

**REPUBLIC OF TURKEY**  
**MINISTRY OF ENVIRONMENT AND URBANIZATION**  
**General Directorate of Environmental Management**

**PARTNERSHIP FOR MARKET READINESS PROJECT**  
**(TF0A9626)**

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR PROJECT**  
**ASSISTANT**

**(PMR-TRII-C4-IC2)**

## **1 BACKGROUND**

The Government of Turkey has been awarded a grant from the World Bank Partnership for Market Readiness (PMR) trust fund to finance the implementation phase of the Partnership for Market Readiness Project (PMR Project) and intends to apply part of the proceeds to payments for consulting services contract which will be implemented by the Ministry of Environment and Urbanization (MoEU) through the Climate Change Department (CCD).

The core objective of the PMR work in Turkey is to produce robust analytical reports on suitability of carbon pricing to inform decision-making processes in formulation of Turkey's low carbon development policies. The following reports are produced to ensure the objective is met: (i) an analytical report on the consideration of establishment and operation of an emission trading scheme (ETS) for Turkey; (ii) an analytical report to assess applicability of other carbon pricing mechanism; (iii) a study on modelling potential economic and sectoral impacts of carbon pricing; (iv) a study on developing Turkey's marginal abatement and cost curves (MACC) in energy sectors; (v) assessment on the risk of carbon leakage and (vi) a synthesis report on the implementation of carbon pricing policies in Turkey.

PMR in Turkey includes extensive stakeholder training, consultation/engagement and public awareness activities, including, inter alia, (i) conferences and workshops supporting the activities; (ii) consultation meetings with stakeholders; and (iii) public awareness activities (media, high level public/private meetings, etc.).

The Closing Date of Grant Agreement for the 1<sup>st</sup> implementation phase (2014-2018) is December 31, 2018. PMR Turkey is allocated an additional funding at the 17<sup>th</sup> Partnership Assembly, the decision-making body of the PMR in October 2017, to assist the Turkish government further the work on the deliverables of the 1<sup>st</sup> implementation phase. The 2<sup>nd</sup> phase of the project started in January 2019 and will last until June 2020.

Within the framework of the PMR Implementation Phase II, a Project Assistant (PA) will be employed at the General Directorate of Environmental Management of Ministry of Environment and Urbanization (MoEU). The Project Assistant is intended to be employed on a full-time basis.

**The contract with the successful applicant will initially be made until the end of December 2019. Should the applicant's performance considered satisfactory, the contract may be extended until the end of June 2020.**

For more information on the project official documents and activities, please, the following websites; <http://www.thepmr.org/> and <http://www.pmrтурkiye.org/> .

## **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 Ministry PIU during the PMR Project. The Project Assistant should assist the Project Technical Coordinator and other team members in carrying out his/her functions as specified in "Section 3. Scope of the Services" for the efficient and timely organization of the activities referred above.

## **3 SCOPE OF THE SERVICES**

### ***Supporting Project Implementation Unit***

**3.1** The project assistant shall provide support to Project Technical Coordinator. 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.

**3.2** The project assistant shall prepare information notes, content for project brochures, posters, etc.

**3.3** The project assistant shall 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 processes as required and when necessary.

**3.4** The project assistant will track and follow the signature and approval processes of various documents and official letters.

**3.5** The project assistant shall facilitate communication and letters engagement among the project partners as requested by the MoEU and the Project Technical Coordinator; and, will rigorously keep electronic and hard-copy records of all project documentation.

### ***Project Visibility and Outreach***

**3.6** The project assistant shall prepare PMR bulletins at least every two to three months to be circulated to the local and international stakeholders, and, manage social media news, where necessary.

**3.7** The project assistant shall carry out and coordinate the necessary updates and adjustments to the site of the Ministry for the project.

### ***Logistics and Organization***

**3.8** The project assistant shall set up relevant meetings as requested; and, shall organize travel and other logistics arrangements for national and international events.

**3.9** The project assistant shall assist organization of events such as trainings, meetings, conferences, workshops; draft and send invitations and confirm participation of attendees; prepare necessary folders for distribution and keep minutes of the meetings both in Turkish and English.

**3.10** The Project assistant shall support day-to-day communication with various stakeholders including the ministries, consultants and private sector representatives, and, coordinate with service providers such as event management companies and translators.

**3.11** The project assistant shall receive phone calls, send faxes, scan or make photocopies 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.

3.12 The Project Assistant shall keep a list of office supplies and provide support to the project team in obtaining the necessary materials.

#### ***Translation***

3.13 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.

3.14 The project assistant shall assist the Ministry in providing written and oral translation where necessary.

The project assistant shall accept ad-hoc tasks assigned by the MoEU PIU (Project Implementation Unit). The project assistant will be provided with a detailed guideline on the scope of work upon contract of employment.

### **4 REPORTS**

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 PLACE OF WORK**

The work shall be carried out in Ankara, at the Ministry of Environment and Urbanization facilities.

### **6 DURATION OF THE SERVICES**

The Project Assistant shall be hired by August 2019 for a period of 5 months until the end of December 2019. The services should be provided on a full-time basis.

If the performance is considered satisfactory, the contract period may be extended for the duration of the 2<sup>nd</sup> Implementation Phase until June 2020.

### **7 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 1 year of working experience on registration and dissemination procedures of official letters, supervision of official correspondence and daily office work.
- 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 the climate change, carbon markets or other regulatory/policy issues is an asset.
- Having no restriction for travel.

## **8 METHODOLOGY**

The consultant will be hired on the basis of the World Bank's Guidelines for Selection and Employment of Consultants (January 2011). The contracted consultant will take a position of the Project Assistant of MoEU PIU under PMR. The contract will be signed between the General Directorate of Environmental Management of MoEU or his designee and the consultant. The recruitment of contract shall be a subject to "No objection" of the World Bank.

## **9 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 July 10, 2019 to:

Çevre Yönetimi Genel Müdürlüğü  
(General Directorate of Environmental Management)  
İklim Değişikliği Daire Başkanlığı  
(Department of Climate Change Department)  
Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı)  
9. km. No: 278 Kat: 5 Çankaya / Ankara  
E-mail: damla.dogan@csb.gov.tr