TERM OF REFERENCE

Senior local lighting policy promotion expert

Job Title: Senior local lighting policy promotion expert
Location: Hà Nội and travels in other locations as required
Duration: 6 months, output-based contract starting 15 Apr. to 15 Sept. 2009
Supervision: Project Manager

I. Background

The Vietnam Energy Efficient Public Lighting Project (VEEPLP) is a joint effort of the Global Environment Facility (GEF) and Vietnamese counterparts, aiming at encouraging application of the energy efficient practices among Public Lighting in Vietnam, and through that contributing to the reduction of Green House Gas (GHG) emission by the sector.

The project will contribute to the transformation of Vietnam’s Public Lighting Systems, which are currently characterized by their use of inefficient technologies and practices, through the effective implementation of a carefully chosen and integrated mix of activities within various project components. These activities will involve working with relevant central government agencies, local governments, institutions, lighting industry and private sector. Implementation of these activities is expected to achieve removing several market and institutional barriers that are currently restricting the adoption and implementation of energy efficient technologies and practices in public sector. The project aims at improving the energy efficiency of lighting in urban and rural streets, roads and alleys, public schools, and hospitals.

Lack of practical and viable policies at local government level is among one of the major barriers. In the period between 2007 and 2008, the proposals on local public lighting policies were developed with the support of VEEPLP project and submitted to the Ministry of Construction for endorsement and potential use of such recommendations in other federal level government policies. However, in order to support adoption of these recommendations by local governments in various towns and cities, there is a need to widely promote these recommendations and provide assistance for adaptation of these recommendations into viable policies under specific local socio-economic and socio-political conditions.

Therefore, the VEEPLP project office is seeking the services of an independent consultant with experience in developing and implementing policies at local government level. The main tasks for this assignment include, but are not limited to; review the already developed local public lighting policy recommendations, identify and rectify any conflicts that these policy recommendations may offer to existing local and national level government policies, customize the local policy recommendations to general socio-economic and socio-political conditions for a majority of local governments, develop a plan for widely promoting these policy recommendations to all local governments in Vietnam and work with some local governments to adopt and implement some of these recommendations as valid policies.

Duties and Responsibilities:

The detail tasks of expert as follows:

1. Work with VEEPL PMU to develop a detail work plan for the whole contract duration.
2. Review existing local public lighting policy recommendations produced by previous consultants.
3. Carry out an assessment of existing local public lighting policy recommendations to identify and rectify any potential conflicts with existing local or national policies.
4. Customize the existing local lighting policy recommendations in accordance with socio-economic and socio-political conditions for a majority of local governments in Vietnam.
5. Produce the final policy recommendations in the form that shall allow interested local governments to readily adopt and implement as their policies.
6. Work with VEEPL PMU to develop the plan for widely promoting these final policy recommendations to all local governments in Vietnam and identify the list of potential local governments for advocating the implement these local policies.
7. Directly work and assist the potential local government in appropriate adaptation and implementation of policies that they find useful for their circumstances.
8. Develop general guidelines and technical advices for other local governments on adaptation and implementation of the proposed policies.
9. Prepare and submit the report on implementation results of the assignment.

Deliverables

1. A detail working plan for the whole contract duration.
2. A report containing 4 or 5 ready to implement local lighting recommendations, with complete assessment of their suitability with existing local and national policies and general socio-economic and socio-political situation for local governments in Vietnam.
3. A comprehensive plan for wide-scale promotion of 4 or 5 policy recommendations to local governments around the country, together with a list of key local governments that may be willing to adopt the recommended policies.
4. A document containing general guidelines and technical advices for local governments on adaptation and implementation of the proposed policies.
5. A final report containing details of implementation and results of the assignment.

Overall quality requirement for the assignment

Some key quality requirement for this assignment includes:

- A sound methodology must be provided, consulted and agreed with the PMU at the beginning of the assignment. It should clearly show how the assignment will be accomplished in most effective and feasible manner.
- Review/assessment criteria should be explained clearly and with sufficient details in the reports.
- Recommendations must be specific and accompanied with realistic actions.
- All reports will be provided in both English and Vietnamese languages (first in English and approved version in Vietnamese).

Qualification and Experience

The ideal candidate shall have the minimum qualification and experience;

- Bachelors or Masters degree in law, governance, political science or other major arts discipline;
- At least ten (10) years experience of working in local government management.
• Good understanding of process of development, drafting, finalization and implementation of legal and policy instruments within Vietnam’s political/legal system. Relevant experience at local government level will be considered an advantage.
• Ability to develop and maintain good working relationships with senior local government officials and politicians.
• Knowledge about public lighting will be an advantage.
• Fluency in, at the minimum, written English.