

STANDARD TERMS OF REFERENCE FOR A TRAINING CONSULTANT

Date: August 30, 2015

1 INTRODUCTION

The USAID Vietnam Clean Energy Program (the Program) is the flagship USAID initiative to promote a cleaner energy environment in Vietnam, and was initiated in October 2012. Its primary objective is to build capacity in Vietnam, strengthen the foundation for low emission energy systems, and contribute to the larger overall USAID goals of accelerating the Vietnam's climate resilience and achieve low emission sustainable development.

The overall training objective of the Program is to enhance the capacity of Vietnamese professionals in energy efficiency building design, construction, and operation practices plus an awareness of green buildings.

Key Audiences for Capacity-Building: The key audiences that we seek to reach are:

- MOC, DOCs, including public building owners/ operators
 - To serve state management functions, and to facilitate building operation
 - To raise capacity to handle building data base entry, reporting, and evaluation.
- Private sector Architects, Engineers, Construction Managers and Energy Service providers
 - To enhance technical capacity of Vietnamese professionals in the building sector
- Investors/ Developers, and Lenders
 - To raise awareness of market forces to promote investments in EE and GB

Capacity-Building Training Needs Not Met: We have determined key training needs that are not met by existing training programs. These needs are not only for complying with the 2013 energy code but also for achieving green buildings with 30% to 50% energy reductions from current typical practice.

Key training topics include:

- Integrated design for energy efficiency
- Integrating mechanical systems into energy efficient buildings
- In-depth training in energy simulation concepts, procedures, and examples
- Green building design and Vietnamese case studies
- Green building rating systems
- Demonstration building examples with 50% energy savings

Select partner institutions for Capacity-Building training program: The Program is establishing collaborative training agreements with several universities and/or other institutions in Vietnam such as NUCE, HAU, HCM UA, VIAR, VISRAE... to carry out the set-out training plan.

2 TERMS OF REFERENCE

This Standard TOR lays out the framework for the collaboration of VCEP and the Consultants in training activities throughout the Program. Detailed scope of work for specific consultant shall be elaborated in Annex 1 which will be an integral part of this TOR.

2.1 TRAINING MATERIALS DEVELOPMENT

- The Consultant shall develop training materials upon order of VCEP on specific training topics. The topics shall be provided to the Consultant in the detailed scope of work which will be annexed to this TOR and be an integral part of it.
- The Consultant shall have to submit the training material outline to VCEP according to the schedule VCEP provided in the detailed scope of work. After the outline has been approved by VCEP, the Consultant will start drafting the slides and submit to VCEP. VCEP will then have the quality assurance team review the work.
- Materials developed by the Consultant are subject to review by the Program review/ quality assurance team and the Consultant shall be responsible for making changes/ amendments to the materials as recommended by the team.
- The materials shall be in Vietnamese and English and in the form of PowerPoint slides with speaker's notes that enable others to deliver the presentation on behalf of the author. And the contents should be clear enough so that the learners could use them as self-study reference materials.
- Winrock International shall retain ownership of all patents and copyrights for intellectual properties created as the result of this Consultant Agreement, either in part or in whole. In the case of copyrighted materials created as a result of this Consultant Agreement, Winrock International shall grant to Consultant a nonexclusive, royalty-free right to use, publish, reproduce or distribute those materials for educational purposes.

2.2 REFINING EXISTING TRAINING MATERIALS

- A group of Consultants consisting of different expertise background will support VCEP in the quality assurance of the materials. Depending on the background of the Consultant, VCEP shall assign appropriate seminars for the Consultant to review. This task includes refining the materials in terms of consistency and harmony in technical contents and fluency and accuracy in linguistic aspects. Schedule for refining materials shall be provided in Annex 1.
- The Consultant to collaborate closely with the authors of the seminars to make revisions to the materials.
- The outcome of this task shall be the revised, refined training materials in PowerPoint slides and speaker's notes that could be used as self-study reference source.

2.3 MATERIAL INTEGRATION & ADAPTATION

- Contents of seminars need to be in harmony and complement with each other, therefore the integration of materials from different speakers is a must. In cases where presentations will be co-authored/ co-presented, the Consultant to work closely with his/her partner-presenter to develop the materials, and integrate contents to make it a complete harmonious set of slides. The Consultant may propose his/her partner-presenter and VCEP reserve the right to approve or disapprove the proposed one.
- Materials from foreign sources such as ASHREA, AIA... will need to be adapted to Vietnamese conditions before getting delivered to Vietnamese audience. The Consultant shall carry out such tasks upon request from VCEP.
- All materials must be approved by Winrock Hanoi field office. All approval will be coordinated by the Training Coordinator.

2.4 DELIVERY OF PRESENTATIONS

- Materials developed by different authors shall be organized in themed sets of seminars and be delivered in courses coordinated by VCEP. Those sets of seminars could be presented multiple times in different regions and by different presenters. The Consultant may be requested to present the seminars either developed by herself /himself or by others. The plan and schedule of each seminar shall be coordinated in advance and the Consultant shall confirm her/his availability to join VCEP in each of the event.

3 QUALIFICATIONS

- 15 years' experience in Vietnam construction sector
- MA degree in Engineering, PhD. preferred
- Familiar with the Vietnam Ministry of Construction regulations
- Familiar with heating, ventilation and air conditioning design
- Experience in Energy Simulation
- Familiar with high performance green buildings energy standards

ANNEX 1

DETAILED SCOPE OF WORK FOR A TRAINING CONSULTANT

1. **TIMEFRAME:** The assignment will be a short term assignment for 30 days starting September 15, 2016 through April 30, 2017
2. **DETAILED SCOPE OF WORK AND SCHEDULE**

| No. | Task | Deliverable | Deadline | Estimated man-days |
|-----|---|---|---|--------------------|
| 1. | Provide HVAC, M&E input to existing training materials developed by VCEP, review and refine training materials based on local needs - Materials for November courses in three cities (to be announced by VCEP PMB) - Materials for February courses in three cities (to be announced by VCEP PMB) | Training materials with engineering inputs be submitted to VCEP in electronic format (slides with speaker notes) (soft and hard copy) | One week before each course | 5 |
| 2. | Provide additional training materials based on local needs prepared in forms of MS powerpoint slides and text documents | Training materials in form of slides and text documents (soft and hard copy) | Mar 2016 | 6 |
| 3. | Based on ANSI/ASHRAE/USGBC/IES Technical Standard for the design of high performance green buildings, and the International Energy Conservation Code, provide integration and adaptation of training materials (engineering part) for delivery in November and February training courses | Training materials in forms of powerpoint slides with speaker notes and/or attached text documents (soft and hard copy) | Slides for training events; Documents by Mar 2016 | 5 |
| 4. | Co-present in VCEP training courses with international and local trainers; provide support in interpreting and explaining technical/engineering terms during training - November courses in three cities (to be announced by VCEP PMB) - February courses in three cities (to be announced by VCEP PMB) | Presentation delivered at training courses | At training events | 6 |

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| 5. | Act as VCEP guest speaker in training events organized by other training institute(s) upon VCEP's request | Presentation delivered at requested training event | At training events | 3 |
| 6. | Provide input in baseline data analysis for typical building simulation | Technical inputs in baseline data analysis | April 2016 | 5 |
| | TOTAL | | | 30 |

Travel: For this assignment, domestic travel may be anticipated. The Program office will arrange in-country travel for the consultant or will reimburse the Consultant travel expenses on an actual and reasonable basis.