

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

SUPPORT EAVCED IN VEIS DESIGN

ACTIVITY 1.8.1

SHORT VERSION

Nov 2025

CONTENTS

1. BACKGROUND	2
1.1 THE EU - VIET NAM SUSTAINABLE ENERGY TRANSITION FACILITY	2
1.2 MAIN INSTITUTIONS AND STAKEHOLDERS INVOLVED	2
2. DESCRIPTION OF THE ASSIGNMENT	2
2.1 SCOPE OF WORK	2
3. DELIVERABLES AND REPORTING	5
3.1 DESCRIPTION OF DELIVERABLES / OUTPUTS	5
3.2 LANGUAGE	5
3.3 RESPONSIBLE BODY AND APPROVAL OF REPORTS	5
4. LOCATION, ESTIMATED DURATION AND TIME FRAME OF THE ASSIGNMENT	5
4.1 LOCATION	5
4.2 START AND DURATION	6
4.3 INDICATIVE WORK SCHEDULE	6
5. REQUIRED PROFILE OF THE NON-KEY EXPERT	7
5.1 NKE 1 – SOFTWARE EXPERT (NKE - CAT. A, ASSIGNMENT LEADER)	7
5.2 NKE 2 – INFRASTRUCTURE/HARDWARE EXPERT (NKE - CAT.B)	8
5.3 NKE 3 – ENERGY SECTOR SPECIALIST EXPERT (NKE - CAT. B)	8
5.4 NKE 4 – FINANCIAL SPECIALIST EXPERT (NKE - CAT. C)	9
6. APPLICATIONS	9

SPECIFIC TERMS OF REFERENCE
SUPPORT EAVCED IN VEIS DESIGN - Phase 1
COMPONENT 1 – ACTIVITY 1.8.1

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 expertise and capacity development in areas such as technology and knowledge transfer through cooperation in 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; and energy budgeting and planning; and (ii) supports the disbursement of budget support under the SETP and the Secretariat of the Viet Nam Energy Partnership Group (VEPG).

The main beneficiaries of this Facility include 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 (MAE), 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. DESCRIPTION OF THE ASSIGNMENT

2.1 SCOPE OF WORK

The selected NKEs will undertake five work packages:

WORK PACKAGE 1: INCEPTION PHASE AND REPORT

The NKEs specific actions are:

Action 1.1: Review Investment Proposal Report for the project approved under Decision No. 1974/QĐ-BCT and related amendments and other technical regulations etc.

The NKEs (led by NKE 1) shall carry out a comprehensive review of the Investment Proposal Report for the project approved under Decision No. 1974/QĐ-BCT and its related amendments. This review shall be conducted in parallel with an assessment of the applicable technical regulations, guidelines, and requirements in Circular 34 and Circular 42, as well as the energy data collection methodology currently used by EAVCED.

Action 1.2: Inception Report Preparation

Based on this initial review, the NKEs (led by NKE 1) shall prepare an Inception Report setting out: the proposed methodological approach, scope of work, detailed implementation plan for each component, coordination needs, working arrangements with relevant stakeholders, and the overall schedule for completing the assignment.

WORK PACKAGE 2: SURVEY IMPLEMENTATION

The NKEs specific actions are:

Action 2.1; Prepare Guidance Report

The NKEs shall support EAVCED in drafting a guidance report for the preparation of the survey plan and survey tasks to be submitted to the investor (EAV) for approval. This report shall:

- Classify survey subjects in accordance with Decision No. 283/QĐ-ĐL of the Electricity Authority;
- Provide an overview of the data and documents to be collected during the survey;
- Offer guidance and recommendations for EAVCED's work with relevant authorities on defining the information security level of the VEIS system;
- Contribute to internal review and coordinate with EAVCED in finalising and submitting the survey plan and survey tasks for approval.

Action 2.2: Proposals development

The NKEs must coordinate closely with EAVCED in developing proposals for EAV to approve survey tasks and plans and participate in defending the completeness of survey data and documentation at meetings.

Action 2.3: Independent review of Survey Report

The NKEs shall analyse the completeness of the parameters and data presented in the survey results through a comprehensive, independent review report. Before advising EAVCED to submit the survey results for approval by the competent authority, the NKEs must ensure that the quality of the survey data is adequate to support the entire Feasibility Study preparation process.

Action 2.4: Interim Findings Consultation

The NKEs, led by NKE1, will present the preliminary findings of the Survey to EAVCED, EVSET Facility and key stakeholders.

