**ANNEX A – TERM OF REFERENCE AND SCOPE OF SERVICES**

**Consultant for position of Project Officer**

**1. BACK GROUND**

The objective of the Vietnam Renewable Energy Development Project is to increase the supply of electricity to the national grid from renewable energy sources on a commercially, environmentally and socially sustainable basis.

The project has three components: (1) investment project implementation component, (2) regulatory development component, and (3) pipeline development component.

*Component 1: Investment Project Implementation Component.* The first component will address the financing and related barriers, by making retail financing available through an intermediary operation, while also strengthening, through technical assistance, the capacity of project sponsors and participating banks. Component 1 consists of two sub-components.

*Credit to Support Renewable Energy Investments.* This sub-component will provide a re-financing facility to participating commercial banks for loans to eligible renewables-based projects below 30MW developed by private sponsors.

*Technical Assistance for Investment Project Implementation.* This part will provide technical assistance to support overall management of the project, verification of eligibility for re-financing, and capacity building at PBs, project developers and others.

*Component 2: Regulatory Development Component.* This component will address the regulatory barriers, support the implementation of the standardized, non-negotiable PPAs and avoided cost tariff for projects below 30 MW, streamlining approval procedures, clear procedures to grant project development licenses and to cancel the project development license if development at licensed sites takes too long, and capacity building at all levels of the project development infrastructure. Component 2 will provide technical assistance to MOIT, the Electricity Regulatory Authority of Vietnam, other relevant government agencies, for renewable energy development particularly for grid-connected electricity generation projects below 30 MW.

*Component 3: Pipeline Development Component.* Thiscomponent will provide support for activities and specialized studies to facilitate the large-scale development of renewable energy projects below 30 MW contributing directly to building a pipeline of renewable electricity projects. This includes direct support for pipeline building through providing cost shared grants to developers selected on a competitive basis, and support for Long Term Capacity Building by selected training institutions in Vietnam.

REDP was approved by the World Bank Board of Directors on May 5, 2009 and become effective on September, 2009. REDP is implemented by the Project Management Board for Rural Electrification and Renewable Energy (PMB) established under the Ministry of Industry and Trade (MOIT).

To strengthen the capacity of the PMB in implementation of REDP, particular for capacity building for project sponsors, consultants as well as for participating banks and universities in the third component - pipeline development of REDP, MOIT will recruit one consultant for the full-time position of Project Officer (PO). The PO will report directly to the PMB Director and closely work with the other members of the PMB. He/she will work in the PMB office, which is located in the MOIT building in Hanoi.

**2. OBJECTIVES OF ASSIGNMENT**

The objective of the assignment is successful implementation of the subcomponents under REDP implemented by MOIT.

**3. SCOPE OF WORK**

The PO is responsible for implementation of the tasks on capacity building and other TA activities relating to renewable technology and technique under REDP. He/she would ensure that the funds for the assigned tasks are used in cost effective manner. He/she would coordinate closely with the PMB staff and other relevant stakeholders to carry out the job. The project officer would be responsible for:

**(a) Implementation of Component 3 – Pipeline Development**

CBSF sub-component: Monitor and speed up implementation progress of sub-component Capacity Building Support Facility (CBSF). The CBSF aims to support educational institutions for long-term capacity building for Re development. Three universities have been selected namely Ha Noi University of Secience and Technology (HUST), Water Resources University (WRU) and Electric Power University (EPU). Total budget of the sub-project is about 1.2 million USD in which 900,000 USD will be granted from the REDP.

FSSF sub-component: Monitor and speed up implementation progress of sub-component Feasibility Study Support Facility (FSSF). The FSSF aims to support for pipeline building through providing cost shared grants (up to 50%) to developers selected on a competitive basis. Total grant from REDP is 1 million USD.

**(b) Implementation of Technical Assistance Activities for the REDP**

Organization and implementation of capacity building for PMB, PBs, developers and other relevant beneficiaries, including: selection of consultants, set up training demand and contents, preparation of training material, selection and organization of needed site visit for training courses, selection of trainees, implementation of training courses, evaluation and lesson learnt from each training course.

