# THE EU – VIET NAM SUSTAINABLE ENERGY TRANSITION FACILITY
# NO: ACA/2022/431-806

# WITHIN
# THE EU - VIET NAM SUSTAINABLE ENERGY TRANSITION PROGRAMME
# NO: ACA/2020/040-898

# 3rd CALL FOR TECHNICAL ASSISTANCE (CfTA3)
# GUIDELINES
# [FINAL]

**Deadline for Submission of TACN: 3rd March 2026**

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# LIST OF ACRONYMS AND ABBREVIATIONS

| | | | |
|---|---|---|---|
| **CfTA** | Call for Technical Assistance | **MOAE** | Ministry of Agriculture and Environment |
| **DOIT** | Department of Industry and Trade | **MOST** | Ministry of Science and Technology |
| **EAV** | Electricity Authority of Vietnam | **PPC** | Provincial People's Committee |
| **EE** | Energy Efficiency | **PVN** | Petrovietnam |
| **EU** | European Union | **R&D** | Research & Development |
| **EUD** | EU Delegation | **RE** | Renewable Energy |
| **EUR** | Euro | **SETP** | EU – Viet Nam Sustainable Energy Transition Programme |
| **EVN** | Electricity of Viet Nam | **TA** | Technical Assistance |
| **Facility** | EU – Viet Nam Sustainable Energy Transition Facility | **VEIS** | Viet Nam Energy Information System |
| **FTAP** | Full Technical Assistance Proposal | **VINACOMIN** | Viet Nam National Coal – Mineral Industries Holding Corporation |
| **IGIP** | Agency of Innovation, Green Transition, and Industry Promotion | | |
| **MOC** | Ministry of Construction | | |
| **MOF** | Ministry of Finance | | |
| **MOIT** | Ministry of Industry and Trade | | |

# 1. INTRODUCTION

## 1.1. BACKGROUND

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

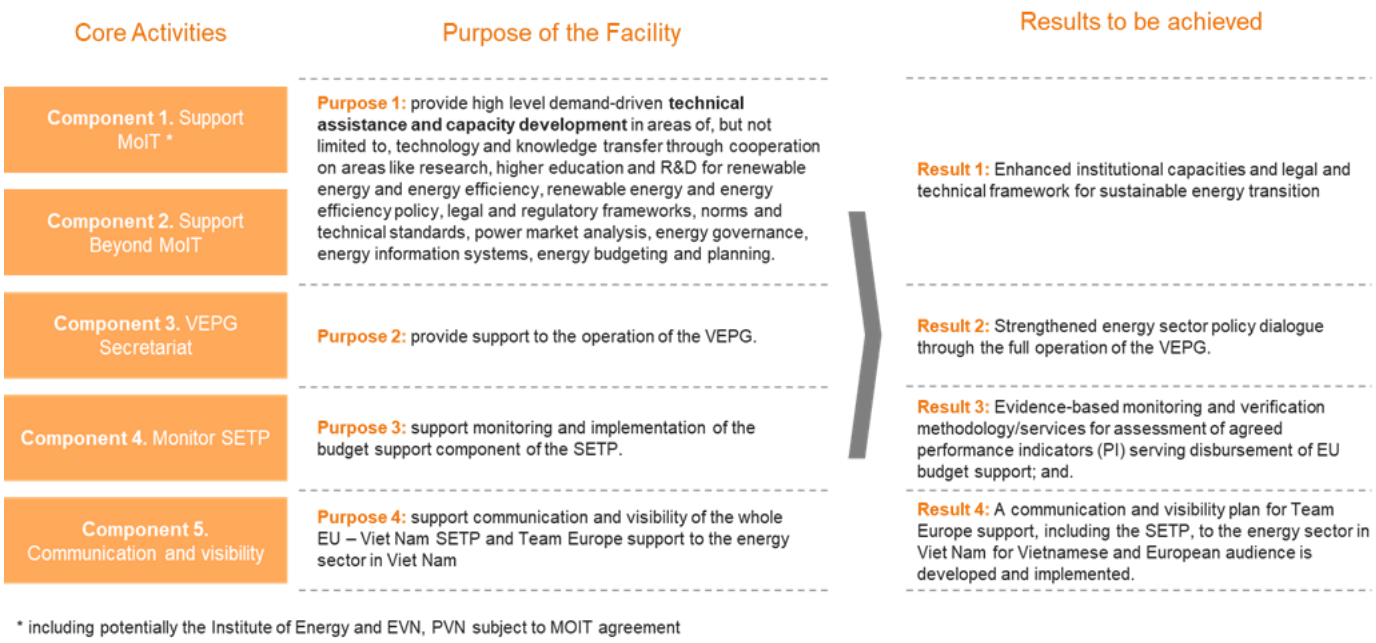
The Facility will contribute to the SETP objectives of (i) improved energy efficiency, (ii) a larger share of renewable energy in the energy mix, and (iii) improved performance of the Viet Nam Energy Information System (VEIS).

