



EU – VIET NAM SUSTAINABLE ENERGY TRANSITION PROGRAMME (SETP)

EU - VIET NAM SUSTAINABLE ENERGY TRANSITION FACILITY (EVSET FACILITY)



**TECHNICAL ASSISTANCE FOR
THE IMPLEMENTATION OF
THE EU – VIET NAM SUSTAINABLE ENERGY
TRANSITION FACILITY**

NO: ACA/2022/431-806

**WITHIN THE
THE EU - VIET NAM SUSTAINABLE ENERGY
TRANSITION PROGRAMME**

NO: ACA/2020/040-898

**1ST CALL FOR TECHNICAL ASSISTANCE (CfTA1)
GUIDELINES**

Deadline for Submission: 28 July 2023

TABLE OF CONTENT

TABLE OF CONTENT	2
LIST OF FIGURES & TABLES	2
LIST OF ACRONYMS AND ABBREVIATIONS	3
1. INTRODUCTION	4
1.1 BACKGROUND	4
1.2. PURPOSE OF THE FIRST CALL FOR TECHNICAL ASSISTANCE (CfTA1)	4
2. CfTA1 ELIGIBILITY CRITERIA	5
2.1 PLACE OF ACTIVITY	5
2.2 LANGUAGE	5
2.3 DURATION	5
2.4 ELIGIBLE STAKEHOLDERS	5
2.5 ELIGIBLE FIELDS, AREAS, AND TYPES OF ACTIVITIES	5
3. CfTA1 OVERALL PROCESS	6
4. CfTA1 BUDGET AND INDICATIVE TIMETABLE	7
4.1 CfTA1 BUDGET	7
4.2 INDICATIVE TIMETABLE	7
5. CfTA1 TECHNICAL ASSISTANCE CONCEPT NOTE (TACN)	10
5.1 CfTA1 TACN APPLICATION TEMPLATE	10
5.2 CfTA1 TACN EVALUATION GRID	12

LIST OF FIGURES & TABLES

Figure 1: Structure of the EVSET Facility	4
Figure 2: Step 1 - Launching of CfTA1 & TACN Phase	8
Figure 3: Step 2 - Preparation of the Full TA Proposals (FTAP)	9
Table 1: Indicative Milestones of the CfTA1 Process	7

LIST OF ACRONYMS AND ABBREVIATIONS

CfTA	Call for Technical Assistance	MOST	Ministry of Science and Technology
DOIT	Department of Industry and Trade	MOT	Ministry of Transport
EE	Energy Efficiency	MPI	Ministry of Planning and Investment
EU	European Union	NKE	Non-Key Expert
EUD	EU Delegation	PPC	Provincial People's Committee
EUR	Euro	PVN	Petrovietnam
EVN	Electricity of Viet Nam	R&D	Research & Development
The Facility	EU – Viet Nam Sustainable Energy Transition Facility	RE	Renewable Energy
FTAP	Full Technical Assistance Proposal	SETP	EU – Viet Nam Sustainable Energy Transition Programme
KE	Key Expert	TA	Technical Assistance
MOC	Ministry of Construction	TACN	Technical Assistance Concept Note
MOF	Ministry of Finance	VEIS	Viet Nam Energy Information System
MOIT	Ministry of Industry and Trade	VINACOMIN	Viet Nam National Coal – Mineral Industries Holding Corporation
MONRE	Ministry of Natural Resources and Environment		

1. INTRODUCTION

1.1 BACKGROUND

The EU - Viet Nam Sustainable Energy Transition Facility (the Facility) is one of the four complementary measures under the EU - Viet Nam Sustainable Energy Transition Programme (SETP) funded by the EU.

