

Term of Reference (TOR)

Training Material Development Consultant (Construction Sector)

Short Term Consultant

The Training Material Development Consultant is responsible for developing a set of training materials for the training program on “Building design appraisal, construction quality assurance, commissioning in compliance with Vietnam Energy Efficiency Building Code QCVN09:2013/BXD (below referred to as VEEBC)”. The Consultant will work closely with the activity managers and report directly to the Chief of Party. The Program trainings include Integrated design and Commissioning. All related to energy efficiency in the construction sector.

Duties:

The training material development consultant will:

- Work with the training coordinator, technical managers, and partners on developing an outline for training materials for “Building design appraisal, construction quality assurance, commissioning in compliance with VEEBC” based on available training materials on the same topic that VCEP have developed.
- Write up training materials integrated with energy efficiency contents that reflect current regulations and codes on building energy efficiency, especially the Vietnam Energy Efficiency Building Code issued by the Ministry of Construction.
- Work with the training coordinator and technical managers and partners on obtaining additional information to incorporate in the training materials.
- Monitor training material development progress for timely submission
- Quality assurance for the consolidated training materials and presentations for this particular training program. Training materials will focus on Building design appraisal, construction quality assurance, commissioning in compliance with VEEBC.
- Update legal aspects of existing training materials of the same topic for compliance with current energy efficiency regulations and codes, particularly the VEEBC.
- As needed, review and evaluate program training objectives, delivery, presentation, format and outcome of this particular training program.
- Perform other related tasks as needed.

Reporting:

The Vietnam Clean Energy Training Material Development Consultant will report to the Chief of Party

Required Skills:

- Bachelor’s Degree; Master’s Degree preferred in Engineering or Social Sciences
- At least 15 years work experience in the construction sector
- Familiar with the Vietnam Energy Codes and Regulations
- Basic knowledge of working with United States Agency for International Development (USAID)
- Knowledge of working with the Vietnam Ministry of Construction

- 5 years' experience working with international organizations on international development programs in Vietnam
- Excellent Vietnamese and English language skills (reading and writing)
- General knowledge of Simulation, Commissioning and Integrated Design in the construction sector
- Good communications and interpersonal skills
- Team player
- Work well under pressure and able to meet last minute deadlines

Duration of Assignment: Short term consultancy. The consultant will have an estimated 20 days to complete the tasks.