



# Guidelines for Submission of an Expression of Interest (EOI)

to the

**Demand-Driven Technical Assistance Facility  
(Sub-component 1B)  
of the  
EU-Viet Nam Energy Facility**

**06 December 2019**

Implemented by

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

# Introduction

The purpose of the Technical Assistance for the Implementation of the EU-Viet Nam Energy Facility Project (EVEF) is to contribute to the progressive achievement of Sustainable Development Goal 7 by: ensuring universal access to affordable, reliable and modern energy services; increasing the share of renewable energy in the global energy mix; expanding infrastructure and upgrading technology for supplying modern and sustainable energy services in Viet Nam.

The **Overall Objective** is the economic, ecologic and socially equitable provision and use of power in Viet Nam by way of further developing the capacities of governmental and non-governmental actors in the power sector for the successful implementation of the goals and targets of the Green Growth Strategy, the Nationally Determined Contributions (NDC) and the National Power Development Plan.

EVEF is co-financed by the European Union (EU) and the German Federal Ministry for Economic Cooperation and Development (BMZ) and is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The Project consists of four (4) components:

## **Component 1 – Implementation of a Demand-Driven Technical Assistance Facility (including sub-components 1A and 1B)**

Component 1 is aimed at supporting the Ministry of Industry and Trade (MOIT) (sub-component 1A), other ministries and relevant public and private stakeholders in the energy sector (sub-component 1B). The technical assistance focuses on regulatory framework improvement, strengthening technical and methodological capacities, and fostering technology transfer in the following areas: renewable energy, energy data and statistics, and energy efficiency.

## **Component 2 – Secretariat to the Viet Nam Energy Partnership Group**

Component 2 is aimed at fostering mutual exchange and political dialogue between the Government of Viet Nam and development partners on a regular basis and in a structured manner, thereby supporting Viet Nam in the sustainable development of its power sector and addressing energy-related Green House Gas (GHG) emission reduction targets.

## **Component 3 – Monitoring of Sector Reform Contract Implementation**

Component 3 is aimed at supporting the development and implementation of the monitoring approach for the European Union's budget support on energy access to Viet Nam.

## **Component 4 – Cross-Cutting Activities**

Component 4 encompasses monitoring of the results of the EU – Viet Nam Energy Facility, as well as communication activities, which aim to advocate for the Facility, its activities and the whole EU Energy Sector Policy Support programme.

## 1. Specific objective

Component 1 of EVEF aims at supporting the Government of Viet Nam and other relevant public and private energy sector stakeholders in improving the regulatory framework, in strengthening their capacities, and in fostering technology transfer to provide an enabling environment for public and private sector investments in Renewable Energy (RE) and Energy Efficiency (EE) infrastructure in Viet Nam. While Component 1A provides technical assistance support to MOIT, Component 1B provides assistance to non-MOIT energy sector stakeholders.

**Component 1B “Demand-Driven Technical Assistance Facility”** is hereby publishing a **Request for Expression of Interest, to provide support to non-MOIT stakeholders.**

Component 1B focuses on the provision of **technical assistance (TA) in form of advisory and capacity development services**, addressing pertinent issues, such as energy information systems; energy budgeting and planning; technology and knowledge transfer on RE and EE through cooperation on research, higher education and research and development (R&D); energy policy development; development of legal and regulatory frameworks, norms and technical standards, as well as power market analysis; and power market reform. **The Technical Assistance is delivered by experts, which are contracted by EVEF based on the applicant’s/beneficiaries’ requirements. NO grants or any other kind of direct financial transfers to the applicant** are provided.

## 2. Invitation to submit an Expression of Interest

Eligible stakeholders are invited to submit Expressions of Interest (EOI) to receive Technical Assistance from the EVEF.

This is the second Request for Expression of Interest in the period 2019 – 2021. The first Request for EOI was launched in June 2019 and 04 projects were selected to receive TA.

*Please note: Only technical assistance can be provided under the EVEF; no financial assistance or any kind of activities that would require a transfer of funds to the applicant are eligible.*

## 3. Eligible Stakeholders

This Technical Assistance Facility is open to ministries and public institutions at national and provincial level. These institutions should not be affiliated with Ministry of Industry and Trade, as the Ministry and its subsidiary institutions are being supported through another component of EVEF.