**(c) Implementation of Renewable Energy Resources Mapping (RE Mapping)**

RE Mapping is a program implemented by World Bank, being primarily funded by the Energy Sector Management Assistance Program (ESMAP) to support country and regional level, mapping for renewable energy resources include solar, wind, hydropower, and biomass resources. The objective is to support the deployment of renewable energy technologies by providing governments and the private sector with better information on the location and commercial viability of potential areas for development. MOIT will contribute to the program through activities funded by REDP and GIZ.

The Project Officer is responsible to support the international consultant to monitor, ensure timelines and quality of RE Mapping; coordinate with relevant organizations for relevant data and information collection. He will be core entity to coordinate with the Bank officer, ESMAP team, PMB, consultants, related government agencies, stakeholders consultation during implementation phase.

**d) Other activities:**

The PO would be required to provide other deliverables or carrying out other activities for the implementation of REDP. Duties may also extend to other WB funded programs at the discretion of the PMB’s director.

**4. CONSULTANT’S REPORTING OBLIGATION:**

In order to keep MOIT/Head of Rural Electrification and Renewable Energy Projects Management Board and the World Bank task team and other relevant parties informed on the progress of the implementation of REDP, the PO shall prepare drafting/finalizing project status report, quarterly progress/updated reports and other documents for the subprojects, subcomponents as required by the Director of the Management Board.

To implement each task that the consultant will:

1. Coordinating with the relevant Project Coordinator and Project Officers to build the plan and contents for the CBSF and FSSF. He/she must revise the programs as per Project Director’s comments and complete all procedures to request WB NOL for this program (including preparation of TORs, selection of consultants according to World Bank guideline).
2. Supervising contracts, monitoring progress and intervening as necessary; review and provision of substantive comments on deliverables leading to their acceptance by MOIT.
3. Coordination to other stakeholders: Coordination between MOIT/PMB and other stakeholders such as ministries, local governments, private sector, other donors, etc is particularly important. The PO is responsible for creation and maintenance of the coordination to ensure the successful implementation of the projects.

**5. SCHEDULE AND TYPE OF CONTRACT**

The assignment is expected to start on 15 August 2013.

This full-time position would be recruited by 10 months time-based contract with possibility of extension up to two years as given satisfactory performance and workload demand.

Remuneration will be agreed with PMB and be subject to approval by MOIT/WB. The PO will be required to complete a standard time sheet to submit to the PMB on a monthly basis. The PO will be paid monthly.

**6. CONSULTANT QUALIFICATIONS AND EXPERIENCE**

The PO will require the following qualifications and experience:

* Degree on Hydropower Engineering / Civil Engineering / Electric Engineering / Energy Economics. A Master’s degree in Hydropower / Renewable Energy / Resources Management is preferable.
* Minimum five years working experience in power sector or infrastructure development. Experience in managing and monitoring of international development projects in renewable energy, energy efficiency or clean energy and related fields such as micro  
  enterprise development, technical training and capacity building, is preferable.
* Ability to work effectively with Governmental authorities, Local governments, Project developers , Education Facilities and private sector.
* Understanding and experience in World Bank regulations on safeguard policies and/or procurement will be an advantage.
* Understanding and have knowledge on Vietnamese standards and regulations in management of investment project, grant and ODA.
* Ability to work under pressure and good team worker.
* Good communication, reading and writing skills in English
* Good command of computer office software such as Word, Excel, Power-Point, email and internet.

**ANNEX B – CONSULTANT’S REPORTING OBLIGATIONS**

* Project Status Reports
* Quarterly progress/updated Reports
* Yearly progress/updated Reports

**ANNEX C – Cost Estimate of Service, List of Personnel and Schedule of Rates**

1. **Cost Estimate of Services:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Expense Category** | **Rate ($)** | **Month** | **Total Costs ($)** | **Percentage of Total** |
|  |  |  |  |  |  |
| ***I.*** | ***Remuneration*** |  |  |  |  |
|  |  | 1,500 | 10 | 15,000 |  |
|  | **Total Remuneration** |  |  | **15,000** |  |
|  |  |  |  |  |  |
| II | **Net amount** |  |  | **15,000** |  |
|  | Personal income tax withhold |  |  | 3,000 |  |
|  | **TOTAL A** |  |  | **3,000** |  |

**CONTRACT CEILLING: US$ 18,000**