WORKPACKAGE 3: FS SET UP AND REVIEW

Action 3.1: FS ToR support

The NKEs shall prepare a report to EAVCED proposing the selection criteria and terms of reference, including requirements on the capacity and experience of organisations and individuals to be engaged as contractors for the preparation and appraisal of the Feasibility Study (FS). These criteria shall ensure that the FS consulting entity and all participating experts have sufficient qualifications and experience to perform their tasks in full compliance with applicable procedures, standards, and current legal regulations.

Action 3.2: FS Preparation Monitoring

The NKEs shall monitor and oversee the quality of the Feasibility Study (FS) preparation, ensuring that the FS is developed in a coherent and integrated manner across all functional modules, in full alignment with the investment policy proposal report approved by the competent authority. The FS must meet agreed timelines and quality requirements and include a complete and robust analysis of all survey data.

Action 3.3: Legal Regulations, management mechanisms & industry standards Review

The NKEs shall analyse relevant legal regulations, management mechanisms, and industry standards to ensure their suitability for conversion into technical criteria and functional requirements for the FS.

Action 3.4: Assessment reporting

The NKEs shall review the solutions proposed by the FS Consultants and recommend improvements or adjustments where necessary, including matters beyond the scope of decisions taken by EAVCED and EAV. They shall ensure early detection and identification of risks and shortcomings, and propose appropriate revisions and enhancements to the FS. The NKEs shall also review the Consultant's

assessment report on the project's effectiveness and feasibility, and in parallel prepare an independent assessment report on the project's effectiveness, feasibility and financial viability. As part of EAVCED's review team, the NKEs shall participate in all review meetings and discussions on appraisal and approval of the project in order to ensure the technical quality of the FS documentation and related deliverables.

WORKPACKAGE 4: OVERSIGHT OF CONSTRUCTION DESIGN OF VEIS

Action 4.1: Detailed Design ToR support

The NKEs shall prepare a report to EAVCED proposing the terms of reference and selection criteria, including requirements on the capacity and experience of organisations and individuals to be engaged as contractors for the preparation of the VEIS detailed design. These criteria shall ensure that the design consultant and all participating experts have sufficient capability to perform their tasks in compliance with applicable procedures, technical standards, and current legal regulations.

Action 4.2: Detailed Design preparation Monitoring

The NKEs shall monitor and oversee the quality of the Construction Design preparation, ensuring that the design is developed in a coherent and integrated manner across all functional modules, in full compliance with the investment policy proposal report approved by the competent authority. The Construction Design must meet agreed timelines and quality requirements and be based on a complete and robust analysis of the survey data.

Action 4.3: Legal Regulations, management mechanisms & industry standards Review

The NKEs shall analyse relevant legal regulations, management mechanisms, and industry standards to ensure their suitability for conversion into technical criteria and functional requirements for the Construction Design.

Action 4.4: Assessment reporting

The NKEs shall review the solutions proposed by the Construction Design Consultant/Firm and recommend improvements or adjustments where necessary, including matters beyond the scope of decisions taken by EAVCED and EAV. They shall ensure early detection and identification of risks and shortcomings, and propose appropriate revisions and enhancements to the Construction Design. The NKEs shall also review the Consultant's assessment report on the project's effectiveness and feasibility, and in parallel prepare an independent assessment report on the project's effectiveness, feasibility, and financial viability. As part of EAVCED's review team, the NKEs shall participate in all review meetings and in discussions on appraisal and approval of the project, in order to ensure the technical quality of the Construction Design documentation and related deliverables.

WORKPACKAGE 5: CONSTRUCTION DESIGN WORKSHOP & ASSIGNMENT FINALIZATION

The Workshop will announce the construction design of the VEIS project

Action 5.1: Construction Design Workshop

The NKEs shall prepare a set of documents, based on the construction design prepared by the consulting firm, to support a consultation workshop on the presentation of the VEIS project construction design. This workshop will provide VEIS stakeholders with an opportunity to understand the final design, offer any additional comments, and consider the next steps in the process of operationalising VEIS.

Action 5.2: Feedback from Workshop

The NKEs shall record and propose solutions to address all comments received during the consultation workshop on the project construction design. They shall coordinate with the consulting firm to adjust the construction design in line with the feedback, and participate in all subsequent review and feedback meetings, supporting EAVCED in submitting the revised construction design to EAV for approval.

