

## Term of Reference (TOR)

### A Training Institution

**to provide services for the training course on “Building design appraisal, construction inspection, commissioning in compliance with VEEBC”**

#### OBJECTIVES:

Vietnam has made impressive gains in the past 15 years: gross domestic product (GDP) has grown an average of 7.5% annually, poverty has decreased from 70% to 20%, and the electrification rate has reached 97% of Vietnamese households. However, these modernization gains were accompanied by an unsustainable increase in energy consumption. Vietnam’s challenge is twofold: First, energy demand is growing faster than GDP. Second, the share of fossil fuels in the total primary energy supply is anticipated to reach 69% in 2030.

The USAID Vietnam Clean Energy Program (VCEP) specifically targets opportunities for reducing greenhouse gases (GHGs) in the energy sector. In the context of Vietnam’s energy-intensive economic growth, widespread adoption of energy efficiency (EE) and demand-side management (DSM) measures are essential to reducing demand for energy and, together with investment in renewables, provide the most cost-effective way to reduce GHG emissions and avoid the potential shortfall in electricity. USAID Vietnam Clean Energy Program endeavors to achieve the following objectives:

**Objective 1:** Enhance capacity to acquire, manage, analyze, and use energy sector data in decision making. This objective will strengthen the capacity of GVN institutions in energy sector data collection, quality assurance, database management, analysis, modeling, and use of data for energy planning and policymaking. It will strengthen GVN understanding of the impact of various clean energy policies, programs, and initiatives on the economy, society, and the environment.

**Objective 2:** Increase Energy Efficiency in High Energy-Use Sectors. Initial efforts under VCEP will focus on the efficiency of electricity use in the residential and commercial/public building sectors, which account for more than 50% of total final consumption. The business case for energy efficiency will be made to consumers, owners, and managers of residential and office buildings, designing market-based incentives for improved efficiency, opening financing channels, and building capacity for improved implementation and enforcement of GVN’s energy-efficiency provisions and standards. Improve the investment climate through policy improvements train energy efficiency professionals, project developers and bankers in financing of economically viable Energy Efficiency projects and assist secure commercial financing for demonstration project. With USAID and GVN approval, the Winrock Team will convene an Ad Hoc Energy Efficiency Building Sector Advisory Committee (BSAC) composed of developers and other stakeholders, including representatives of the peoples’ committees of major provinces and cities (particularly targeting women members).

## Scope of work for training services

### A – TECHNICAL ASPECTS

Provide local expert(s) to collaborate closely with the Program experts in the development, refinement of training materials, delivering of training sessions. The training institution will make contact with proposed local trainers, assign them tasks as agreed with the Program, and follow up with them in providing the outcomes/ deliverables according to the specified timing schedule by the Program. Provide coordination service to mobilize experts, identify targeted audience to each training and support the Program in sending invitation, following-up and consolidating feedbacks from trainees after training.

Below listed the tasks for local trainers that will be mobilized by the training institution for VCEP training courses from October 2016 – December 2016.

No.	Task	LOE	Location	Deliverable	Deadline
1	<p>Refine, update materials of the training course on “Building design appraisal, construction inspection, commissioning in compliance with VEEBC” based on feedbacks from trainees and material reviewer(s) Below is the list of training materials to be refined</p> <ul style="list-style-type: none"> <li>• Legal requirements, technical skills for design quality management, construction and commissioning of conventional buildings and HP/G buildings with reference to VEEBC</li> <li>• Establishing and applying technical specifications in building design, supervision and commissioning</li> <li>• Standards and codes applied to each type of buildings with particular emphasis on energy efficiency regulations</li> <li>• Introduction to QC-09/2013-BXD Code compliance during design process Code compliance during construction process</li> <li>• Building commissioning, guarantee and maintenance</li> </ul>	0.5 days x 5 trainers	At consultant’s location	Revised training materials in powerpoint with notes	October 30, 2016
2	Deliver training in DANANG for the above topics (5 trainers)	0.5 day x 5 trainers	Da Nang	Presentatio n delivered	Nov 3, 2016
3	Deliver training in HO CHI MINH city for the above topics (5 trainers)	0.5 day x 5 trainers	Ho Chi Minh	Presentatio n delivered	Nov 8, 2016
4	Deliver training in HANOI for the above topics (5 trainers)	0.5 day x 5 trainers	Ha Noi	Presentatio n delivered	Nov 11 2016

## LOGISTICS AND ADMINISTRATION

1. Invitation to training: The training institution to take full responsibility for mobilizing the appropriate trainees to trainings in HANOI (and the Northern vicinity) and DANANG (and the Central vicinity) including setting up list of invitees, sending invitations, following up with invitees, finalizing the confirmed list with all required contact information of individual registrants (Name, Title, Organization, Phone number, Email address...). VCEP shall provide necessary information to support the training institution in making the invitation (including training agenda, admin note for provincial participants, and detailed guidance on what information to collect from trainees upon their signing up for the courses). Lists of trainees are to submit to VCEP as supporting document for payment later. The training institution to ensure the minimum number of trainees to each training courses as agreed with VCEP from the planning period.
2. Provide assistance in reception and registration at the opening date of the training.
3. MC, facilitator and note-taker: Training institution to provide one MC cum facilitator and one note-taker to support VCEP during the trainings as requested.
4. Meeting rooms: Depending on the organization's capacity, the training institute could offer to provide all meeting rooms, conference rooms and training rooms to VCEP courses. The setup of workshop space, including but not limited to room and table set up, audio/visual equipment, flip charts, meals, breaks and registration shall be done by the training institution. All meeting rooms, conference rooms and training rooms provided must have high-speed internet connection to enable webinar broadcasting and recording of training sessions. The training institution to assign a technical support person to work with VCEP's technical staff in preparing the venue to accommodate these requirements.
5. Catering: Arrange for all catering needs during the workshops including any coffee breaks and lunch during the training. Request for catering service wil depend upon the working agenda of the training day(s).
6. Other tasks within reason as may be requested or assigned by VCEP that may fall within the normal skills and duties of the Trainer Organizer.

## TIMELINE:

October 2016 – December 2016

## PROPOSALS:

Interested parties must submit:

1. Technical Proposal (no more than two pages)
2. Resumes for proposed qualified technicla trainers (no more than 3 pages per resume)
3. A cost proposal based on the level of effort identified in table
4. Corporate qualification showing technical background and past performance (no more than 2 pages)