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 is being 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**




**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.

The Facility launched the 1st CfTA (CfTA1) in June 2023, followed by the 2nd CfTA (CfTA2) in December 2024. Building on these experiences, the Facility plans to launch the 3rd CfTA (CfTA3) in January 2026. Details of the call are provided in the sections below.

### 1.2. PURPOSE OF THE THIRD CALL FOR TECHNICAL ASSISTANCE

The purpose of the CfTA3 is to identify Non-MOIT entities' needs for TA 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. CfTA3 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 APPLICANTS

This CfTA3 is open to all non-MOIT Ministries and public institutions at both the central and provincial levels, including their subsidiary institutions, academic and research institutions, and social and professional organizations. However, MOIT's public service units, such as universities and research institutes, are also eligible. The private sector is **NOT** eligible for this Technical Assistance. The applicant must be Vietnamese.

Examples of eligible applicants include:

- Ministries and ministerial-level organizations, such as the Ministry of Finance (MOF), Ministry of Agriculture and Environment (MOAE), Ministry of Science and Technology (MOST), Ministry of Construction (MOC), and their subsidiary institutions;
- MOIT's public service units, including the Institute of Energy (IE) and the Vietnam Institute of Strategy and Policy for Industry and Trade (VIOIT);
- Provincial People's Committees (PPCs) and Provincial Departments (e.g., Departments of Industry and Trade [DOITs], Departments of Transport [DOTs]);
- Vietnamese Research & Development (R&D) institutions and Higher Education institutions;
- Vietnamese Social and Professional Organizations, such as the Vietnam Steel Association and the Vietnam Association of Seafood Exporters and Producers.

### 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 (VEIS). The eligible areas and activities are described below and are illustrated in ***Figure 2***.

Eligible fields:

