Terms of Reference

**Local consultant to support the implementation of the Energy Partnership Programme between Vietnam and Denmark 2020-2025 (DEPP III)**

# Background

The Governments of Denmark and Vietnam have a long-term cooperation history in energy sector. Starting with the Climate Change Adaptation and Mitigation Programme during period 2009-2015, Denmark Government supported the implementation of the Vietnam Energy Efficiency and Conservation Programme (VNEEP). In 2013, in support of the dialogue on low carbon transition, the Government of Denmark funded the “Low Carbon Transition in energy efficiency” project (LCEE) in Vietnam for the period from 2013-2017. In 2017, the two Governments agreed on a Danish Energy Partnership Programme 2017-2020 (DEPP II) to continue fruitful cooperation in the energy sector. In 2020 the two countries started a new phase of cooperation through the Danish Energy Partnership Programme 2020-2025 (DEPP III), which builds on the progress achieved and the lessons learned from DEPP II.

The DEPP III is implemented through an integrated government-to-government cooperation approach, designed to provide mainly technical assistance in a peer-to-peer manner. The programme addresses three development engagements (DEs): DE1- Capacity Development for long-range energy sector planning including offshore wind; DE2 - Capacity Development for Renewable Energy Integration into the Power System and DE3 - Low carbon development in the industrial sector. The Energy Efficiency and Sustainable Development Department (EESD) under the MOIT is the project ownner for DEPP III in accordance with the Vietnamese regulations and directly manages the implementation of DE3 activities.

The outcomes of these three development engagements are:

1) Capacity enhanced in energy sector planning and policy development, integrating renewable energy, including offshore wind and energy efficiency technologies, as cost-effective measures of meeting the Vietnamese NDCs while ensuring national security of supply;

2) Regulatory framework and flexible options in the power system supports the efficient and secure transition towards clean energy with a rising share of electricity from variable renewable energy (VRE) sources; and

3) Incentive schemes for energy efficiency in the industrial sector and improved capacity in place to develop and revise the EE regulatory framework at national level and enforce compliance with EE legal framework at provincial level.

Under the “Low Carbon Transition in energy efficiency” project (LCEE) in 2013-2017, a support scheme for low carbon investments in SMEs called the Green Investment Facility (GIF) – a guarantee and energy savings reward facility with total funding of DKK 35 million - was introduced and implemented successfully. As of 30 November 2020, GIF total assets equalled to about DKK 26.4 million. The Ministry of Foreign Affairs of Denmark has approved to reallocate the remaining GIF funds to boost the DE3 activities under DEPP III. The new activities using additional funds will stimulate energy efficiency measures and investments in energy intensive industries by carrying out a larger number of energy audits in selected provinces, provide further technical assistance and include the set-up of a Centre of Excellence for Energy Efficiency in the industrial sector (CoE) in Vietnam, which aims to be a leading non-profit knowledge and information sharing hub working for the rapid uptake of energy efficiency in the industrial sector. The Centre will address the barriers and challenges for energy efficiency implementation at the enterprise level, provide input for regulatory framework and disseminate readily available solutions.

Two long term advisers (LTAs) are recruited to support the implementation of the DEPP III and support Vietnam’s Ministry of Industry and Trade (MOIT) on technical issues. The LTAs will be full time international advisers and based in MOIT offices (one in ERAV office covering DE1 and DE2 activities and the other in EESD office covering DE3 activities). The LTAs will work in close cooperation with staff members of MOIT, the Danish Energy Agency (DEA) and the Danish Embassy in Hanoi (EDK).

A local project team is set up to provide support for coordination and implementation of the programme’s activities under DE3, including a coordinator and admin officer, and a local technical expert.

To support EESD, DEA, EDK, LTA and the local project team in the implementation of the DE3 activities,a local consultant is required.

##### Objectives

The objective of this assignment is to provide support in implementing the DEPP III programme, with a focus on DE3 activities especially implementation of the new output 4 and 5 when approved.

##### Scope of work

The tasks to be performed by the local consultant are:

* Support EESD, EDK, LTA and DEA with daily works to ensure smooth implementation of activities of DE3 under DEPP III, including preparation and filing in of letters and documents.
* Provide support to LTAs, DEA staff and international consultants with visa applications, visa extension, work permit and support related procedures (such as drafting official internal and external letters) according to the Vietnamese regulation.
* Provide interpretation support to LTAs, DEA staff and international consultants during missions, at meetings under DE3 and facilitate their communication with relevant stakeholders as needed.
* Assist in preparing and organizing workshops, events, meetings, missions, study tours and training courses under DE3 in close coordination with related stakeholders, international consultants, local consultants, and event organizers.
* Assist in communication and dissemination activities of DEPP III with a focus on DE3, including working closely with media agencies to ensure quality, accuracy and appropriateness of contents of publications/articles related to DEPP III before publishing on DEPP III website and other relevant media channels.
* Provide technical, facilitation and communication support to ensure effective operation of the Center of Excellence for Energy Efficiency and its activities.
* Translate documents from Vietnamese to English and vice versa as requested by EESD, EDK, LTA or DEA.
* Provide other support and services in daily working related to implementation of DEPPIII DE3 as requested by EESD.
* Participate in outreach to local enterprises etc. in Vietnam incl. local travelling (e.g. to workshops, meetings, visiting enterprises etc. around Vietnam) when needed.
* Provide simple technical support to the implementation of DE3 related activities such as basic work in excel etc.
* Responsible for organizing and archiving of programme reports, deliverables, documents in a systematic manner.

##### Expected outputs

* Good timing and effective support of the listed tasks.
* Translation and interpretation of high quality.
* Effective team work with EESD, EDK, DEA, LTAs and the local project team members.

##### Method of working

The consultant will work at MOIT, refer and report to the Deputy Director General of the Energy Efficiency and Sustainable Department and to the Senior Programme Manager at the Embassy of Denmark and to the Country Manager of the Danish Energy Agency. S/he will be in a team with the LTAs, local consultants and MOIT staff who work with DEPP III.

##### Timing

The contract duration will be 12 months with possible renewal. The consultant is expected to undergo a probationary period of 90 days and the employment may be terminated during this period at any time on 2 weeks' notice.

##### Payment

* Payment will be made on quarterly basis.
* Travel expenditures will be reimbursed based on actual cost and upon delivering of receipts, providing the prior written approval of the travel plan by EDK programme manager and within the regulation of the “UN-EU guidelines for financing of local costs in development cooperation with Vietnam”.

##### The required qualification and experience

* A university degree in one of the following majors: Business administration, foreign language study, public administration, technical and engineering, international development, communication and/or relevant fields.
* At least 2 years of work experience relevant to subjects studied and/ within international development collaborations, government agencies in Vietnam in advance or in similar settings.
* Responsive to inquiries
* A high level of proficiency in English (written and spoken).
* Strong communication skills.
* Proficiency in MS office (MS Word, Excel and PowerPoint)
* Proven organizational skills, excellent time management skills and able to conduct work in a structured manner.
* Ability to work pro-actively and independently with result-oriented attitude.
* Ability to work as part of an international and interdisciplinary team with relations to different stakeholders.
* Understanding and work experience of ODA projects regulation and management is an advantage.
* Understanding of Vietnamese energy policy and energy efficiency policies in industry in Vietnam is an advantage.