Action 5.3: Draft a Final Report

NKE 1 (supported by the other NKEs) will draft the Final Report.. The Final Report should summarize all key findings, analyses, and recommendations from Work Packages 1 to 4. This report should clearly communicate all processes, findings and results. The report should also describe and explain the detailed design of VEIS and be presented in a clear, professional format suitable for the EUD. The Inception and Final Reports will serve as the main reference documents for the EUD.

3. DELIVERABLES AND REPORTING

3.1 DESCRIPTION OF DELIVERABLES / OUTPUTS

The Experts shall produce the following documents and deliverables:

D1- Investment Proposal Report (WP1)

D2 - Inception Report (WP1)

D3 - Survey orientation and plan report (WP 2)

D4 - Explanatory report, technical meetings and finalisation of survey tasks (WP2)

D5 - Independent review report on the survey results report (WP2)

D6 - Report proposing criteria for selecting contractors to prepare and review FS (WP3)

D7 - Weekly progress reports (WP3 & 4)

D8 - FS documentation quality monitoring report (WP3)

D9 - Independent review report on the FS's effectiveness and feasibility (WP3)

D10 - Minutes and reports of review, debate and approval meetings for the FS (WP3)

D11 - Construction design documentation quality supervision report (WP4)

D12 - Independent construction design review report (WP4)

D13 - Documentation for the consultation Workshop (WP5)

D14 - Consultation feedback summary report (WP5)

D15: Construction design adjustment report (post-consultation workshop) (WP5)

D16 - Final Report (WP5)

3.2 LANGUAGE

Documents will be drafted in Vietnamese and translated into English. If NKE 1 does not speak Vietnamese and thus prepared the deliverables in English, the Facility shall be responsible for translating them into Vietnamese.

3.3 RESPONSIBLE BODY AND APPROVAL OF REPORTS

EAVCED will approve all deliverables/outputs. Only the Inception Report and Final Report will be sent to EUD for endorsement. The Inception and Final Report must be prepared in English.

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

4.1 LOCATION

The place of posting is Vietnam, and the main working location for the assignment is in Hanoi.

4.2 START AND DURATION

The assignment should start in **January 2026**, after approval of the current ToR and the Non-Key Expert' CVs by EAVCED and their further endorsement by EUD.

The total man-days allocation for **four (4) Experts (1 of Cat A, 2 of Cat B and 1 of Cat C)** for this assignment is **180 working days spread over sixteen (16) weeks**. In addition, the Experts will participate in a brainstorming session with the EVSET Facility Team (through a physical meeting or teleconference) before the start of their missions.

4.3 INDICATIVE WORK SCHEDULE

The main actions to be implemented over sixteen (16) weeks and the proposed timeline are the following:

WP	Actions	Resources (Work days)				Cumulative duration (in weeks)
		NKE 1 (Cat. A)	NKE 2 (Cat. B)	NKE 3 (Cat. B)	NKE 4 (Cat.C)	
1	D1-Investment Proposal Report	5	2	5	2	16 Weeks
1	D2 - Inception Report	3	1	2	1	
2	D3 - Survey orientation and plan report	5	1	2	1	
2	D4 - Explanatory report, technical meetings and finalisation of survey tasks	5	1	5	1	
2	D5 - Independent review report on the survey results report	5	1	3	1	
3	D6 - Report proposing criteria for selecting contractors to prepare and review FS	3	1	5	1	
3	D7 - Weekly progress reports	5	2	5	1	
3	D8 - FS documentation quality monitoring report	3	2	2	2	
3	D9 - Independent review report on the FS's effectiveness and feasibility	5	2	2	2	
	D10 - Minutes and reports of review, debate and approval meetings for the FS	5	2	2	2	

EU - VIET NAM SUSTAINABLE ENERGY TRANSITION FACILITY (EVSET FACILITY)
SUPPORT EAVCED IN VEIS DESIGN
COMPONENT 1 – ACTIVITY 1.8.1

WP	Actions	Resources (Work days)				Cumulative duration (in weeks)
		NKE 1 (Cat. A)	NKE 2 (Cat. B)	NKE 3 (Cat. B)	NKE 4 (Cat.C)	
4	D11 - Construction design documentation quality supervision report	3	1	5	2	
4	D12 - Independent construction design review report	3	2	5	2	
5	D13 - Documentation for the consultation Workshop	5	2	5	2	
5	D14 - Consultation feedback summary report	5	2	5	2	
5	D15: Construction design adjustment report (post-consultation workshop)	5	2	3	2	
5	D16 - Final Report	5	1	4	1	
Total	180	70	25	60	25	