The Technical Assistance Facility is also open to key energy actors from the private sector, from academic and research institutions and from the civil society. The Lead Applicant must be a Vietnamese legal/registered entity. Partnerships with other local and international entities to maximize the result are strongly encouraged.

Eligible stakeholders are:

- Vietnamese Communist Party Organisations/Institutions
- Ministry of Science and Technology, Ministry of Planning and Investment including General Statistics Office, Ministry of Finance and other ministries (except Ministry of Industry and Trade)

- Committees of National Assembly
- Provincial People's Committees and Provincial Departments (except Departments of Industry and Trade)
- The State Bank of Viet Nam
- Vietnamese research and higher education institutions
- Vietnamese commercial banks that are conducting investment in the energy sector, requiring capacity building
- Vietnamese Renewable Energy developers or investors that require technical assistance
- Business associations active in the energy sector
- Civil Society Organizations active in the energy sector and being already financed by at least one other Development Programme.

#### 4. Eligible activities

The Facility provides technical assistance for projects in Viet Nam that are engaged in the following four thematic areas:

- Renewable Energy
- Energy Efficiency
- Energy Access
- Energy Information

Eligible Activities include, but are not limited to:

- the revision of existing laws and policies and/or to the development of new legislations, policies, regulations and programs that will stimulate the development of and boost investments in sustainable renewable energy, energy efficiency, energy data and statistics, as well as access-to-energy projects.
- the provision of capacity building programs and awareness raising activities for all relevant stakeholders in data collection, analysis and validation, and in technical, financial and/or investment mechanisms. These programs can include a variety of events such as workshops, seminars and trainings.
- the knowledge sharing on and transfer of technology by way of mapping exercises, pre/feasibility studies for a number of select (and few) pilot projects, match-making events between Vietnamese and European institutions/associations/companies, promotion of partnerships and/or joint research projects, etc.

#### 5. Thematic focus area

The second Request for Expression of Interest will run under the thematic focus area:

***“Innovation, Partnerships and Networks – Knowledge Sharing and Technology Transfer to support the market development for renewable energy and energy efficiency in Viet Nam”***

Expression of Interests, which can clearly formulate a direct link between the proposed TA and the thematic focus area will be preferred.

## 6. Place of action

The place of action is Viet Nam.

## 7. Eligibility criteria

Eligible activities must have an implementation period of **maximum 12 months** with an estimated cost of **minimum EUR 50,000 and maximum EUR 125,000**<sup>1</sup>.

The activities eligible for technical assistance from EVEF must:

- belong to the following type of activities: technology transfer, capacity building and awareness raising, and /or regulatory framework;
- address one of the following sub-sectors: renewable energy, energy efficiency, energy data and statistics and/or energy access;
- be coherent with national strategy and policies;
- have its concept and objective(s) clearly defined;
- identify its beneficiaries (type, number and level of involvement);
- guarantee a sustainable impact;
- be submitted by stakeholders with proven implementation capabilities;
- be in line with the applicants' core mandate and business;
- be complementary with existing activities of the applicant;
- clearly describe the needs and activities to be conducted;
- provide a detailed operational plan;
- be cost effective.

These criteria will be carefully analysed, based on the Expression of Interest submitted and the EVEF's assessment grid (see Section 8 and Annexes I and II for details).

## 8. Submission and evaluation process and timeline

The Request for Expression of Interest with submission timeline and relevant documentation (guidelines and templates) is published on the EVEF's website (<http://energyfacility.vn>).

The Expression of Interest must be submitted in **WORD format** either in **English or Vietnamese** (Annex I) and should be sent to the EVEF TA Facility mailbox ([applications@energyfacility.vn](mailto:applications@energyfacility.vn)).

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<sup>1</sup> As described in section 2, only technical assistance can be provided under the EVEF; no financial assistance can be made available. The applicants must apply UN-EU cost norms when preparing a cost estimate.

Applicant must strictly follow the guidelines provided in the Application Form Template (Annex I). Any additional documentation and/or Annexes submitted will not be taken into consideration in the evaluation of submitted EOI.

