshop and produce a summary report.

2.3 REQUESTED ACTIONS

2.3.1 WORK PACKAGE 1: DEVELOP TRAINING AGENDA, PROGRAMME AND TRAINING MATERIALS

This Work Package covers the design and preparation phase of the assignment. The Non-Key Experts (NKEs) will undertake the following actions:

- **Action 1.1:** Introductory meeting with EAVCED to initiate the assignment and clarify any outstanding questions.

- **Action 1.2:** Design the training agenda and programme and deliver them to the EVSET Facility for internal review and translation¹. The Facility will then forward these documents to EAVCED for approval and EUD for endorsement before the training materials are prepared.
- **Action 1.3:** Prepare training materials in Vietnamese², including presentation slides, exercises and handouts if applicable, for use during the training and deliver them to the EVSET Facility for internal review and translation into English. The Facility will then forward these documents to EAVCED for appraisal and eventual approval.

2.3.2 WORK PACKAGE 2: CONDUCT THE IN-PERSON TRAINING WORKSHOPS AND PRODUCE A SUMMARY REPORT

After EAVCED's approval of the training materials, the NKEs will implement and document the training programme through the following activities:

- **Action 2.1: Finalise Participant Lists and Workshop Logistics.**
- **Action 2.2: Deliver Training Workshops.**
- **Action 2.3: Collect Participant Feedback and Evaluation.**
- **Action 2.4: Draft and submit Final Training Report.**

3. DELIVERABLES AND REPORTING

3.1 DESCRIPTION OF DELIVERABLES / OUTPUTS

The NKEs shall produce the following documentation for each course:

1. **D1 - Inception Report with proposed Work Methodology and Workplan Schedule**
2. **D2 - Training workshop Agenda, Programme and Materials**
3. **D3 - Final Report**

3.2 LANGUAGE

Documents will be prepared in Vietnamese, translated into English³ and submitted in electronic versions (editable formats such as Word, Excel, Ppt, and PDF).

3.3 RESPONSIBLE BODY AND APPROVAL OF REPORTS

EAVCED will approve all deliverables/outputs, which will then be sent to EUD for endorsement.

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 be conducted in Hanoi.

4.2 NUMBER OF NON-KEY EXPERTS

The total NKEs for this assignment are 8, and are distributed by training courses as follows:

Training course	Number of NKEs	NKE's codes
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¹ The EVSET Facility shall be responsible for translating the Training Workshop Agenda, Programme, Materials and Report from English to Vietnamese or vice-versa.

² The EVSET Facility will help with the translation into Vietnamese in case the selected NKE do not speak Vietnamese and thus prepare the slides in English.

³ See GOM Annexe 1.

EU - VIET NAM SUSTAINABLE ENERGY TRANSITION FACILITY (EVSET FACILITY)
**CAPACITY BUILDING AND TRAINING TO EAVCED IN ENERGY STATISTICS AND IN THE INVESTMENT
AND OPERATION MANAGEMENT OF IT SYSTEMS**

COMPONENT 1 - ACTIVITY No 1.7 – TASK No 1.7.2

Course 1: Fundamentals of energy statistics	1	NKE1.1
Course 2: Advanced course on energy statistics	2	NKE2.1, NKE2.2
Course 3: Management of investment project	3	NKE3.1, NKE3.2, NKE3.3
Course 4: Procedure and process for contractor selection	1	NKE4.1
Course 5: IT system management and operation	1	NKE5.1

4.3 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. It is important to note that the courses will be delivered independently.

The total man-days allocation for **Eight Non - Key Experts (NKEs)** for this assignment is **120 working days** spread over **twenty-four (24) 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.

4.4 LOCAL TRAVEL AND OFFICE

No travel outside Hanoi is foreseen for this assignment.

The EVSET Facility will provide working space for the NKEs to implement this assignment at the EVSET Facility's office.