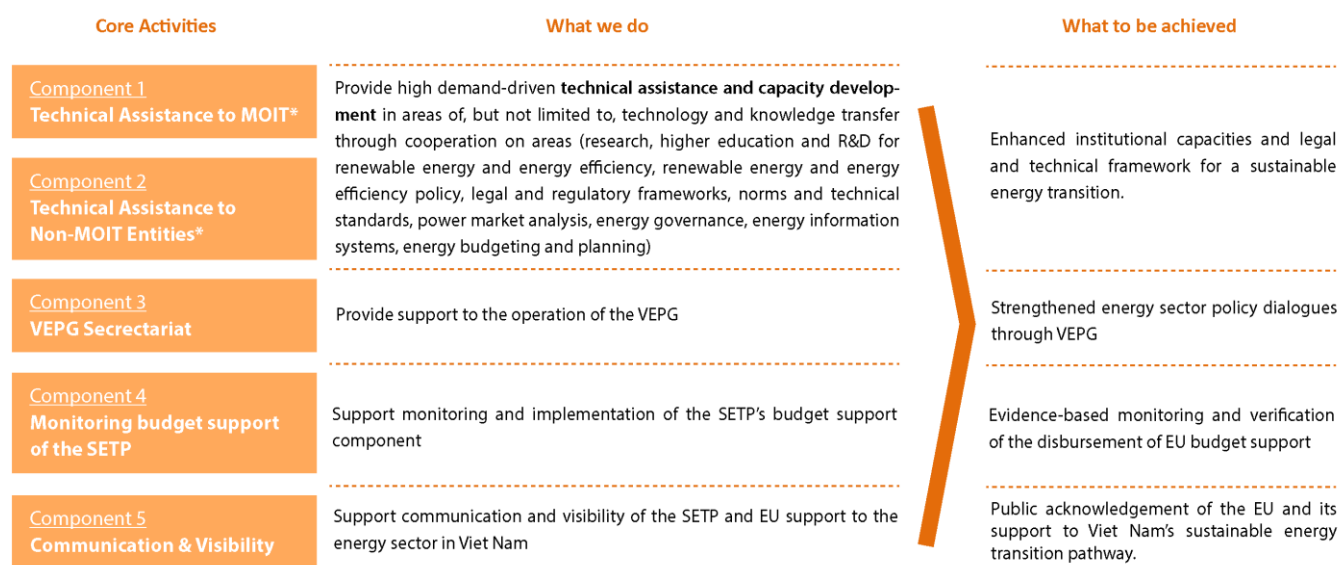
The Facility will contribute to the SETP objectives of (i) improved energy efficiency, (ii) a larger share of renewable energy in the energy mix, and (iii) improved performance of the Viet Nam Energy Information System (VEIS).

The purpose of the Facility is to provide high-level demand-driven **technical assistance and capacity development** through, but not limited to, 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 analysis, energy governance, energy information systems, energy budgeting and planning.

The Facility will be implemented from March 2022 to December 2027.

The structure and core activities of the Facility are shown in the following figure:

Figure 1: Structure of EVSET Facility



* Including potentially the Institute of Energy and EVN, PVN subject to MOIT agreement.

Technical assistance (TA) provided to Non-MOIT stakeholders (Component 2. Support Beyond MOIT) will be deployed through Calls for technical assistance (CfTA). There will be indicatively four CfTAs throughout the duration of the Facility.

1.2. PURPOSE OF THE FIRST CALL FOR TECHNICAL ASSISTANCE (CfTA1)

The purpose of the 1st CfTA is to identify and select specific technical assistance tasks to be implemented under Component 2 of the Facility. The eligibility criteria are described in Section 2, and the Overall Process is in Section 3.

2. CfTA1 ELIGIBILITY CRITERIA

The general eligibility criteria for the TA are:

2.1 PLACE OF ACTIVITY

The place of activity is in Viet Nam.

2.2 LANGUAGE

The language of the submission can be either English or Vietnamese.

2.3 DURATION

The implementation period of the TA shall be no longer than 12 months.

