

REPUBLIC OF TURKIYE
MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE
General Directorate of Construction Affairs

TURKIYE EARTHQUAKE DISASTER RECONSTRUCTION PROJECT
(TK-P24)

TERMS OF REFERENCE FOR
RECRUITMENT OF PROJECT ASSISTANT
(REF: EEDRP/INDV-PA-01)

1. BACKGROUND

Türkiye was hit by a series of debilitating earthquakes in February 2023. On February 6, 2023, two major earthquakes hit Türkiye, with the epicenters in Pazarcık (Mw 7.7; focal depth: 8.6 km) and Elbistan (Mw 7.6; focal depth: 7 km) districts of Kahramanmaraş, at 04:17 and 13:24 local time, respectively. On February 20, 2023, another earthquake with a magnitude of Mw 6.4 occurred, with the epicenter of Yayladağı, Hatay, at 20:04 local time. The area affected by these earthquakes was 11 provinces in southeastern Türkiye. Particularly in some of the affected areas, such as Hatay and Kahramanmaraş provinces, entire towns were completely demolished. The earthquake caused damage of a magnitude unseen in recent years.

To meet immediate rural shelter needs after the earthquake, Ministry of Interior, Disaster and Emergency Management Presidency (AFAD) has tasked the General Directorate for Construction Affairs (GDCA) of Ministry of Environment, Urbanization and Climate Change (MoEUCC) to reconstruct immediately 50 percent of collapsed rural housing amounting to US\$ 10.2 billion.

The objective of the Project is to stabilize the lives of residents in Southeastern Türkiye earthquake affected, by reconstructing disaster and climate resilient and energy efficient rural housing and village infrastructure, thereby improving the socio-economic growth in the areas.

Ministry of Treasury and Finance (MoTF), applies for financing from Japan International Cooperation Agency (JICA) toward the cost of the rural housing, livelihood structures (barns and workplaces) and village infrastructure. The Project Implementation Unit (PIU) formed under the body of GDCA of MoEUCC for the management and / or implementation of the Projects and the relevant coordination of all the stakeholders, within the framework of the Loan Agreement. In order to strengthen the capacity of PIU, the MoEUCC is recruiting individual consultants for the necessary consulting services (“the Services”) on the basis of the Projects.

2. OBJECTIVES

The main objective of the Consultant's services under this Terms of Reference (ToR) is to employ a Project Assistant who will work in consultation with and under the guidance and supervision of the PIU during the 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 MoEUCC; and, will rigorously keep electronic and where necessary, hard-copy records of project documentation.
- f) 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;
- g) Provide assistance on the communication and citizen engagement activities planned for the engagement of user and employees of the related public institutions under the Project.

Project Visibility and Outreach

- h) The Project Assistant shall prepare 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

- i) The Project Assistant shall set up meetings as requested; and, shall organize travel and other logistics arrangements for national and international events.
- j) Assist organization of events such as trainings, meetings, conferences, workshops; draft and send invitations and confirm participation of attendees; prepare necessary folders for distribution.
- k) Prepare minutes of the meetings both in Turkish and English.
- l) Support day-to-day communication with various stakeholders and coordinate with service providers such as event management companies and translators.
- m) 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

- n) 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.
- o) Assist the Ministry in providing written and oral translation where necessary.

4. REPORTS

The Project Assistant will work under the overall guidance and supervision of the MoEUCC PIU. S/he will report to the MoEUCC 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 JICA.

5. DURATION OF THE SERVICES

The services will be required on a full-time basis for an expected duration of the project based in Ankara. The Consultant is expected to commence work from September 2024, 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 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 international projects financed by the international investment and development institutions.

7. METHODOLOGY

The consultant will be hired following the Guidelines for the Employment of Consultants under Japanese ODA Loans. The contract will be signed between the General Directorate of Construction Affairs of MoEUCC or his designee and the consultant.

8. APPLICATION

Curriculum vitae (CV) in English in the format given below together with a one-page application letter must be delivered to the address below in person or by e-mail, indicating the title and the reference code of the applied position in the subject line. **The deadline for application is August 26, 2024; 4:00 p.m. Türkiye local time.** Confirmation will be shared upon receipt of application.

Ministry of Environment, Urbanization and Climate Change
General Directorate of Construction Affairs

Internationally Funded Seismic Retrofitting Department
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CURRICULUM VITAE

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

KEY QUALIFICATIONS

Specific 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