**The deadline for submissions of EOI is 12:00 (noon), Viet Nam time, 13 January 2020.**

Once the submission deadline has expired, the EVEF project team will assess the submitted Expression of Interest based on a predefined evaluation grid (see Annex II). Expressions of Interest **must achieve a minimum score of 80/100 to be eligible** for funding under the Technical Assistance Facility. Proposals that achieve the minimum score are ranked from the highest to the lowest score. The number of EOI that will ultimately receive funding will depend on the budget availability versus cost estimates of highest-ranking proposals. Ranking 80 or more points therefore does not constitute a guaranteed award of technical assistance.

The EVEF project team will submit the ranking and recommendations for those proposals that should be considered for funding to the Delegation of the European Union to Viet Nam for review and non-objection. The Evaluation Grid for the Expression of Interest can be found in Annex II.

Once the evaluation is completed and non-objection of the European Union has been received, the EVEF project team will inform all applicants directly and as soon as possible via Email about the results of the selection process. Results will be published on the EVEF website.

Following the announcement of the results, the EVEF project team will engage with the selected stakeholders to formulate the specific scope of the technical assistance. This will entail the development of detailed Term of Reference for the technical assistance, including a clear delineation of the scope and timelines of the Technical Assistance to be delivered. The tendering and contracting process of the Technical Assistance will be done by the GIZ Office and following GIZ guidelines. GIZ will also be responsible of managing the technical assistance during its implementation.

The **technical assistance** should be tentatively **implemented from July 2020 to June 2021**.

For the sake of transparency and equal treatment of all applicants, the EVEF does neither provide individualised information and advice nor conducts pre-screening of proposals. All questions must be sent to the EVEF Technical Assistance mailbox ([applications@energyfacility.vn](mailto:applications@energyfacility.vn)) before 12:00 (noon) Viet Nam time on 17 December 2019. Answers to these questions will be sent to applicants and published on the EVEF's website <http://energyfacility.vn/> on 20 December 2019.

## 9. Contacts

For further inquiries about the application process and information about the technical assistance, please contact us at:

The EU - Viet Nam Energy Facility

Coco Building, 14 Thuy Khue Street Tay Ho District, Hanoi, Viet Nam

T. +84 (0)4 3941 2605

F. +84 (0)4 3941 2605

E. [applications@energyfacility.vn](mailto:applications@energyfacility.vn)

W. [www.energyfacility.vn](http://www.energyfacility.vn)

## ANNEX I – TEMPLATE FOR EXPRESSION OF INTEREST FOR TECHNICAL ASSISTANCE FROM THE EU-VIET NAM ENERGY FACILITY

(Please download the **word** template from the website [http://energyfacility.vn/wp-content/uploads/2019/12/03.-TEMPLATE-FOR-EXPRESSION-OF-INTEREST-FOR-EVEF\\_EN.docx](http://energyfacility.vn/wp-content/uploads/2019/12/03.-TEMPLATE-FOR-EXPRESSION-OF-INTEREST-FOR-EVEF_EN.docx))

<b>1. ABOUT THE APPLICANT</b>	
<b>1.1 Project Title.</b>	
<b>1.2 Contact Details.</b>	Name of Organisation:
	Name of Contact Person:
	Telephone Number:
	Email:
<b>1.3 Field(s) of Activities.</b> <i>Please tick all applicable boxes</i>	- Renewable Energy <input type="checkbox"/>
	- Energy Efficiency <input type="checkbox"/>
	- Access to Energy <input type="checkbox"/>
	- Energy Information <input type="checkbox"/>
<b>1.4 Type of Activities.</b> <i>Please tick all applicable boxes</i>	- Regulatory Framework <input type="checkbox"/>
	- Capacity Building and awareness raising <input type="checkbox"/>
	- Knowledge/Technology Transfer <input type="checkbox"/>
<b>1.5 Introduction</b>  <i>Describe the key features of the organisation and its activities, in which the Technical Assistance shall be embedded (max 500 words)</i>	<u>Introduction of the Organisation (mission, vision and target groups):</u>
	<u>Main Activities of the Organisation:</u>
	<u>Short description of the activity in which the technical assistance shall be embedded:</u>
<b>2. SCOPE OF THE TECHNICAL ASSISTANCE</b>	
<b>2.1 Problem &amp; Needs Analysis.</b>  <i>Describe the identified problem(s) and needs the project aims to change/address. Specify how the project/Technical Assistance will help solve them. (max 700 words)</i>	
<b>2.2 Technical Assistance</b>  <i>Describe the Objective and Expected Results of the</i>	

