

# STANDARD TERMS OF REFERENCE

## FOR TRAINING CONSULTANTS

*Date: Tuesday, September 06, 2016*

### 1 INTRODUCTION

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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**

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This Standard TOR lays out the framework for the collaboration of VCEP and the Consultant(s) in training activities throughout the Program. Detailed scope of work for specific consultant shall be elaborated in the annex 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 the annex.
- 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.

## **2.5 QUALIFICATIONS**

(for all three Scopes, Annexes)

- Engineering Degree
- 15 years' experience in the construction sector (in Vietnam)
- 10 years' experience working in green buildings design
- Familiar with the Ministry of Construction and local construction regulations

## ANNEX 1

### DETAILED SCOPE OF WORK FOR TRAINING CONSULTANT

#### DETAILED SCOPE OF WORK AND SCHEDULE #1

**TIMEFRAME:** The assignment will be for **16 days** during the period from **September 20, 2016 – March 30, 2017**

No.	Task	LOE	Location	Deliverable	Estimated Date
1	Prepare training materials for training on “Building design appraisal, construction inspection, commissioning in compliance with VEEBC” with the following topic: <ul style="list-style-type: none"> <li>Establishing and applying technical specifications in building design, supervision and commissioning</li> </ul>	6 days	At consultant’s location	Powerpoint presentation prepared with proper format	November 2016
2	Deliver training on “Establishing and applying technical specifications in building design, supervision and commissioning”	2 day	Ha Noi	Presentation delivered	November 2016
3	Review and revise training materials according to the comments from trainees	2 day	At consultant’s location	Revised training material	November 2016
4	Deliver training on “ Establishing and applying technical specifications in building design, supervision and commissioning”	2 day	Da Nang	Presentation delivered	November 2016
5	Deliver training on “ Establishing and applying technical specifications in building design, supervision and commissioning”	2 day	Ho Chi Minh	Presentation delivered	November 2016

## ANNEX 2

### DETAILED SCOPE OF WORK FOR TRAINING CONSULTANT

#### DETAILED SCOPE OF WORK AND SCHEDULE #2

**TIMEFRAME:** The assignment will be for 16 days during the period from September 20, 2016 – March 30, 2017

No.	Task	LOE	Location	Deliverable	Deadline
1	Prepare training materials for training on “Building design appraisal, construction inspection, commissioning in compliance with VEEBC” with the following topic: <ul style="list-style-type: none"> <li>• Introduction to QC-09/2013-BXD</li> <li>• Code compliance during construction process</li> <li>• Appraisal of Code Compliance from Plan Check</li> </ul>	6 days	At consultant’s location	Powerpoint presentation prepared with proper format	November, 2016
2	Deliver training on “Introduction to QC-09/2013-BXD , Code compliance during construction process, Appraisal of Code Compliance from Plan Check”	2 day	Ha Noi	Presentation delivered	November 2016
3	Review and revise training materials according to the comments from trainees	2 day	At consultant’s location	Revised training material	November 2016
4	Deliver training on “Introduction to QC-09/2013-BXD , Code compliance during construction process, Appraisal of Code Compliance from Plan Check”	2 day	Da Nang	Presentation delivered	November 2016
5	Deliver training on “Introduction to QC-09/2013-BXD , Code compliance during construction process, Appraisal of Code Compliance from Plan Check”	2 day	Ho Chi Minh	Presentation delivered	November 2016

## ANNEX 3

### DETAILED SCOPE OF WORK FOR TRAINING CONSULTANT

#### DETAILED SCOPE OF WORK AND SCHEDULE #3

**TIMEFRAME:** The assignment will be for **16 days** during the period from **September 20, 2016 – November 30, 2017**

No.	Task	LOE	Location	Deliverable	Deadline
1	Prepare training materials for training on “Building design appraisal, construction inspection, commissioning in compliance with VEEBC” with the following topic: <ul style="list-style-type: none"> <li>Standards and codes applied to each type of buildings with particular emphasis on energy efficiency regulations</li> </ul>	6 days	At consultant’s location	Powerpoint presentation prepared with proper format	November 2016
2	Deliver training on “ Standards and codes applied to each type of buildings with particular emphasis on energy efficiency regulations”	2 day	Ha Noi	Presentation delivered	November 2016
3	Review and revise training materials according to the comments from trainees	2 day	At consultant’s location	Revised training material	November 2016
4	Deliver training on “ Standards and codes applied to each type of buildings with particular emphasis on energy efficiency regulations”	2 day	Da Nang	Presentation delivered	November 2016
5	Deliver training on “ Standards and codes applied to each type of buildings with particular emphasis on energy efficiency regulations”	2 day	Ho Chi Minh	Presentation delivered	November 2016

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