2.4 ELIGIBLE STAKEHOLDERS

This CfTA1 is open to ministries and public institutions at the national and provincial levels. In addition, the Facility also targets key energy actors from academic & research institutions and social organisations.

Eligible Stakeholders, but not limited to, are:

- EVN, PVN, VINACOMIN, Institute of Energy (if their proposed TAs are not under the coordination of MOIT);
- MPI, MOF, MONRE, MOST, MOT, MOC, and other Ministries (except MOIT);
- Relevant Committees of the National Assembly and Communist Party;
- Provincial People Committee (PPCs) and Provincial Departments (e.g., DOITs);
- Vietnamese Research & Development (R&D) and Higher Education Institutions;
- Relevant Vietnamese Social and Professional Organisations.

2.5 ELIGIBLE FIELDS, AREAS, AND TYPES OF ACTIVITIES

The proposed TA has to contribute to at least one of the SETP objectives (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 CfTA1 will focus on the following eligible fields:

- Energy Efficiency (EE);
- Renewable Energy (RE);
- Viet Nam Energy Information System (VEIS).

And on the following, but not limited to, eligible areas:

- 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 analysis;
- Energy governance;
- Energy information and data collection;
- Energy budgeting and planning;
- Others that contribute to the Viet Nam sustainable energy transition¹.

And on the following, but not limited to, eligible activities:

- Capacity development and building (training, workshops, best practices, field visits);
- Studies;
- R&D;
- Technology and knowledge transfer;

¹ Note: Design of energy infrastructure is not part of the technical areas covered by the EVSET Facility and is therefore not eligible.

- Others that contribute to the Viet Nam sustainable energy transition¹

3. CfTA1 OVERALL PROCESS

The CfTA1 will be implemented in two steps, corresponding to the levels of approval required under the CfTA process:

Step 1: Preparation and Selection of TA Concept Notes (TACN)²:

- Applications must be submitted through the CfTA1 section on the SETP website (in the “**Submit TA**” section) in accordance with the Technical Assistance Concept Note (TACN) Application Template² at the following address:

English: [SETP.vn/Call-for-Technical-Assistance](https://setp.vn/Call-for-Technical-Assistance)

Vietnamese: [SETP.vn/De-xuat-ho-tro-ky-thuat](https://setp.vn/De-xuat-ho-tro-ky-thuat)

- The application process of CfTA1 starts on **05 June 2023**;
- An **Information session** will be organised on **28 June 2023** by the Facility to present the CfTA1 guidelines, TACN application template² and selection criteria³ and answer the questions of potential applicants;
- The deadline for submission of TACNs through the abovementioned CfTA1 section on the SETP website (in the “**Submit TA**” section) is **28 July 2023**;
- Questions may be sent by e-mail to EVSET.Facility@setp.vn and/or through the CfTA1 section on the SETP website (in the “**Q&A**” section) no later than **19 July 2023** to the above address(es);
- The Facility team has no obligation to provide clarifications to questions received after this date;
- Replies will be given **no later than two (2) working days after being received from the CfTA1 applicants** and no later than **21 July 2023**;
- No individual replies will be given to questions. All questions and answers and other important notices to the CfTA applicants during the evaluation procedure will be published through the CfTA1 section on the SETP website (in the “**Q&A**” section). Therefore, it is advisable to regularly consult the abovementioned CfTA1 addresses to be informed of the questions and answers posted;
- The Facility Team will have **ten (10) working days** to evaluate the submitted **TACNs, using the evaluation grid**, rank them, and provide its recommendations to MOIT for the final selection (and later to **EUD for endorsement**) of **two (02) to three (03) TACN best proposals**, no later than **15 August 2023**;
- Following the selection made by MOIT and endorsement by EUD, the Facility Team will inform **all CfTA applicants** of the result of the **TACN round of CfTA1 indicatively around 04 September 2023**;
- Only selected applications will be considered for Step 2.