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

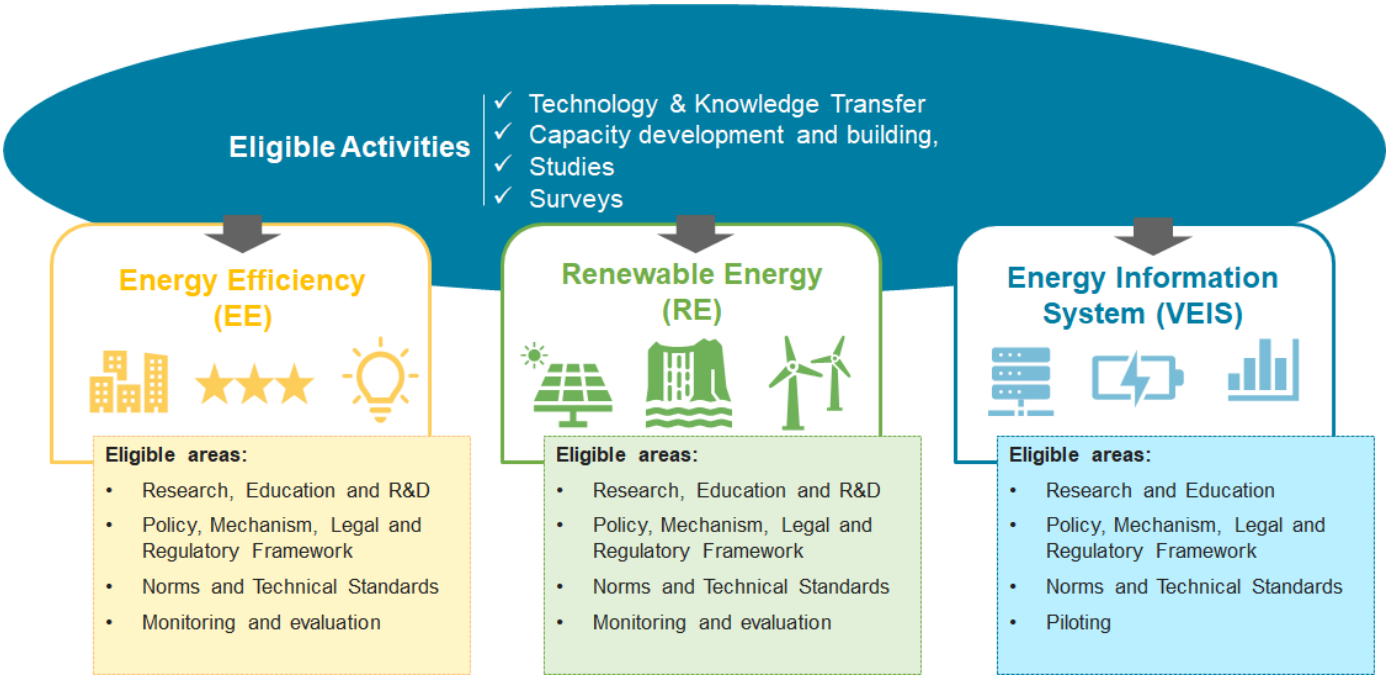
And on the following eligible areas:

- Research, education and R&D;
- Policy, mechanism, legal and regulatory frameworks, best practices, norms, and technical standards;
- EE and/or RE monitoring and evaluation.
- Energy information and database piloting

And on the following eligible activities[1]:

- Capacity development and building (training, workshops, field visits);
- Studies;
- Technology and knowledge transfer;
- Surveys.

**Figure 2: Eligible Areas and Activities**




Kindly note that the applicant must be the direct beneficiary of the proposed TA and the proposed TA must be in line with the applicant's mandate and activities.

## 3. CfTA3 OVERALL PROCESS

The CfTA3 will be implemented in two steps, corresponding to the levels of approval required under the CfTA process:

[1] Note: Design of energy infrastructure and procurement of equipment and devices are not part of the technical areas covered by the EVSET Facility and is therefore not eligible.

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

- Applications must be submitted through the CfTA section on the SETP website (in the ***"Submit TA"*** section) in accordance with the Technical Assistance Concept Note (TACN) Application Template[2] at the following address:

**English: SETP.vn/Third-Call-for-Technical-Assistance**

**Vietnamese: SETP.vn/De-xuat-ho-tro-ky-thuat-lan-3**

- The application process of CfTA3 starts on **6th January 2026;**
- An **Information session** will be organised on **27th January 2026** by the Facility to present the CfTA3 guidelines, TACN application template[2] and selection criteria[3] and answer the questions of potential applicants;
- All inquiries can be sent by e-mail via this link: https://setp.vn/vi/lien-he/ and/or through the CfTA3 section on the SETP website (in the ***"Q&A"*** section) no later than the **25th February 2026** to the above address(es). The Facility team has no obligation to provide clarifications to questions received after this date;
- 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 CfTA3 section on the SETP website (in the ***"Q&A"*** section);
- The last date on which the Facility Team will issue clarifications will be the **27th February 2026;**
- The deadline for submission of TACNs through the abovementioned CfTA3 section on the SETP website (in the ***"Submit TA"*** section) is **3rd March 2026;**
- There is no limit on the number of TACN one applicant can submit. However, we encourage the applicant to propose the most innovative, cost-effective, and solution-oriented concept notes for selection;
- The Facility will evaluate the submitted **TACNs**, rank them, and provide its recommendations to MOIT for its No-Objection and to **EUD for endorsement.** The Facility will present **up to six (6) best TACNs,** depending on the quality of the TACNs received**,** no later than **7th April 2026**. For the evaluation of the **TACNs the evaluation grid presented in section 5.2** will be used;
- No later than **10th April 2026***, the Ministry of Industry and Trade (MOIT) will provide its No-Objection to the Facility's recommended TACNs who will then send it to the European Union Delegation (EUD) for endorsement.
- The shortlist of pre-selected applicants will be published on the SETP website on **12th May 2026***. This will be available online and communicated directly to the applicants.