4.5 INDICATIVE WORK SCHEDULE

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

WORK PACKAGE	DELIVERABLES	WORKDAYS								ESTIMATED IMPLEMENTATION DURATION
		Course 1	Course 2		Course 3			Course 4	Course 5	
		NKE1.1 (Cat. A)	NKE2.1 (Cat. A)	NKE2.2 (Cat. A)	NKE3.1 (Cat. B)	NKE3.2 (Cat. B)	NKE3.3 (Cat. B)	NKE4.1 (Cat. B)	NKE5.1 (Cat. B)	[in weeks]
Work Package 1: Prepare agenda and training materials.	▪ D1 - Inception report	1	1	1	1	1	1	1	1	4 Weeks
	▪ D2 - Final workshop Agenda, Programme, and Materials	12	13	11	6	6	6	8	7	
Work Package 2: Conduct Training and reporting.	▪ Conduct Training ▪ D3 - Final Report	7	8	6	5	4	4	5	4	20 Weeks (Not including EAVCED approval process)
TOTAL	120 Working-days	20	22	18	12	11	11	14	12	24 Weeks

5. REQUIRED PROFILE OF THE EXPERTS

5.1 SENIOR EXPERT ON ENERGY STATISTICS (NKE1.1 – SENIOR CAT A)

Qualification and Skills	Master's Degree or higher in energy or electrical engineering, energy economics, statistics or a related relevant area.
General Professional Experience	• A minimum of 12 years of relevant professional experience in the energy or electricity sector, with a focus on data, statistics, or information systems. • Experience in training delivery or capacity building in the energy sector, energy statistics. • Fluent in spoken and written English.
Specific Professional Experience	• A minimum of five (5) years of relevant international experience in developing countries with international cooperation projects or with international development partners; • Practical experience in energy surveys, data collection, processing, and production of statistical energy products such as energy balance tables, yearly energy statistics, energy outlooks, etc., as well as in the preparation/calculation of energy economic and techno-economic indicators. • Familiar with international best practices and guidelines for energy statistics.

5.2 SENIOR EXPERT ON DATA QUALITY CONTROL, DATA PROCESSING (NKE2.1- SENIOR CAT A/AL)

Qualification and Skills	Master's Degree or higher in energy or electrical engineering, energy economics, statistics or a related relevant area.
General Professional Experience	• A minimum of 12 years of relevant professional experience in the energy or electricity sector, with a focus on data, statistics, or information systems. • Experience in training delivery or capacity building in the energy sector, energy statistics. • Familiarity with the development, operation, or maintenance of electricity data platforms or information systems. • Assignment leader with substantial and proven experience in leading teams. • Fluent in spoken and written English.
Specific Professional Experience	• A minimum of five (5) years of relevant international experience in developing countries with international cooperation projects or with international development partners; • Sound understanding of Viet Nam's electricity sector structure, market operations, and institutional arrangements. • Strong knowledge of climate change indicators, data quality, and data management systems • Practical experience in energy surveys, data collection, processing, and production of statistical energy products such as energy balance tables, yearly energy statistics, etc. • Knowledge of Circulars 34/2019/TT-BCT and 42/2024/TT-BCT

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COMPONENT 1 - ACTIVITY No 1.7 – TASK No 1.7.2

5.3 SENIOR EXPERT ON ENERGY STATISTICS (NKE2.2- SENIOR CAT A)

Qualification and Skills	Master's Degree or higher in energy or electrical engineering, energy economics, statistics or a related relevant area.
General Professional Experience	• A minimum of 12 years of relevant professional experience in the energy or electricity sector, with a focus on data, statistics, or information systems; • Experience in training delivery or capacity building in the energy sector, energy statistics; • Familiarity with the development, operation, or maintenance of electricity data platforms or information systems; • Fluent in spoken and written English.
Specific Professional Experience	• A minimum of five (5) years of relevant international experience in developing countries with international cooperation projects or with international development partners; • Strong knowledge of power system, energy efficiency and the calculation of related performance indicators; • Practical experience in energy surveys, data collection, processing, and production of statistical energy products such as energy balance tables, yearly energy statistics, energy outlooks, etc., as well as in the preparation/calculation of energy economic and techno-economic indicators; • Knowledge of Circulars 34/2019/TT-BCT and 42/2024/TT-BCT.