Step 2: Preparation of the Full TA Proposals (FTAPs) and Contract Signing:

- **The Facility Team will discuss with the CfTA1’s selected applicants the preparation of the 2nd Phase of the CfTA1 Process, consisting of preparing a Full TA Proposal (FTAP);**
- In close cooperation with the Facility Team, the selected Applicants will be given **thirty (30) working days** to prepare and submit their **FTAPs** (through the same CfTA1 Webpage addresses shown in Step 1) indicatively no later than **09 October 2023**;
- Then, the **FTAPs** (translated into Vietnamese) will be sent to **MOIT for approval** (and later to **EUD for endorsement**) **indicatively on 10 October 2023**;
- Once the **FTAPs** are endorsed, the Facility will prepare and conclude the Technical Assistance Contracts with the selected applicants.

² See Section 5.1: TACN Application Template.

³ See Section 5.2: TACN Evaluation Grid.

4. CfTA1 BUDGET AND INDICATIVE TIMETABLE

4.1 CfTA1 BUDGET

The estimated cost of each eligible TA shall be between **EUR 50,000** and **EUR 100,000**.

No grants will be provided to selected Non-MOIT Beneficiaries, as the Facility will provide only TA support (Non-Key Experts – NKEs) and costs associated with the CfTA activities implementation, such as travel, organisation of seminars, workshops, etc.).

4.2 INDICATIVE TIMETABLE

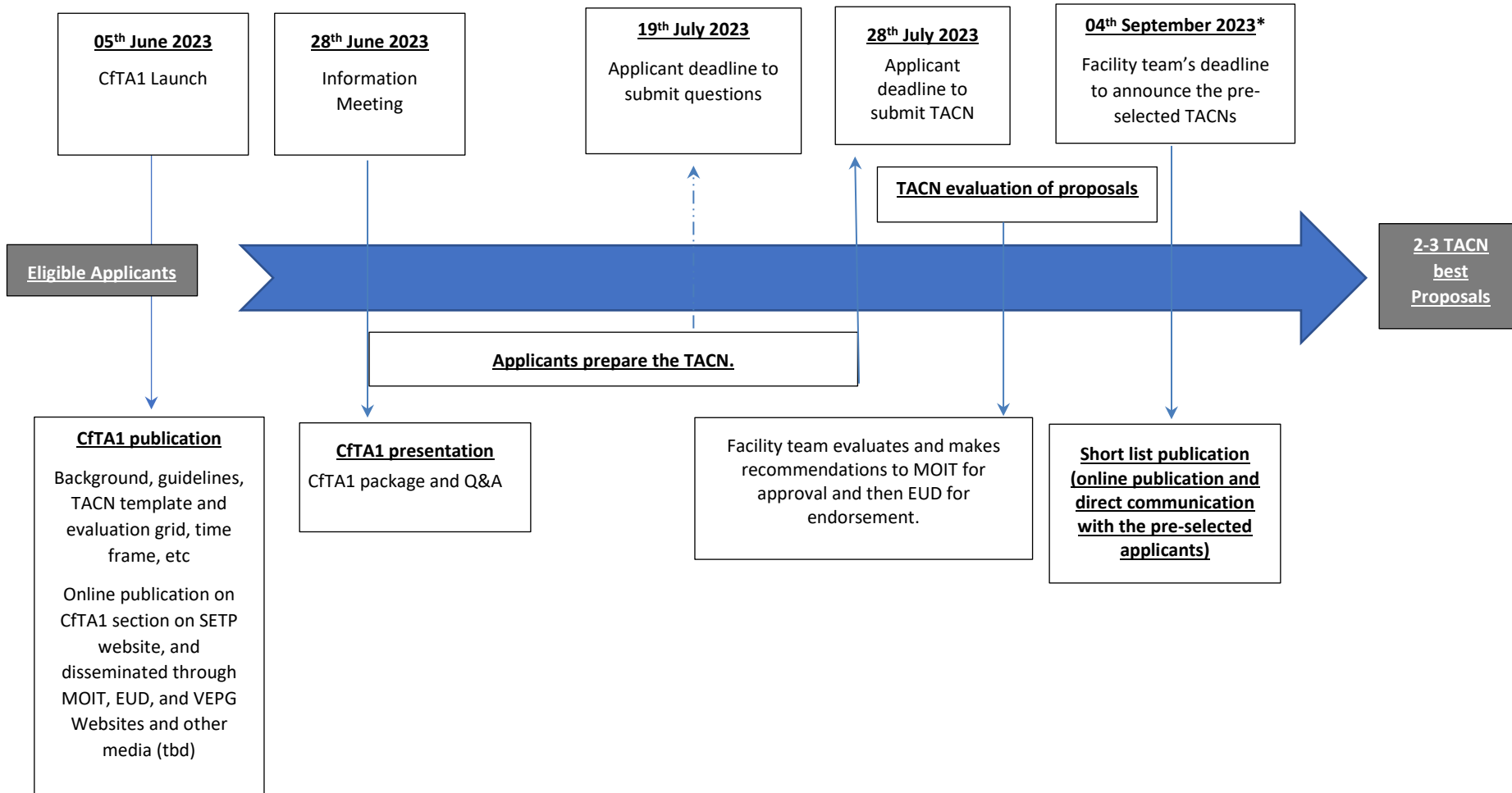
Table 1: Indicative Milestones of the CfTA1 Process

