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Scope of Work

Data Collection and Analysis Consultant

1. Background, Objectives and Scope

Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. Winrock manages over 100 projects in 73 countries. Headquartered in Arkansas, Winrock maintains a professional staff of 160 U.S.-based staff, 900 field-based staff and offices in 31 countries, including Bangladesh, Cambodia, Ethiopia, Liberia, Malawi, Nepal, Rwanda, South Sudan, Tanzania, Uganda, Zambia and Vietnam. Additional information about Winrock and its areas of interest are available through the external website:

www.winrock.org

Winrock International (Winrock) is the implementer of the **USAID Vietnam Clean Energy Program (VCEP) - Energy Efficiency Promotion in the Building Sector Project** (“*the Project*” or “*the Program*”).

Key Objectives:

- Summarize trainees’ existing feedback
- Assess training impact (post training) to individuals/organizations.

Scope of Work: Winrock International is looking for a qualified Consultant to carry out data collection and analysis of existing training questionnaires and surveys. The Consultant will also design follow up surveys (for individuals and institutions) and analyze the surveys data into a report. Most of the data is related to Program capacity abuilding and training outcomes. Over 20 key trainings conducted under the Program 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

The consultant will analyze the data provided in the existing questionnaires and surveys by training participants from various cities within Vietnam (data review and synthesize of existing information). There were over 20 trainings with an average number of 50 trainees under each training. The data analysis should combine all data provided and generate a report highlighting and summarizing the training, training outcome, training participants (demographics, gender, background, education, etc.), training region/city, etc. The consultant will also design and analyze follow up surveys reaching out to previous training attendees (individuals, institutions and government officials).

2. Deliverables

- Summary reports of data/literature and relevant findings applicable to existing program trainings feedback and questionnaire analysis
- Conduct follow up surveys (on completed Program trainings) and collect and analyze the data. This will be for individuals as well as institutions
- Summary reports with follow up survey findings and training key impact

3. Criteria for consultant selections:

- BA in public administration, public policy, business administration or other social sciences
- Experience and skills in qualitative and quantitative methods
- Familiar with Microsoft excel, word, PowerPoint
- Experience generating charts and tables with data analysis
- Experience in Data Gathering and Analysis
- Experience drafting surveys and questionnaires and analyzing results

4. Submission Requirements

Interested Candidates must submit their CV, Expression of Interest and Salary History.

5. Timeline and Level of Effort

This assignment is part time and will start **October 1, 2016 and end on March 30, 2017**. The consultant will have an estimated 70 days during the identified timeline.

6. Assignment Location/Travel

The consultant will work with the Program staff in Hanoi. Travel might be required within Vietnam for this assignment (ex. Ho Chi Minh City or Danang). The Program will pay for any travel expenses, if travel is required.