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

- The Facility Team will discuss with the CfTA3's selected applicants the preparation of the 2nd Phase of the CfTA3 Process, consisting of preparing a Full TA Proposal (FTAP);
- In close cooperation with the Facility Team, the selected Applicants will be given time to prepare their FTAPs and submit their **FTAPs** (through the same CfTA Webpage addresses mentioned in Step 1)

[2] See Section 5.1: TACN Application Template.
*: tentative date, conditioned by the date of No-Objection of MOIT and endorsement by EUD
[3] See Section 5.2: TACN Evaluation Grid.

no later than **28th July 2026*,** noting that the implementation period of the TA shall be less than 12 months and the estimated resource shall be under the available resource allocation per TA (to be guided in details in section 4.1);

- All submitted **FTAPs** (translated into Vietnamese/English[4]) will be sent to **MOIT for No-Objection before 28th July 2026***and then to **EUD for endorsement before 18th August 2026***;
- Once the **FTAPs** are endorsed, an MoU on Technical Assistance Agreement will be signed between the selected applicants and the Facility to start the TA implementation.

# 4. CfTA3 RESOURCE, OPERATION MODALITIES AND INDICATIVE TIMETABLE

## 4.1. CfTA3 BUDGET AND OPERATION MODALITIES

No direct grant will be provided to the selected applicants. The Facility will only provide:

1- **Technical assistance** (TA), in the form of **chargeable working days that will be performed by specific Experts** to carry out the TA. The Facility will provide **up to a maximum 125 chargeable working days of Expertise** per each eligible TA.

The Facility will directly identify and recruit experts that meet the required criteria set in the FTAP. The Facility will submit its proposed selection of Experts to the selected TA applicant(s) for approval and later to EUD for endorsement.

2- **Costs associated with the TA implementation (Incidental Cost)** such as travel expenses, organisation of seminars, workshops, etc. necessary to carry out the activities foreseen in the FTAP.

The logistics for these activities will be directly handled and paid for by the Facility following the latest approved "UN-EU Guidelines for Financing Local costs in Development Cooperation with Viet Nam" (UN-EU cost norms)[5]. The Facility will support the selected Concept notes' Applicants on identifying eligible costs during the FTAP preparation.

The estimated incidental cost of each eligible TA shall not exceed **EUR 30,000.**

The facility can provide up to 100% of the above support per each selected TA.

## 4.2. INDICATIVE TIMETABLE

**Table 1: Indicative Milestones of the CfTA3 Process**

| MILESTONES | TENTATIVE DATES* |
|---|---|
| 1. CfTA3 Launch | 6th January 2026 |
| 2. Information Meeting | 27th January 2026 |
| 3. Deadline for requesting any clarifications from the Facility Team | 25th February 2026 |
| 4. Last date on which the Facility Team issues clarifications | 27th February 2026 |
| **5. Applicant Deadline to submit TACNs** | 3rd March 2026 |