MILESTONES		TENTATIVE DATES*
1.	Publication of CfTA1	05 June 2023
2.	Information Session	28 June 2023
3.	Deadline for requesting any clarifications from the Facility Team	19 July 2023
4.	Last date on which the Facility Team issues clarifications	21 July 2023
5.	Deadline for submission of TACNs	28 July 2023
6.	Evaluation and Selection of best TACNs by the Facility Team	29 July to 14 August 2023
7.	TACNs Selection sent to MOIT for selection	15 August 2023
8.	TACNs Selection approved by MOIT sent to EUD for endorsement	30 August 2023*
9.	Information to applicants on acceptance of their TACNs (Step 1)	04 September 2023*
10.	Preparation of FTAPs (Step 2) (including Translation Into English or Vietnamese)	05 September to 09 October 2023*
11.	Final FTAPs sent to MOIT for approval	10 October 2023*
12.	Final FTAPs approved by MOIT sent to EUD for endorsement	25 October 2023*
13.	Final FTAPs / TA agreement between the Facility and finally selected Applicants signed	06 November 2023*

Note *: Tentative dates, conditioned by the date of approval of MOIT and endorsement by EUD.

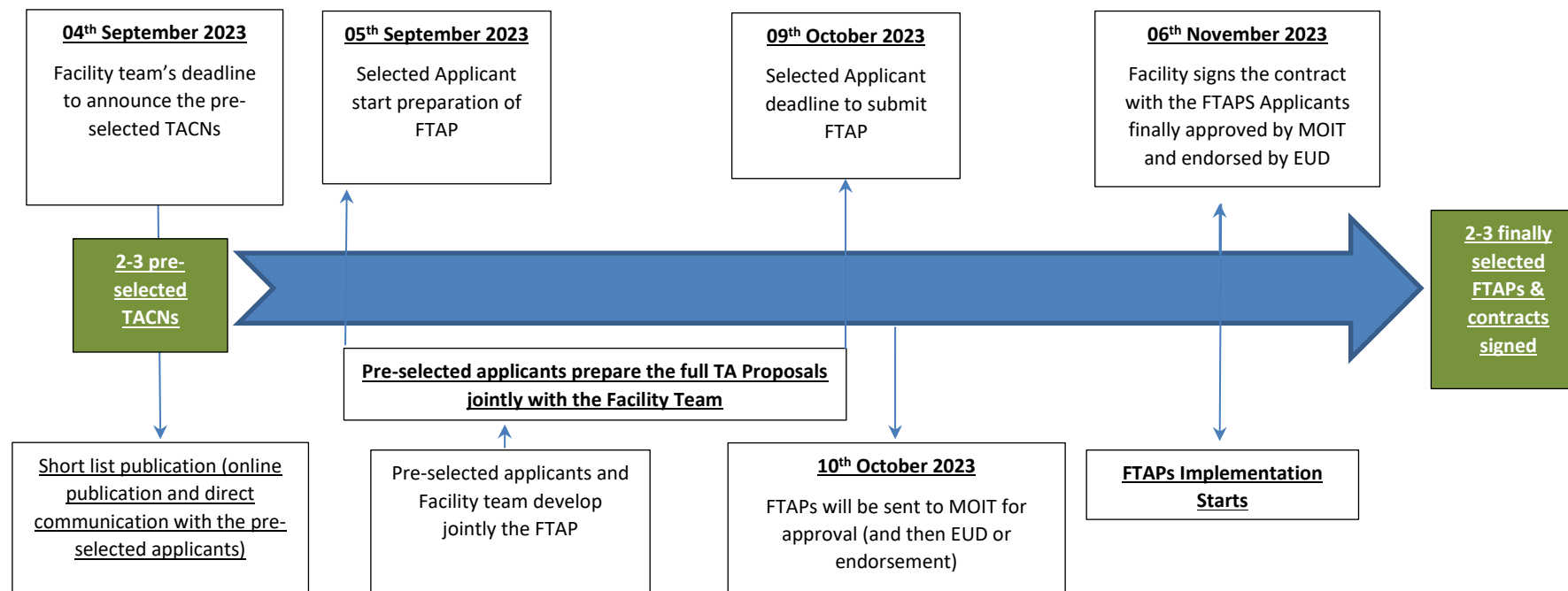
In the following Figures, a more detailed description of the CfTA 1 process is shown:

Figure 2: Step 1 - Launching of CfTA1 & TACN Phase



Note *: Tentative date, conditioned by the date of approval by MOIT and endorsement by EUD

Figure 3: Step 2 - Preparation of the Full TA Proposals (FTAP)



Note: All dates in Figure 3 are tentative, conditioned by the date of approval by MOIT and endorsement by EUD.

5. CfTA1 TECHNICAL ASSISTANCE CONCEPT NOTE (TACN)

5.1 CfTA1 TACN APPLICATION TEMPLATE