<p><i>Technical Assistance, as well as how a sustainable impact will be ensured.</i> (max 600 words)</p>	
<p><b>2.3 Planned Key Technical Assistance Activities to achieve the expected results.</b> <i>Bullet point list of the main Technical Assistance activities requested</i> (max 500 words)</p>	
<p><b>2.4 Beneficiaries</b> <i>Describe the beneficiaries of the Project/Technical Assistance (type, number and level of involvement)</i> (max 500 words)</p>	
<p><b>2.5 Coherence</b> <i>Describe how the project/Technical Assistance is coherent with the mandate of the organisation and aligns with national policies.</i> (max 400 words)</p>	
<p><b>2.6 Alignment with the Thematic Focus Area</b> <i>Describe how the project/ Technical Assistance addresses the thematic area “Innovation, Partnerships and Networks – Knowledge Sharing and Technology Transfer to support the market development for renewable energy and energy efficiency in Viet Nam”</i> (max 500 words)</p>	
<p><b>2.7 Partnerships</b> <i>Describe strategic partnerships with other local/international entities to maximise the project’s/ Technical Assistance’s results.</i></p>	

<p><i>Note: potential service/TA providers are <u>not</u> considered partners. Partners must be also beneficiaries of the TA. (max 400 words)</i></p>	
<b>3. TIMELINE AND BUDGET</b>	
<p><b>3.1 Implementation Plan and Timeline</b> <i>An implementation plan defining concrete activities and timelines of the project/ Technical Assistance has been attached to the application form.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Name of the file:</p>
<p><b>3.2 Cost Estimate</b> <i>An estimate of each Technical Assistance activity proposed, and a total cost estimate has been attached to the application form. Applicants <u>must apply UN-EU cost norms</u><sup>2</sup> when preparing the cost estimate.</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Name of the file:</p>
<b>4. LOGISTICAL SUPPORT</b>	
<p><b>4.1 Capacity to support the implementation of the requested Technical Assistance</b></p>	<p><i>“We hereby confirm that we have the capacities to support the implementation of the requested Technical Assistance (such as human resources, academic expertise and logistical support)”</i></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Name, title and organization of the project manager: Lead Applicant: Partner 1: Partner 2:</p>

<sup>2</sup> UN-EU Guidelines for Financing of Local Costs in Development Cooperation with Viet Nam, Version 2017  
[https://eeas.europa.eu/sites/eeas/files/un\\_eu\\_costnorms2017\\_2.pdf](https://eeas.europa.eu/sites/eeas/files/un_eu_costnorms2017_2.pdf)

## ANNEX II – EVALUATION GRID FOR EOI - EU-VIET NAM ENERGY FACILITY

NAME OF THE PROJECT/TA:		
ELIGIBILITY CRITERIA	Score (Y/N)	ASSESSMENT
Type of activity <ul style="list-style-type: none"> <li>- Regulatory Framework</li> <li>- Capacity Building and awareness raising</li> <li>- Knowledge/Technology Transfer</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Sub-Sectors <ul style="list-style-type: none"> <li>- Renewable Energy</li> <li>- Energy Efficiency</li> <li>- Energy Access</li> <li>- Energy Information</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
THEMATIC FOCUS AREA	Score (max.)	ASSESSMENT
The proposed objectives, activities and results of the project and the technical assistance are <b>relevant to the thematic focus</b> area of the Request for EOI.	20	
ASSESSMENT OF THE EOI	Score (max.)	ASSESSMENT
The <b>problem and needs analysis</b> are clear, relevant and informs well the need for Technical Assistance.	10	
The project concept, <b>objectives and expected results</b> , as well as likelihood to have a sustainable <b>impact</b> on energy sector development in VN are well explained and coherent with the proposed Technical Assistance.	15	
The planned <b>activities of the Technical Assistance</b> have been well explained.	15	
The <b>beneficiaries</b> are clearly identified.	5	

The proposed Technical Assistance is <b>coherent</b> with national sustainable energy policies and relevant to the mandate of the applicant.	10	
Strategic <b>partnerships</b> with other local/international entities maximise the project's/ Technical Assistance's results.	5	
A clear <b>implementation plan / timeline</b> has been provided.	10	
A clear <b>cost estimate</b> has been provided.	5	
The applicant has the <b>capacity to support the implementation of the requested Technical Assistance.</b>	5	
<b>Total</b>	100	