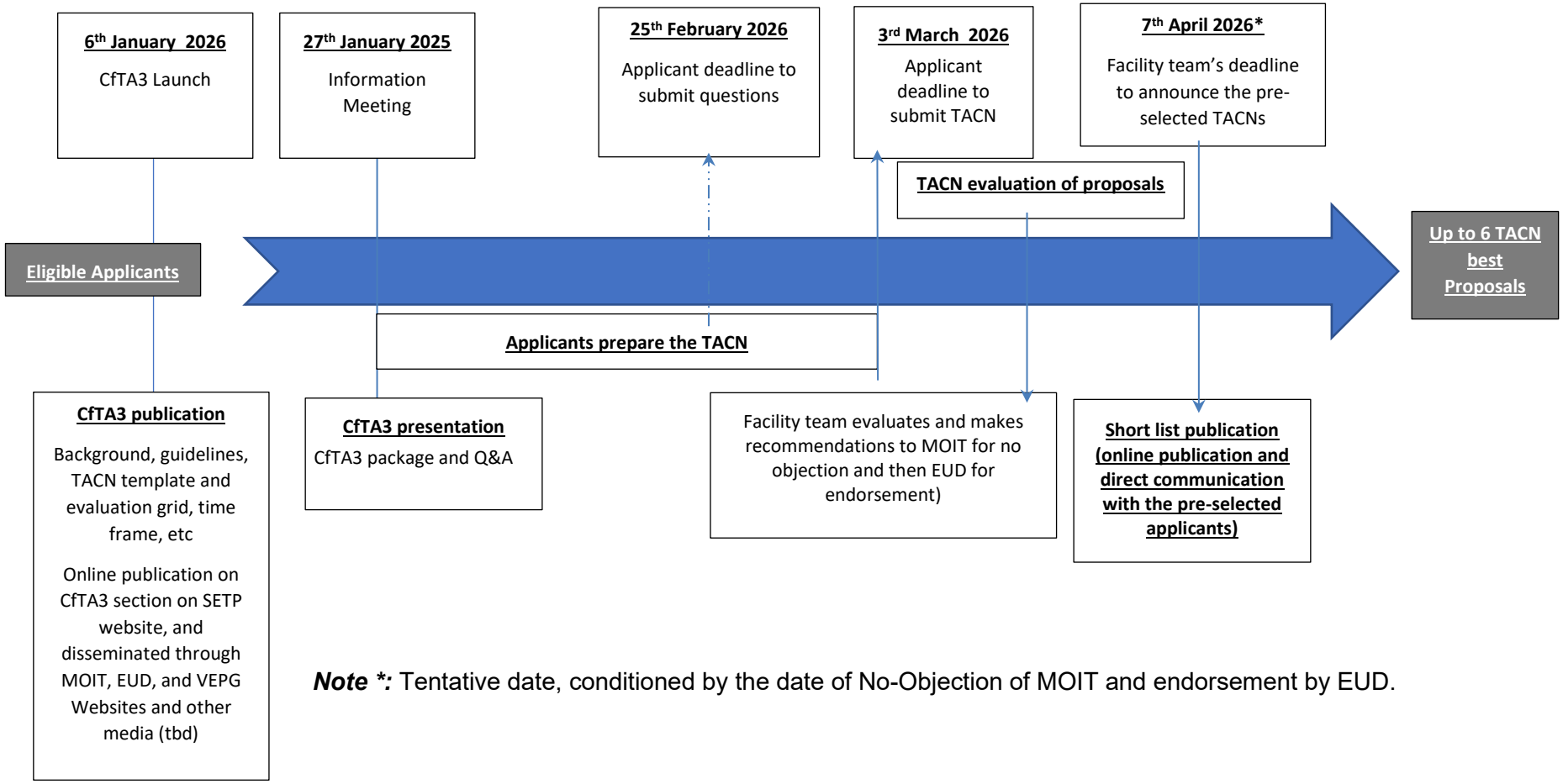
[4] The facility will prepare the translation
[5] https://www.eeas.europa.eu/delegations/vietnam/eu-un-cost-norms-2022_en?s=184

| | |
|---|---|
| 6. Evaluation and Selection of best TACNs by the Facility Team | 3rd March - 7th April 2026 |
| 7. TACNs Selection sent to MOIT for no objection | 10th April 2026* |
| 8. TACNs Selection agreed by MOIT sent to EUD for endorsement | 8th May 2026* |
| 9. Short list publication (online publication and direct communication with the pre-selected applicants) (Step 1) | 12th May 2026* |
| **10. Preparation of FTAPs (Step 2) (including Translation Into English or Vietnamese) with pre-selected applicants and Facility team jointly preparing the FTAP** | 12th May – 28th July 2026* |
| 11. Final FTAPs sent to MOIT for No-objection | 28th July 2026* |
| 12. Final FTAPs with No-Objection of MOIT sent to EUD for endorsement | 18th August 2026* |
| 13. Final FTAPs / MoU on TA agreement between the Facility and finally selected Applicants signed | 4th September 2026* |