1. TECHNICAL ASSISTANCE SUMMARY	
1.1 Technical Assistance (TA) Title	Click or tap here to enter text.
1.2 Eligible Fields⁴ <i>(Boxes to be ticked)</i>	<input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Renewable Energy <input type="checkbox"/> Viet Nam Energy Information System
1.3 Eligible Areas⁵ <i>(Boxes to be ticked)</i>	<input type="checkbox"/> Research, higher education and R&D for renewable energy and energy efficiency <input type="checkbox"/> Renewable energy and energy efficiency policy, legal and regulatory frameworks, norms, and technical standards <input type="checkbox"/> Power market analysis <input type="checkbox"/> Energy governance <input type="checkbox"/> Energy information and database <input type="checkbox"/> Energy budgeting and planning <input type="checkbox"/> Other areas that contribute to the sustainable energy transition Indicate the area:
1.4 Eligible Activities⁶ <i>(Boxes to be ticked)</i>	<input type="checkbox"/> Capacity development and building (training, workshops, best practices, field visits). <input type="checkbox"/> Studies <input type="checkbox"/> R&D <input type="checkbox"/> Technology and knowledge transfer <input type="checkbox"/> Other activities that contribute to the Viet Nam sustainable energy transition. Indicate the activity:
1.5 Estimated TA Duration <i>(in months)</i>	Click or tap here to enter text.
1.6 Brief TA Summary <i>(describe the TA's key features, its coherence with the national sustainable energy policies, the identified problems and how the TA will help solve them, the project</i>	Click or tap here to enter text.