5. REQUIRED PROFILE OF THE NON-KEY EXPERT

5.1 NKE 1 – SOFTWARE EXPERT (NKE - CAT. A, ASSIGNMENT LEADER)

Qualification and Skills	Master's degree in Information Technology, Software Engineering, Information Systems, or Computer Science or a related field.
General Professional Experience	- Minimum of twelve (12) years of professional experience in software development and/or utilisation. - Practical experience in working on or with energy or financial or banking digital ecosystems - Experienced in using general-purpose compiled programming languages - Fluent in spoken and written English
Specific Professional Experience	- Assignment Leader (AL) or Project Management or Team Leader experience. - Minimum of five (5) years with relevant international experience in developing countries with international cooperation projects or with international development partners. - Proven track record of working on design and delivery of integrated IT solutions, particularly involving databases and enterprise platforms.

EU - VIET NAM SUSTAINABLE ENERGY TRANSITION FACILITY (EVSET FACILITY)
SUPPORT EAVCED IN VEIS DESIGN
COMPONENT 1 – ACTIVITY 1.8.1

	• Experience in public or private sector IT projects, with the ability to design IT technical solutions or functional architecture. • Familiar with integrating cybersecurity, access control, and data privacy features into system design, particularly for sensitive or regulated environments.
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5.2 NKE 2 – INFRASTRUCTURE/HARDWARE EXPERT (NKE - CAT.B)

Qualification and Skills	• Master's degree in Computer Engineering, Computer Networks, Information Systems, Electronics and Telecommunications or a related field.
General Professional Experience	• Minimum of twelve (12) years of professional experience in IT hardware development or operation. • Proven track record of working on design and configuration of the hardware of IT systems • Practical experience in working on and using IT hardware enterprise systems • Experience in public or private sector IT projects • Fluent in spoken and written English and Vietnamese
Specific Professional Experience	• Minimum of five (5) years working experience with international cooperation projects or with international development partners. • Practical experience of using integrated IT solutions, particularly involving databases and enterprise platforms. • Familiar with integrating cybersecurity, access control, storage, cloud, back up systems and data privacy features into system design, particularly for sensitive or regulated environments.

5.3 NKE 3 – ENERGY SECTOR SPECIALIST EXPERT (NKE - CAT. B)

Qualification and Skills	• Master's degree in Electric Power system, Automation, Energy, Energy Economics, Economics, Data Science, or related field. A combination of technical background and energy sector expertise is ideal.
General Professional Experience	• At least twelve (12) years of professional experience in the electricity and energy sector, focusing on energy data management or energy statistical systems. • Demonstrated ability to coordinate with multiple stakeholders, including government agencies and utilities, in a professional consulting context. • Knowledge of international energy databases • Fluent in spoken and written English and Vietnamese
Specific Professional Experience	• Minimum of five (5) years working experience with international cooperation projects or with international development partners. • Direct involvement in at least one project developing an energy data system or similar IT platform (e.g. SCADA system) including contribution to system architecture or data strategy.

EU - VIET NAM SUSTAINABLE ENERGY TRANSITION FACILITY (EVSET FACILITY)
SUPPORT EAVCED IN VEIS DESIGN
COMPONENT 1 – ACTIVITY 1.8.1

	• Experience working with government energy agencies or utilities to gather, harmonize, and manage energy datasets for analysis and planning. • Understanding of the sector's plans, strategies, and technical standards: ○ Eighth Power Plan, Energy; ○ Resolution 55,70; ○ Law on Energy Conservation and Efficiency, Electricity Law; ○ Vietnamese and international energy statistics indicators.
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5.4 NKE 4 – FINANCIAL SPECIALIST EXPERT (NKE - CAT. C)

Qualification and Skills	• Master degree in Finance, Economics, Public Financial Management or a related field.
General Professional Experience	• At least five (5) years of professional experience in financial or budgetary analysis • Experience in project budgeting and financial planning for large-scale initiatives, with the ability to estimate capital and operational expenditures. • Experience in investment estimation, cost and project efficiency analyses • Fluent in spoken and written English and Vietnamese.
Specific Professional Experience	• Minimum of three (3) years working experience with international cooperation projects or with international development partners. • Familiarity with the Vietnamese Government's financial management requirements and the use of standard cost norms or reference prices in project costing (knowledge of such frameworks in Vietnam is needed). • Familiar with relevant Vietnamese regulations on public investment, state budget management, and the application of official cost norms or reference prices in project costing (including those related to IT, energy, or infrastructure projects).

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.