

## Term of Reference (TOR)

### Activity Impact Analyst

#### *Short Term Consultant*

**The Activity Impact Analyst** is responsible for reviewing and reporting on all VCEP activity outcomes. The analyst will work closely with the activity managers and report directly to the Chief of Party. The Program activities to be analyzed are: 1) Training and Capacity Building; 2) Data Collection and Analysis; and 3) Building Demonstration and Simulation. Main duties of the Activities Impact Analyst are as below:

#### **Duties:**

The Activity Impact Analyst will:

- Work with the training coordinator, technical staff, and partners on required data collection and analysis for reporting purposes (USAID and Ministry of Construction).
- Work with the training coordinator and technical component leads and partners on preparing follow up surveys and questionnaires. The analyst will then follow up with partners and collect the surveys/questionnaires and analyze the data.
- Review of work progress and technical reports on all data collected from surveys and questionnaires and other deliverables
- As needed, review and evaluate program technical deliverables and VCEP technical managers' reports.
- Work with the training coordinator and monitoring and evaluation specialist on data collection and evaluation of current and future training activities by reviewing training evaluation forms. Analyst summarize and report on training impact and feedback.
- Quality assurance for the consolidated training material and presentations prepared by the trainers' team. Training material will focus on Simulation, Commissioning and Integrated Design in the construction sector
- Provide support to the training coordinator in finalizing all training reports (monthly, quarterly and annual) on time
- Perform other related tasks as needed.

#### **Reporting:**

The Vietnam Clean Energy Activity Impact Analyst will report to the Chief of Party

Required Skills:

- Bachelor's Degree; Master's Degree preferred
- At least 15 years work experience in related field
- Basic knowledge of working with United States Agency for International Development (USAID)
- Basic 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)

- 10 year experience with Vietnam construction sector and 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