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## Software Development Coordinator

### Scope of Work

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

The Program partners with the Ministry of Construction (MOC) to reduce electricity consumption in the country through improved energy efficiency in the building sector by implementing the Vietnam Energy Efficiency Building Code (VEEBC) and promoting a green building program.

One of the specific objectives of the USAID Vietnam Clean Energy Program is to develop a comprehensive *National Database on Building Energy Performance* that may be used for decision-making, for trainings, and for energy simulation purposes. The Program carried out detailed surveys and collected comprehensive data on large buildings in 5 big cities of Vietnam, including the cities of Hanoi and Hai Phong (northern region), Da Nang (central region), and Ho Chi Minh and Can Tho (southern region) cities, representing the 3 typical climate zones of Vietnam.

Winrock International is soliciting qualified short term independent specialist to carry out the **Facilitator and Coordinator** role in the development of a Building Energy Performance Database Software that will be used for storing and presenting various data collected through the Program’s building surveys.

Winrock is looking for a short term independent consultant with strong technical, managerial, coordination and facilitation skills. This person, under Winrock supervision, will work with the software development team and coordinate the involvement of the Ministry of Construction (MOC), the MOC Information Center (IC), the Energy Efficiency Center (ECC) Hanoi and the Energy Baseline development team with the software development team. He/She will actively engage all parties in participating in all phases of the software development process, assessments, reviews, testing, trainings and launch. The independent consultant will learn the National Database on Building Energy Performance database development and usage in order to play a key role in future training and capacity building needs of the Ministry of Construction and its Information Center staff.

#### Roles and Responsibilities:

- Coordinate all meetings between all parties involved
- Ensure all parties are involved and provide input during the software specifications analysis, testing and deployment process (MOC, IC, DOC, ECC and Energy Baseline technical lead)
- Learn how the software is developed, installed and used in order to become a future local trainer (Training of the Trainer with the consultant being the future trainer), as needed, to MOC and its Information Center

- Learn the product feature, components and criteria in order to support and train MOC and IC future staff, as needed

Deliverables:

- Submit monthly progress reports summarizing coordination efforts and outcomes between all parties involved (Software Developers, Winrock, MOC, IC and ECC).
- Participate in software handover to MOC and IC
- Attend and participate in all software trainings (at the Ministry level and Department Level)

Qualifications:

- Familiar with Vietnam Ministry of Construction and the Departments of Construction as well as the Information Center
- Familiar with the Construction Sector in Vietnam
- Engineering Degree, Computer Science Degree, Data Science Degree or similar field
- A minimum of 10 years of experience in the field of construction and/or building energy use in Vietnam
- Basic fundamentals in Computer Science concepts
- Ability to prioritize and set goals on shifting priorities
- Team player
- Solution oriented who is creative, energetic, detail oriented, organized and flexible

Level of Effort:

Up to 20 days (6 days for training MOC and IC staff), as managed, instructed and approved by the USAID Vietnam Clean Energy Program Chief of Party.