

Term of Reference for Lotus AP consultant

(LOTUS AP: Lotus Accredited Professional)

DURATION: Start date September 1, 2016 and end date March 30, 2017.

LOE: Up to 60 days

The Vietnam Clean Energy Program, is seeking a qualified LOTUS Accredited Professional to work with the Program as a consultant. The primary objectives of the LOTUS AP consultant are to ensure that reliable analysis tools are introduced early into the design process to enable integrated design decisions and to complete registration for LOTUS certification process.

The LOTUS AP consultant will be responsible for all elements of the registration and submission process within LOTUS Rating Tools. LOTUS AP consultant will directly liaise with the Vietnam Green Building Code (VGBC) representative(s) throughout all stages of the LOTUS registration process.

LOTUS AP consultant will lead and carry out the following main tasks:

- The first step to gain LOTUS registration is to apply and register the project with the VGBC. It should be done at the earliest stage possible as the implementation of “green” strategies is most effective when they are considered early in the planning. The LOTUS AP consultant will participate as a member of the Project Design Team to define a strategy and a performance level for the project. LOTUS AP will collect all solutions to make a global assessment about the project in order to archive all prerequisites criteria and to gain points for LOTUS NR registration and future Certification which is composed of 9 categories: Energy, Water, Materials Ecology, Waste and Pollution, Health and Comfort, Adaptation and Mitigation, Community and Management (and bonus points for an “Innovation” category). It is anticipated that many projects involving the VCEP team will aim to obtain LOTUS SILVER or GOLD (72-82 points). The LOTUS AP consultant must complete an application form and submit to VGBC in a timely manner.
- In addition, the LOTUS AP consultant shall prepare all of the evidence required by the LOTUS Rating Tool being used to demonstrate that all prerequisites and selected credits are archived. During the design stage, the LOTUS AP consultant will prepare the *Provisional* Certification Submission, which should be submitted at the competition of the design stage.
- Once the Project Design Team has complied all evidence to be verified by VGBC, the LOTUS AP consultant shall notify the VGBC representative of the date when all evidence will be submitted to VGBC by completing and sending the Notification Form. The LOTUS AP consultant will submit all required evidence for Provisional Certification Assessment, and will follow up with VGBC to ensure that VGBC provides the assessment in a timely manner.

Other tasks:

- Work with the VCEP team, the design team, and the building owner to ensure all the suggestion for green building are implemented into construction phase.
- Support green building communication disseminating green building concepts and their benefits throughout Vietnam.

- Other tasks that might come up during the LOTUS registration process.

QUALIFICATIONS:

- Certified LOTUS AP professional (Exam successfully completed through VGBC)
- Required: At least 3 years of experience in building design, construction, and/or operations.
- Required: Education degree in architecture or building engineering.
- Required: Experience working on green building or building energy efficiency.
- Required: Familiarity with the Vietnam QCVN 09:2013 building energy code.
- Strongly preferred: Software experience with AutoCad and Office (word, excel, power point).
- Strongly preferred: Good working knowledge of, or experience with, building energy and building simulations using OpenStudio and/or IESVE, or equivalent dynamic simulation tools with hourly (or shorter) time steps, for 8760 hours per year. (Substitution of experience with static analysis methods is not acceptable).
- Language: good writing, reading and speaking skills in Vietnamese and English