

TERMS OF REFERENCE

<u>Title:</u>	<i>National Technical Specialist</i>
<u>Duty Station:</u>	Hanoi (national business trips if required)
<u>Duration of Assignment:</u>	12 working months (full-time) with possible of extension
<u>Expected starting date:</u>	15 November 2016
<u>Direct Supervisor:</u>	National Project Director (NPD) Deputy National Project Director (DNPD)
<u>Project ID and titles:</u>	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam

1. Background

Ministry of Construction (MOC) is implementing the Project “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions and enterprises.

The Project’s goal is to reduce intensity of GHG emissions from the building sector in Viet Nam. The project objective is to improve the energy utilization performance of commercial and high-rise residential buildings in Ho Chi Minh and Hanoi. Realization of this objective will be achieved through implementation of three components:

- (1) Improvement and Enforcement of Energy Efficiency Building Code;
- (2) Building Market Development Support Initiatives, and
- (3) Building EE Technology Applications and Replications.

Each component comprises a number of complementary activities designed to remove barriers to the stringent enforcement of the revised EEBC, and to the greater uptake of building energy efficiency technologies, systems, and practices in commercial and residential buildings. By EOP, the GEF investment will have catalysed direct GHG emission reduction of about 37,680 tCO₂e. The cumulative direct reduction in GHG emissions over the lifetime of the project is envisioned to be 236,382 tCO₂e

The project is now seeking a qualified National Technical Specialist (NTS) who will work for the project management unit (PMU).

2. Objectives:

The incumbent will be responsible for providing technical inputs to the implementation of all the components and substantive support to the PMU and Government overall implementation with particular emphasis on technical quality. NTS will work with project stakeholders regarding on technical issues to support the project implementation in compliance with the project work-plan.

3. Scope of work:

The incumbent will work at the PMU Office at MOC in Hanoi and have the following specific responsibilities/duties:

3.1. Managing the technical elements in the implementation of project components

- Maintain cooperation with line ministries, academies, and private sector for development of Energy Efficiency in buildings.
- Work closely with the National Project Manager (NPM) to prepare and finalize the detailed TORs of subcontractors and consultancy and submit them to the DNP and UNDP for approval;
- Participate in the recruitment/procurement of the consultants and subcontractors;
- Provide oversight in the implementation of technical activities of the project including energy survey, benchmarking, and demonstration, and serving as a key resource in the planning, design and implementation of technical components
- Take responsibilities for the progress of the technical work through planning, directing, and monitoring the progress of the implementation of the work assigned under the respective components
- Provide technical inputs, guidelines and ensure the quality assurance for the implementation of the policy, training and demonstration components; review and provide comments on reports by international and domestic experts and contractors.
- Facilitate/participate in trainings, workshops, and forum as required by NPD and DNP. Review training agenda of the project, including training courses, participants, and workshops.

- Coordinate the appraisal of the technical deliverables submitted by subcontractors and consultants;
- Work with NPM in organisation of meeting to review the progress of the work of subcontractors and consultants and produce review reports;
- Prepare the technical progress reports and submit to NPD and DNPDP;
- Conduct technical review and quality assurance of outputs/outcomes of the project: work closely with international consultants, guarantee highest quality of technical reports, documents, project outputs, meeting records, publications prior to approval of DNPDP, NPD, UNDP.
- Work in pairs with international consultants, based on policy studies of the project as well as on-the-job experience, to provide primary or preliminary inputs for reports, related documents of the project takeaway, lessons learnt, and on-the-job experience.
- Provide guidelines, support for capacity assessment, and knowledge gaps for implementation of project activities, as well as identification of partners.
- Propose activities on communication, advertising policies, researches, and documentations of demonstration projects.
- Work in the team with PMU staff to provide inputs to the production of policy or technical papers/brief, and in documentation of the project lesson learnt, experiences, best practices and human stories.

3.2. Assist PM in overall project management:

- Work closely with PMU staff, provide technical inputs to develop annually and quarterly work-plan, annual and quarterly reports; assist NPM in collaborating the project work-plan and the partners' work-plan;
- 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;
- Attend the meetings of the Project Steering Committee, project's annual and quarterly planning meetings as directed by DNPDP;
- Monitoring the technical progress of the collaborative work-plan with project partners, as directed by NPD and DNPDP;

5. Qualifications and requirements:

- Bachelors Degree (as minimum) in architecture or engineering, energy efficiency or related fields.

- At least 5 years of experience in the field of energy efficiency specialising in building sector, policy development, demonstration and institutional capacity building; Proven extensive experience in design and construction for green building, assessment, monitoring and evaluation of energy efficiency project funded by international agencies.
- Understanding building sector related policies and technology transfer will be an advantage; Proven experience in resource mobilization from governments, non-government organizations and the private sector at high level;
- Good capacities for strategic thinking, planning and management and presentation skills;
- Excellent communication skills, proficiency in English in both written and verbal.