



Ministry of Industry and Trade



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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Training Coordinator
ISA Level:	SB3 - Local Professional (Mid-Level)
Main Duty Station and Location:	Hanoi, Vietnam
Mission/s to:	to be authorized separately
Start of Contract (EOD):	15 th July 2023
End of Contract (COB):	14 th June 2024
Duration	One year with possibility for extension
Contract Type (<i>Regular or WAE</i>). If WAE, indicate no. of working days	Regular – Full time

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Directorate of **Technical Cooperation and Sustainable Industrial Development (TCS)** under the overall direction of the Director General, and in close collaboration with all relevant organizational entities within UNIDO, headed by a Managing Director, oversees the Organization's development of capacities for industrial development as well as industrial policy advice, statistics and research activities and the Organization's normative contribution to Member States and global development community in achieving the SDGs. The Directorate also ensures the application of strategies and interventions for sustainable industrial development related to Environment, Energy, SMEs, Competitiveness and Job creation, as well as Digitalization and Artificial Intelligence. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services provided in these areas contribute toward effective and appropriate technical, business and policy solutions and are focused on results and on realizing any potential for scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

The Directorate houses the technical Divisions of Capacity Development, Industrial Policy Advice and Statistics (TCS/CPS); Circular Economy and Environmental Protection (TCS/CEP); Decarbonization and Sustainable Energy (TCS/DSE); SMEs, Competitiveness and Job Creation (TCS/SME); and Digital Transformation and AI Strategies (TCS/DAS). The Directorate also ensures close coordination and collaboration among the Divisions as well as with relevant entities in the Directorate of Global Partnerships and External Relations (GLO) and the Directorate of SDG Innovation and Economic Transformation (IET).

The Division of **Decarbonization and Sustainable Energy (TCS/DSE)** under the supervision of the Managing Director of the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), and in close coordination with other organizational entities within UNIDO, assists Member States in the transition to a sustainable energy future through the application of renewable energy solutions for productive uses, adoption of the efficient concepts of energy use by industry and the introduction of low-carbon technologies and processes. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change are an integral part of the Division's activities, as is the dissemination of relevant knowledge and technologies and paths to plan, manage and finance the energy transition. It collaborates closely on relevant and converging issues with the Climate and Technology Partnerships Division (IET/CTP) and analytical and strategic matters with TCS/CPS and ODG/SPU.

This position is located under the **Energy Systems and Industrial Decarbonization Unit (TCS/DSE/ESD)** which focuses on promoting sustainable energy solutions and infrastructure for industrial development. It promotes industrial decarbonization through crosscutting solutions, such as optimized energy management systems and the deployment of renewable energy technologies. Bringing together the supply and demand side for disruptive energy solutions, both technical and business related, the Unit fosters transformative change on the system level driven by the convergence of key technologies such as distributed generation, digitization and storage. The Unit is also responsible for coordinating dialogues and partnerships at national, regional and global levels to promote disruptive energy solutions and shape policy change for this. Finally, the Unit positions UNIDO strategically in the global energy and climate change forums and coordinates the Global Network of Regional Sustainable Energy Centres and related partnerships.

PROJECT CONTEXT

Accelerating energy efficiency in larger industries through energy management systems, systems optimization and the promotion and adoption of energy efficiency in small and medium-sized enterprises (IIEP) – 190311

UNIDO is implementing a project on accelerating energy efficiency in larger industries through energy management systems, system optimization and the promotion and adoption of energy efficiency in small and medium-sized enterprises (IIEP) in cooperation with the Ministry of Industry and Trade (MOIT) of Vietnam. The IIEP project is funded under Financing Agreement no. ACA/2021/040-898 “EU-Viet Nam Sustainable Energy Transition Programme” (SETP) as a complementary support measure. The project duration is five (5) years from 2023 to 2027. The project is designed with three substantive components that address the current market barriers to the promotion and stimulation of market demand and increase the adoption of energy efficiency practices by industry for greater energy performance, reduced carbon footprint, and enhanced productivity and competitiveness.

Capacity building and implementation support of the Project will be provided to improve the Energy Management Systems and energy efficiency (EE) related to steam, compressed air, chillers, refrigeration, pumping, process heat, and motor systems. These represent the highest energy consumption and operational costs within industrial energy systems, and therefore present the largest potential for energy savings. The project will target a broad base of 10 industrial sectors including seafood, food-processing, textiles and garment, rubber, pulp and paper, cement, metallurgy and steel, chemicals and fertilizers, plastics and beverages.

