

**REPUBLIC OF TURKEY**  
**MINISTRY OF ENVIRONMENT AND URBANIZATION**  
**General Directorate of Construction Affairs**

**TURKEY ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT**  
**(P162762)**

**TERMS OF REFERENCE FOR THE PROJECT ASSISTANT**  
(Ref: EEPB/WB/MoEU/PIU-IND-PA-01)

**1. BACKGROUND**

The Ministry of Environment and Urbanization has received financing from the World Bank toward the cost of the Energy Efficiency in Public Buildings Project (EEPBP) and intends to apply part of the proceeds for consulting services.

The project investments will focus primarily on the renovation of central public buildings with high energy consumption and shorter pay-back periods. The proposed project would be implemented through two components: (i) energy efficiency investments in central government buildings; and (ii) technical assistance (TA) and project implementation support.

The General Directorate of Construction Affairs (GDCA) under the Ministry for Environment and Urbanization (MoEU) has been delegated to assume overall responsibility for the project. This will include completion of the necessary activities to support project preparation as well as implementation for the five-year project period. In parallel, grant funding has been mobilized from the Clean Technology Fund (CTF) to help analyse the investment needs and potential of the central government buildings.

Through the Energy Efficiency in Public Buildings (EEPBP) Project, approximately 500-700 public buildings will be renovated energy efficiently resulting energy savings. As the proposed projects aims to renovate public buildings with the highest energy consumption, the immediate direct beneficiaries would be the public sector as the budgetary savings from the investments, resolution of budgetary constraints for central government buildings associated CO<sub>2</sub> emissions reductions as a result of the energy savings (tons of CO<sub>2</sub> equivalent) and also users of the public buildings (administrative staff and society) and public communities in the catchment areas of the identified facilities.

The General Directorate of Construction Affairs (GDCA) would establish a project implementation unit (PIU) which would be responsible from overall implementation of the project such as selection of the buildings, procurement of the various contractors (e.g. energy audits, technical designs, renovation works, construction supervision, savings verifications, technical assistance or consultancies, etc.).

Within the framework of the Energy Efficiency in Public Buildings Project, a Project Assistant (EEPBP/WB/MoEU/PIU-IND-PA-01) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment and Urbanization (MoEU).

## **2. OBJECTIVES**

The main objective of the consultant's services under this TOR is to employ a Project Assistant who will work in consultation with and under the guidance and supervision of the PIU during the EEPB Project. The Project Assistant should assist the PIU Coordinator as specified in "Section 3. Scope of the Services" for the efficient and timely organization of the activities referred below:

## **3. SCOPE OF THE SERVICES**

### **Supporting Project Implementation Unit**

- a) Provide implementation support to Project Coordinator and PIU. This includes carrying out organizational and logistical tasks, handling the necessary administration, preparing vouchers and preparation, distribution and follow-up with the necessary documentation; handling and coordination of materials, print-outs, consultants, visits, missions etc.;
- b) Prepare information notes, content for project brochures, posters, etc.;
- c) Provide assistance to the project team, in particular the procurement expert and the financial management and disbursement expert during procurement, contracting, financial and human resources process as required and when necessary;
- d) Track and follow the signature and approval processes of various documents and official letters;
- e) Facilitate communication and letters engagement among the project partners as requested by the MoEU; and, will rigorously keep electronic and where necessary, hard-copy records of project documentation.
- a) Provide assistance to the project team to ensure social and environmental grievances are managed effectively, ensure grievances are also reflected/registered in Project's Grievance Mechanism, and help reporting on grievances in project progress reports regularly;
- b) Provide assistance on the communication and citizen engagement activities planned for the engagement of user and employees of the public buildings refurbished under the Project.

### **Project Visibility and Outreach**

- f) The Project Assistant shall prepare EEPB Project bulletins at least two or three months to be circulated to the local and international stakeholders, and, manage social media news and facilitate the update of the web site for the project.

### **Logistics and Organization**

- g) The Project Assistant shall set up meetings as requested; and, shall organize travel and other logistics arrangements for national and international events.

