



## TERMS OF REFERENCE N. 4

Category:	N/A
Position:	VEPG Executive Officer

### 1. SUMMARY OF THE ASSIGNMENT

Total Input:	Maximum 310 days over 17 months
Indicative Assignment Period:	Approximately 2 <sup>nd</sup> week of August 2026 – 31 December 2027
Reporting to:	Stantec Project Manager and project Team Leader
Place of normal posting:	Hanoi, Viet Nam
Place(s) of mission foreseen:	N/A

### 2. CONTRACTING AUTHORITY

**Stantec SA/NV** - Nysdam Office Park, Avenue Reine Astrid 92 - B-1310 La Hulpe, Belgium

### 3. PROJECT BACKGROUND

The Overall Objective of the EU – Vietnam 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 to the energy sector in Viet Nam. The SETP is a EUR 142 million EU programme that follow-up the Energy Sector Policy Support Programme (ESPSP). The ESPSP ended in 2021 and the SETP will be implemented from 2022 to 2027.

The EVSET Facility implemented under the SETP programme, 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 (Components 1 & 2); (ii) support to the operation of the Viet Nam Energy Partnership Group (VEPG) (Component 3); and (iii) support in monitoring and implementation of the budget support component of the SETP (Component 4).

The EVSET Facility will contribute to the SETP Objectives of (i) Improved energy efficiency; (ii) A larger share of renewable energy in the energy mix; and (iii) Improved performance of the Viet Nam Energy Information System.

The overall objective of the VEPG is to work towards effective and efficient international support to the government of Viet Nam and engage stakeholders to deliver the sustainable energy development transition in Viet Nam, in line with national law and international agreements of which Viet Nam is a member. VEPG specific objectives are:

- To provide a forum for high-level policy dialogue and technical dialogue between the Government of Viet Nam and Development Partners, as well as stakeholders in the energy sector.
- To provide a platform to facilitate alignment of Official Development Aid (ODA) with Viet Nam’s energy and climate change strategies and action plans as well as shared international commitments, and private investment in the energy sector.
- To provide a platform to facilitate implementation of development cooperation activities in the energy sector, and to reinforce coherence and effectiveness of international support while avoiding duplication and fragmentation of aid delivery.



- To enhance learning through information sharing and communication between national and international participants.

VEPG Secretariat was established to provide support to the VEPG and foster the mutual exchange and political dialogue between Government of Viet Nam and development partners within the framework of the VEPG.

VEPG is structured as follows:

The VEPG Steering Committee guides the management, work planning and operations of the VEPG, including its Technical Working Groups and the VEPG Secretariat. The VEPG Steering Committee is chaired by a Vice-Minister of the Ministry of Industry and Trade (MOIT) and co-chaired by two representatives of the Development Partners the VEPG Co-Chairs (VEPG Co-Chairs). It includes further senior representatives of the Ministry of Industry and Trade MOIT and is supported by the VEPG Secretariat.

Technical Working Groups (TWGs) contribute to the overall and specific objectives of the VEPG. Specifically, the TWGs prepare inputs into High Level Meetings (HLMs) which focus on policy dialogue.

The High-Level Meetings (HLM) – organized on an annual basis – is the major VEPG event that focuses on fostering a continuous energy policy dialogue between the Government of Viet Nam and Development Partners – as well as other stakeholders in the sector – and thereby contribute to achieving the objectives set forth under the partnership and in the VEPG’s technical working groups. The HLM is chaired by the Minister of Industry and Trade (MOIT) and Co-chaired by high-level representatives of the Development Partners (VEPG Co-Chairs). Participants of the HLM are leaders and senior officials of MOIT, senior officials of other Ministries and government agencies, ambassadors, representatives from Development Partner organizations, as well as from the private sector, research organizations and NGOs active in the energy sector.

The main function of the Secretariat is to support the operation of the VEPG which include logistic, conceptual, and technical Support and monitoring Support.

#### **4. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT**

The assignment aims to support the overall operation of the VEPG, particularly the day-to-day activities, responsibilities, and tasks of the VEPG Secretariat.

The EVSET Facility Team, including the EVSET Facility KE2 and KE3, and under the supervision of the Facility Team leader, will implement the tasks of the VEPG Secretariat in accordance with the newly approved VEPG ToR and the overall cost estimate approved by the Steering Committee of the SETP for Component 3 of the EVSET Facility.

The position needs to closely coordinate with all entities and persons involved with the VEPG, including the EU Delegation, to ensure its successful operation and the delivery of all VEPG Secretariat tasks and outputs.

#### **5. AREAS OF RESPONSIBILITIES/TASKS/OUTPUTS**

In consultation with the EVSET Facility Team Leader and Key Experts 2 and 3, the VEPG Executive Officer will perform the following duties and outputs as part of the operation of the VEPG Secretariat activities:

Activities	Main Duties, Responsibilities and Outputs
<p><b>Organisation of Meetings/Policy Dialogues/Steering Committees/Stakeholders' Engagement (working groups, policy dialogue, etc.)</b></p>	<ul style="list-style-type: none"> <li>• Be the first point of contact of the secretariat.</li> <li>• Keep regular liaison with MOIT and VEPG focal points for updating information.</li> <li>• Identification of the participants in meetings.</li> <li>• Contact potential speakers, collect presentations, and proceed with the translation process.</li> <li>• Coordination of multi-stakeholder groups</li> <li>• Draft agenda, invitation letter, and logistic preparation for meetings</li> <li>• Prepare background documents for working groups, briefing &amp; speaking points for discussions with policymakers, etc.</li> <li>• Draft minutes and key takeaways, integrate stakeholders' comments for finalisation.</li> <li>• Organise the TWGs and Task Forces Meetings for the report's preparation and dissemination.</li> <li>• Assist VEPG Technical Team in developing workplan for each created task force, depending on their planned duration.</li> <li>• Assist VEPG Technical Team in monitoring and implementing the task force themes.</li> <li>• If a new TWG is to be created or an existing TWG to be re-oriented, assist VEPG Technical Team in initiating the changes and/or justifications. Take notes.</li> <li>• Provide information/support to ad-hoc requests from the EU Delegation related to Just Energy Transition Partnership (JETP) coordination meetings</li> </ul>
<p><b>Events and External Communications</b></p>	<ul style="list-style-type: none"> <li>• Support the VEPG Technical Team in the organisation of the events.</li> <li>• Update VEPG Technical Team on other energy sector events calendars in Vietnam and the region.</li> <li>• Prepare reporting on VEPG progress (e.g., steering committees, etc.).</li> <li>• Draft background documents, briefing &amp; speaking points.</li> <li>• Ensure coherence of the presentation/ interventions of speakers.</li> <li>• Contact press and set up interviews in close collaboration with the Facility LC&amp;V Officer.</li> <li>• Ensure adequate visibility/communication on the VEPG website/social media in close collaboration with the Facility LC&amp;V Officer.</li> <li>• Organise media coverage (newspapers, magazines, TV, radio), including social media, in close collaboration with the Facility LC&amp;V Officer.</li> <li>• Prepare press releases/press kits in close collaboration with the Facility LC&amp;V Officer.</li> </ul>
<p><b>Energy Data, Statistics and Other Information</b></p>	<ul style="list-style-type: none"> <li>• Update the energy database and upload relevant documentation/ information on the VEPG website.</li> <li>• Update DPs mapping of activities and surveys.</li> <li>• Regular exchanges with the community of energy statistic contributors for data/statistic updates.</li> <li>• Ensure compliance with the data protection regulations.</li> </ul>
<p><b>Other tasks required by the Facility Team Leader in support of the Facility Team's activities, when needed</b></p>	<ul style="list-style-type: none"> <li>• Support Facility Team in translating short documents and coordinating the translations with the Facility translator.</li> <li>• Support Facility Team and NKEs in coordinating meetings with VEPG members needed as part of their projects' activities.</li> <li>• Support Facility Team in coordinating and documenting meetings, workshops, seminars, and other project activities.</li> </ul>



	<ul style="list-style-type: none"> <li>• Support the Facility Team in developing tools and templates for activity planning and monitoring.</li> <li>• Support the Facility Team in retrieving technical documents, reports and publications, legal documents, workshop proceedings, etc., when requested by the Facility Team.</li> </ul>
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## 6. EXPERT PROFILE REQUIRED

### **Qualifications and skills:**

- At least Bachelor's degree in Energy Engineering, Environmental Sciences, Sustainable Development, Economics, or another relevant field;
- Fluency in both written and spoken English is essential;
- Fluency in both written and spoken Vietnamese is required;
- Excellent organisational and reporting skills.

### **General experience:**

- At least 5 years of relevant experience in development cooperation activities;
- Extensive work experience with Government Ministries, including MOIT, is required;
- Extensive experience in coordination of multi-stakeholder groups, notably Donors, Public Authorities, and international organisations, Foreign Embassies, in a multicultural context is required.
- Good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications.

### **Specific experience:**

- Ability to balance multiple priorities and manage deadlines;
- Ability to coordinate multi-stakeholder groups
- Ability to work autonomously;
- Attention to detail and accuracy;
- Ability to quickly master complex and unfamiliar subjects;
- Excellent interpersonal skills and capacity to create and animate a network;
- High team spirit with the ability to work independently, results-oriented, and self-motivated;
- Willingness to travel on short trips within Viet Nam.

## 7. DURATION AND LOCATION OF THE ASSIGNMENT

This total input will be delivered during the period August 2026 – December 2027. The contract will require full-time involvement with a maximum of 310 working days (maximum 220 days per calendar year). Weekend days, travel days and official public holidays are not working days unless prior approval is received from the Contracting Authority.

Local travel outside Hanoi is expected and includes high-level field visit locations. In addition, a local office is provided by MOIT as well as access to the EVSET Facility Office to facilitate the coordination of technical and administrative activities between the VEPG Secretariat and the EVSET Facility.

## 8. CONTACT POINTS

The VEPG Executive officer, shall work closely with the EVSET Facility team composed by:

- Facility Team Leader – sustainable energy expert
- Key expert 2: Technical advisor – energy policies and energy sector institutional and regulatory framework
- Key expert 3: Senior expert on sustainable energy and Facility Coordinator
- The Liaison and Communication & Visibility Officer
- The Project Assistant



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The Contracting authority of the Facility is the EU Delegation to Viet Nam, represented by Ms. TRAN-THUY Duong, the EVSET Facility Task Manager.

## **9. TIMESHEETS**

The VEPG Executive Officer shall prepare a monthly timesheet (giving a detailed account of daily tasks implemented) to be submitted for signature to the EVSET Facility Team Leader.