⁴ A least one Eligible Field Box needs to be selected/ticked in this Section for the application to be eligible. It could be multi-box

⁵ A least one Eligible Area Box needs to be selected/ticked in this Section for the application to be eligible. It could be multi-box

⁶ A least one Eligible Activity Box needs to be selected/ticked in this Section for the application to be eligible. It could be multi-box

<i>beneficiaries and long-term/sustainable impact).</i> <i>(max 300 words)</i>					
2. TECHNICAL ASSISTANCE INFORMATION					
2.1 Problem & Needs Analysis <i>(max 200 words)</i>		Click or tap here to enter text.			
2.2 TA Objective and Expected Results <i>(max 100 words)</i>		Click or tap here to enter text.			
2.3 Target Groups and Beneficiaries <i>(describe the main target groups and beneficiaries and how the TA activities address their needs)</i> <i>(max 100 words)</i>		Click or tap here to enter text.			
2.4 Planned Key Activities to achieve the TA expected results <i>(bullet point list of the main TA activities needed to produce the TA results and their long-term impact).</i> <i>(max 300 words)</i>		Click or tap here to enter text.			
3. APPLICANT & PARTNERS (IF ANY) INFORMATION					
Role	Name of Organisation	Address / Country of Origin	Name of Contact Person(s)	E-mail	Telephone number(s)
Applicant	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Partner 1 (if any)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Partner 2 (if any)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Partner 3 (if any)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Partner 4 (if any)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Partner 5 (if any)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

5.2 CfTA1 TACN EVALUATION GRID

I. TA EVALUATION CRITERIA	SCORE (MAX)
Eligible Fields ⁷ : <ul style="list-style-type: none"> <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Renewable Energy <input type="checkbox"/> Viet Nam Energy Information System 	No Score
Eligible Areas ⁸ : <ul style="list-style-type: none"> <input type="checkbox"/> Research, higher education and R&D for renewable energy and energy efficiency <input type="checkbox"/> Renewable energy and energy efficiency policy, legal and regulatory frameworks, norms, and technical standards <input type="checkbox"/> Power market analysis; <input type="checkbox"/> Energy governance <input type="checkbox"/> Energy information and database <input type="checkbox"/> Energy budgeting and planning <input type="checkbox"/> Other(s): 	No Score
Eligible Activities ⁹ : <ul style="list-style-type: none"> <input type="checkbox"/> Capacity development and building (training, workshops, best practices, field visits). <input type="checkbox"/> Studies <input type="checkbox"/> R&D; <input type="checkbox"/> Technology & transfer of knowledge <input type="checkbox"/> Other(s): 	No Score
The TA is coherent with the national sustainable energy policies	5
Submitted by a Non-MOIT stakeholder with proven implementation capabilities	5
The TA is in line with the Applicant's core mandate and activities	5
Complementarity to the existing activities of the Applicant	5
A clear picture of the key features of the TA is provided	5
Clear identification of the beneficiaries	5
The proposed TA activities will help solve the identified problems	5
The TA will most likely have a sustainable impact on the energy sector development in Viet Nam	5
II. TECHNICAL ASSISTANCE PROPOSAL QUALITY	SCORE (MAX)
A problem and needs analysis have been conducted/outlined	12
The TA concept and objectives are well explained	12
The TA provides a coherent and realistic implementation plan	12
The expected results of the TA have been well explained	12
The main activities will contribute to the achievement of the expected outcomes	12
TOTAL	100

⁷ A least one Box needs to be selected/ticked in this Section for the application to be eligible

⁸ A least one Box needs to be selected/ticked in this Section for the application to be eligible

⁹ A least one Box needs to be selected/ticked in this Section for the application to be eligible