***Note *:*** Tentative date, conditioned by the date of No-Objection of MOIT and endorsement by EUD.

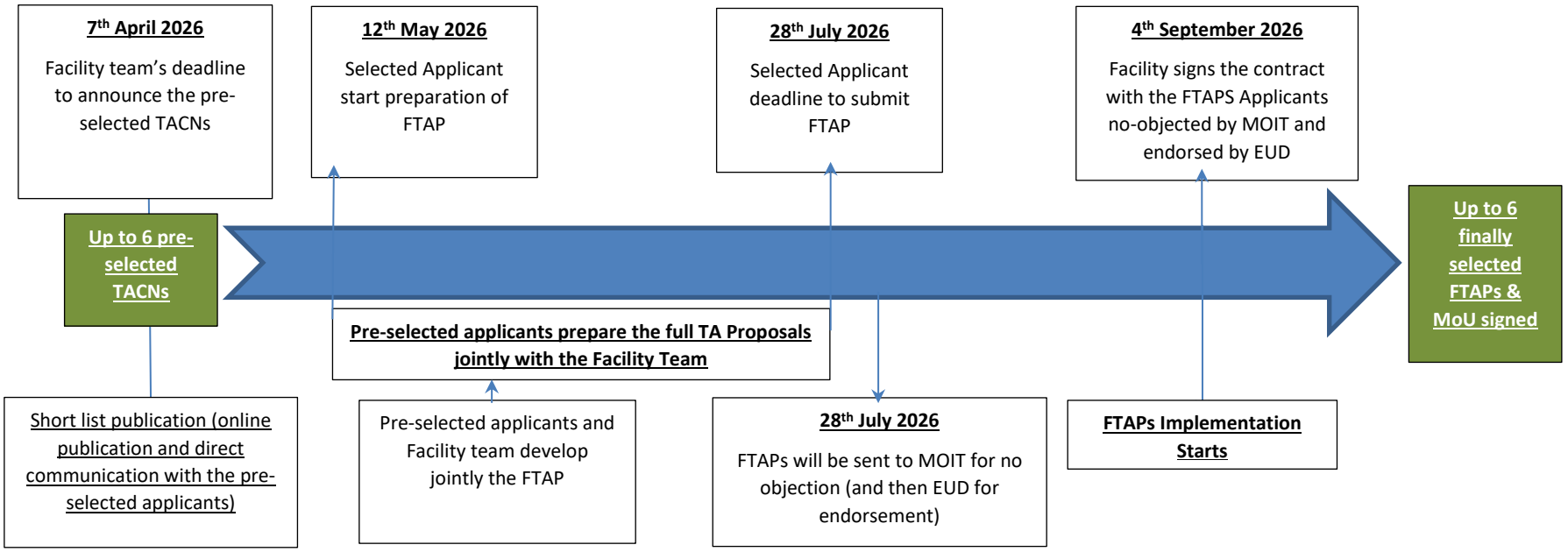
In the following Figures, a more detailed description of the CfTA3 process is shown:

**Figure 3: Step 1 - Launching of CfTA3 & TACN Phase**




***Note *:*** Tentative date, conditioned by the date of No-Objection of MOIT and endorsement by EUD.

**Figure 4: Step 2 - Preparation of the Full TA Proposals (FTAP)***




***Note *:*** Tentative date, conditioned by the date of No-Objection of MOIT and endorsement by EUD.

# 5. CfTA3 TECHNICAL ASSISTANCE CONCEPT NOTE (TACN)

## 5.1. CfTA3 TACN APPLICATION TEMPLATE

| **1. TECHNICAL ASSISTANCE SUMMARY** | |
|---|---|
| 1.1 Technical Assistance (TA) Title | Click or tap here to enter text. |
| 1.2 Eligible Field[6] (*Boxes to be ticked*) | ☐ Energy Efficiency<br>☐ Renewable Energy<br>☐ Viet Nam Energy Information System |
| 1.3 Eligible Areas[7] (*Boxes to be ticked*) | ☐ Research, education and R&D<br>☐ Policy, mechanism, legal and regulatory frameworks, best practices, norms, and technical standards<br>☐ EE and/or RE monitoring and evaluation<br>☐ Energy information and database piloting |
| 1.4 Eligible Activities[8] (*Boxes to be ticked*) | ☐ Capacity development and building (training, workshops, field visits)<br>☐ Studies<br>☐ Technology and knowledge transfer<br>☐ Surveys |
| 1.5 Estimated TA Duration (max 12 months) *(in months)* | Click or tap here to enter text. |
| 1.6 Brief TA Summary *(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, and long-term/sustainable impact). (max 300 words)* | Click or tap here to enter text. |
| **2. TECHNICAL ASSISTANCE INFORMATION** | |
| 2.1 Problem & Needs Analysis[9] *(max 200 words)* | Click or tap here to enter text. |
| 2.2 TA Objective and Expected Results *(max 100 words)* | Click or tap here to enter text. |
| 2.3 Planned Key Activities to achieve the TA expected results (*bullet point list of the main TA activities needed to produce* | Click or tap here to enter text. |

[6] At least one Eligible Field Box needs to be selected/ticked in this Section for the application to be eligible. More than one box can be selected/ticked
[7] At least one Eligible Area Box needs to be selected/ticked in this Section for the application to be eligible. More than one box can be selected/ticked.
[8] At least one Eligible Activity Box needs to be selected/ticked in this Section for the application to be eligible. More than one box can be selected/ticked.
[9] Reason for the TA to be implemented

| | |
|---|---|
| *the TA results and their long-term impact).*<br>*(max 300 words)* | |

## 3. APPLICANT INFORMATION

### 3.1 Applicant

| Name of Organisation | Address / Country of Origin | Name of Contact Person(s) | E-mail | Telephone number(s) |
|---|---|---|---|---|
| | | | | |

### 3.2 Background of Applicant

*Describe the nature of operations, mandates, the number of employees, branches (if applicable), and entity type (government organization, SO, etc. ).*

*(Maximum 100 words)*

### 3.3 Relevance and complementarity of the proposed TA

*Highlight the relevance of the proposed TA to the needs and constraints of the sector, and of the applicant*

*Explain the complementarity of the proposed TA with other activities/initiatives*

*(Maximum 100 words)*

## 5.2. CfTA3 TACN EVALUATION GRID

| I. TA EVALUATION CRITERIA | SCORE (MAX) |
|---|---|
| Eligible Field[10]:<br>☐ Energy Efficiency<br>☐ Renewable Energy<br>☐ Viet Nam Energy Information System | No Score |
| Eligible Areas[11]:<br>☐ Research, education and R&D<br>☐ Policy, legal and regulatory frameworks, best practices, norms, and technical standards<br>☐ EE and/or RE monitoring and evaluation<br>☐ Energy information and database piloting | No Score |
| Eligible Activities[12]:<br>☐ Capacity development and building (training, workshops, field visits)<br>☐ Studies<br>☐ Technology & transfer of knowledge<br>☐ Surveys | No Score |
| The TA is in line with the Applicant's mandate | Yes/No |
| Complementarity to the existing activities of the Applicant | Yes/No |
| The TA will most likely have a sustainable impact on the energy sector development in Viet Nam | 20 |
| **II. TECHNICAL ASSISTANCE PROPOSAL QUALITY** | **SCORE (MAX)** |
| A well-conducted problem and needs analysis | 20 |
| The TA concept and objectives are well-explained | 20 |
| The expected results of the TA have been well explained | 20 |
| The main activities will contribute to the achievement of the expected results | 20 |
| **TOTAL** | **100** |

[10] A least one Box needs to be selected/ticked in this Section for the application to be eligible
[11] A least one Box needs to be selected/ticked in this Section for the application to be eligible
[12] A least one Box needs to be selected/ticked in this Section for the application to be eligible