5.4 SENIOR EXPERT ON INVESTMENT PROJECT MANAGEMENT (NKE3.1- SENIOR CAT B)

Qualification and Skills	Master's Degree or higher in economics, finance, public management, or a related area.
General Professional Experience	• A minimum of 12 years of relevant professional experience in public investment project and contract bidding; • Experience in training delivery or capacity building; • Assignment leader with substantial and proven experience in leading teams; • Fluent in spoken and written English and Vietnamese.
Specific Professional Experience	• A minimum of five (5) years of relevant international experience in developing countries with international cooperation projects or with international development partners; • Sound understanding of Viet Nam's economic landscape, investment policies, and institutional structures; • Knowledge of project lifecycle stages, including planning, scheduling, execution, monitoring, and controlling; • Familiar with current legal regulations on public investment, including the Law on public investment, Law on Construction.

5.5 SENIOR EXPERT ON PROJECT QUALITY AND COST MANAGEMENT (NKE3.2- SENIOR CAT B)

Qualification and Skills	Master's Degree or higher in economics, finance, public management, or a related area.
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COMPONENT 1 - ACTIVITY No 1.7 – TASK No 1.7.2

General Professional Experience	• A minimum of 12 years of relevant professional experience in managing public investment project and project bidding; • Experience in training delivery or capacity building in investment project management with a focus on project quality and cost management; • Fluent in spoken and written English and Vietnamese.
Specific Professional Experience	• A minimum of five (5) years of relevant international experience in developing countries with international cooperation projects or with international development partners; • Sound understanding of Viet Nam's economic landscape, investment policies, and institutional structures; • Understanding tax and financial regulations relevant to investment projects; • Familiar with current legal regulations on public investment, including the Law on public investment, Law on Construction.

**5.6 SENIOR EXPERT ON PROJECT CONTRACT AND PAYMENT
SETTLEMENT (NKE3.3- SENIOR CAT B)**

Qualification and Skills	Master's Degree or higher in economics, finance, public management, or a related area.
General Professional Experience	• A minimum of 12 years of relevant professional experience in managing public investment project and policy development; • Experience in training delivery or capacity building in public investment project management, with a focus on contract and payment; • Assignment leader with substantial and proven experience in leading teams; • Fluent in spoken and written English and Vietnamese.
Specific Professional Experience	• A minimum of five (5) years of relevant international experience in developing countries with international cooperation projects or with international development partners; • Strong understanding of legal and tax regulations ; • Familiar with current legal regulations on public investment, including the Law on public investment, Law on Construction, Law on Bidding.

5.7 SENIOR EXPERT ON PROJECT BIDDING (NKE4.1- SENIOR CAT B)

Qualification and Skills	Master's Degree or higher in economics, finance, public management, or a related area.
General Professional Experience	• A minimum of 12 years of relevant professional experience in managing public investment project and project bidding; • Experience in training delivery or capacity building; • Fluent in spoken and written English and Vietnamese.
Specific Professional Experience	• A minimum of five (5) years of relevant international experience in developing countries with international cooperation projects or with international development partners; • Sound understanding of regulations on forms and methods of contractor selection; contract type, situation in bidding;

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	• Strong knowledge of key regulations outlining the responsibilities of authorities, project owners, and bid solicitors in bidding activities; • Familiar with the Law on Bidding, Decree No. 24/2024/QH15.
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**5.8 SENIOR EXPERT ON IT SYSTEM MANAGEMENT AND OPERATION
(NKE5.1- SENIOR CAT B)**

Qualification and Skills	Master's Degree or higher in IT, cybersecurity, information system or a related area.
General Professional Experience	• A minimum of 12 years of relevant professional experience in IT system development and management; • Experience in training delivery or capacity building in IT system management and operation; • Fluent in spoken and written English and Vietnamese.
Specific Professional Experience	• A minimum of five (5) years of relevant international experience in developing countries with international cooperation projects or with international development partners; • Sound understanding of Viet Nam's economic landscape, investment policies, and institutional structures; • Familiar with current legal regulations on public investment, including the Law on Information Technology, Law on Network Information Security and Law on Information Access.

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.