- h) Assist organization of events such as trainings, meetings, conferences, workshops; draft and send invitations and confirm participation of attendees; prepare necessary folders for distribution.
- i) Prepare minutes of the meetings both in Turkish and English.
- j) Support day-to-day communication with various stakeholders and coordinate with service providers such as event management companies and translators.
- k) Receive and direct phone calls, send faxes, scan or make copies of documents, draft reports, letters and any other kind of documents as requested, and keep regular correspondence and other files in both electronic and hard copy; and ensures to keep the archives up-to-date.

### **Translation**

- l) The project assistant shall supervise and examine the accuracy of the translations to be made within the scope of the project, will send the necessary revisions and recommendations to the translators and consultants.
- m) Assist the Ministry in providing written and oral translation where necessary.

## **4. REPORTS**

- n) The Project Assistant will work under the overall guidance and supervision of the MoEU PIU. S/he will report to the MoEU PIU on all technical, financial and administrative issues regarding the project. S/he will be responsible of producing all necessary deliverables required by the PIU. All materials prepared by the assistant are to be approved by the PIU, and, as relevant, the World Bank.

## **5. DURATION OF THE SERVICES**

The services will be required on a full-time basis. The Consultant is expected to commence work from December 2019, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

## **6. QUALIFICATION REQUIREMENTS**

- The consultant should be a graduate of Faculty of Economics, Administrative Sciences and Social Sciences, Engineering or another relevant discipline.
- The consultant should have at least three years of working experience on registration and dissemination procedures of official letters, supervision of official correspondence and daily office work, preparing of minutes of meetings, and other services mentioned in the scope of services.
- Excellent command of written and oral English and Turkish.
- Excellent computer skills (experience in the use of Windows, MS office etc.),
- Familiarity with and/or experience in the World Bank financed projects and EU-funded projects, the international projects financed by the international investment and development institutions and/or multinational firms, UN or embassies is an asset.

- Familiarity with and/or experience in construction, energy, energy efficiency, or other regulatory/policy issues is an asset.
- Having no restriction for travel.
- Excellent coordination, organization, communication strong client orientation and team work skills,

## **7. METHODOLOGY**

The consultant will be hired on the basis of the World Bank's "Procurement Regulations for IPF Borrowers" (July 2016, revised November 2017 and August 2018) ("Procurement Regulations"). The contracted consultant will take a position of the Project Assistant of GDCA's PIU in Ankara. The contract will be signed between the General Directorate of Construction Affairs of MoEU designee and the consultant. The recruitment of contract shall be a subject to "No objection" of the World Bank.

## **8. APPLICATION**

The CVs should provide information required in the position. CVs in Turkish and/or English together with an application letter should be emailed or submitted no later than November 16, 2020 5:00 p.m. local time to:

Ministry of Environment and Urbanization  
General Directorate of Construction Affairs  
External Investments Department

Attn: Gökhan Karagözlü  
Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı)  
9. km. No: 278 Kat: 2  
Çankaya / Ankara  
Tel: 0 312 410 49 62  
E-mail: [yigmenerji@csb.gov.tr](mailto:yigmenerji@csb.gov.tr)  
web-site: <https://kamuenerji.csb.gov.tr>

## CURRICULUM VITAE

**Name of Staff** :  
**Profession** :  
**Date and Place of Birth** :  
**Civil Status** :  
**Home Address** :  
**Phone home** :  
**mobile** :  
**E-Mail** :  
**POSITION APPLIED** :

### KEY QUALIFICATIONS

Experience in :

- 
- 
- 
- 

### EDUCATIONAL BACKGROUND

- 
- 
- 
- 

### PROFESSIONAL EXPERIENCES (Employment Record)

- 
- 
- 
- 

**Language Proficiency** :

1.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

2.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

3.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

**Computing Knowledge :**

Experience in:

- 
- 
- 
- 

**Membership of Professional Societies :**

**References and transcripts : AVAILABLE UPON REQUEST**

**Certification**

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

Signature

Date