The project will also focus on awareness raising and building the capacity of the following key stakeholders: Government authorities (local and central government agencies), equipment manufacturers/suppliers, equipment distributors, engineers, relevant industrial associations, Energy Conservation Centres (ECCs), Energy Service Companies (ESCOs), national experts/consultants including energy audit experts, and financial institutions with special attention to participation of women and women-led enterprises.

Furthermore, the project will stimulate a market for EE products and services by working with industry to build awareness and implement EE practices to increase demand. Trained energy managers and other local experts will form a critical mass of expertise and networks to support the replication and scale up of these activities in other DEUs and SMEs and industrial enterprises across the country. The increased availability of national experts will create new opportunities for companies such as ECCs or ESCOs to provide EE services.

The project is therefore envisioned to provide long-term development gains and benefits for Viet Nam including significant energy savings, reduced environmental and climate change impacts, enhanced energy security, capacity building of the government counterparts and empowerment of the project beneficiaries. The project will thereby directly contribute to the achievement of the targets and overarching objective outlined in the VNEEP 3.

FUNCTIONAL RESPONSIBILITIES

The major role of the Training Coordinator is to assist the National Project Manager (NPM) to effectively deliver the project outputs specified under Component 2 - Capacity Building Programme of the Project. The Training Coordinator shall be responsible for planning, implementing, coordinating and evaluating all trainings under the IIEP Project. The Training Coordinator report to and take direction from the NPM. Specifically, he/she will be responsible

for the following tasks:

<u>MAIN DUTIES</u>	Concrete/ measurable Outputs to be achieved	Location
<p>1. Management and implementation of all project activities under Component 2:</p> <ul style="list-style-type: none"> • To assist NPM to prepare detailed annual and quarterly working plans of Component 2 with human resource, budget requirements, design monitoring and evaluation tool for all activities under the component; • To coordinate the execution of Component 2 activities leading to the successful implementation of the project including implementation, quality control and monitoring of assigned project activities; • To coordinate/facilitate the organization and implementation of all training courses of the Project; • To monitor the execution of Component 2 against working plans' milestones and outputs, and take prompt corrective actions whenever needed; • To assist NPM to prepare the national subcontracts' terms of reference; identification of national subcontractors/ bidders for the implementation of Component 2 and preparation of cost estimates and time schedules for providing services as required; • To assist NPM to prepare the job descriptions for national consultants needed for the implementation of Component 2 and assist in their recruitment process through advertisement, collection of applications and short-listing of candidates; • To assist NPM to ensure timely delivery and quality of national subcontractors' and experts' outputs and deliverables; • To assist NPM to coordinate activities of consultants and subcontractors including contract management, supervision of field operations, logistical support, review of technical outputs/ reports, assessment of project achievements and 	Smooth and effective implementation of Capacity Building Programme of the project.	Hanoi, Viet Nam

<p>cost control;</p> <ul style="list-style-type: none"> • To identify and inform NPM any issues and risks of the assigned activities implementation and make recommendations on necessary actions to effectively cope with identified risks and facilitate the implementation of the approved risk mitigation actions; • Prepare the periodical progress reports and submit to NPM. 		
<p>2. Assist NPM in overall project management:</p> <ul style="list-style-type: none"> • Collaborate with technical staff of PMO to develop annually and quarterly workplan of the project as directed by NPM; • Inform NPM of any deviation from approved plan, recommend corrective actions to NPM; • Identify and advise the NPM of any risks or issues associated with the component's outputs; • Manage specific risks as directed by the NPM; • Assist NPM in collaborating the project workplan and the partners workplan; • Attend the meetings of the Project Steering Committee as directed by NPM; • Monitoring the progress of the collaborative workplan with project partners, as directed by NPM; • Attend project's annual and quarterly planning meetings as directed by the NPM; • Perform other duties as assigned by NPM. 	<p>Smooth operation of the project and PMO. Hanoi, Viet Nam</p>	<p>Hanoi, Viet Nam</p>

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education: Bachelor's Degree in engineering, energy economics, management or other relevant discipline.

Technical and Functional Experience:

- At least 5 years working experience in conducting and coordinating the implementation of the capacity building program for industries, preferably the implementation of training courses on industrial energy efficiency technology/energy management system;
- Proven track record in project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.;
- With good appreciation of and strong links with the industries, energy efficiency service providers, energy efficiency centers and universities of technology;

- Experience and proficiency in using Microsoft Office (Outlook, Word, Excel and PowerPoint), internet.
- Good interpersonal skills.

Languages: Fully proficient in Vietnamese and Fluency in written and spoken English is required.

REQUIRED COMPETENCIES

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.