**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**

**ENERGY EFFICIENCY TECHNICAL EXPERT/PROJECT MANAGER (PP-IC-3)**

1. **BACKGROUND**

The Ministry of Environment and Urbanization has applied for 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 (EE) 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 analyze the investment needs and potential of the central government buildings.

Through the Energy Efficiency in Public Buildings (EEPB) Project, approximately 500-700 public buildings will be renovated for energy efficiency.

The General Directorate of Construction Affairs (GDCA) has established a project implementation unit (PIU) and the functions include 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.), and monitoring.

Within the framework of the Energy Efficiency in Public Buildings Project, an EE Technical Expert (PP-IC-3) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment and Urbanization (MoEU).

1. **OBJECTIVES**

The main objective of the consultant’s services under this TOR is to employ an experienced energy efficiency expert and project manager who will work in the Project Implementation Unit (PIU) to assist in the project implementation activities, provide services for the coordination and monitoring of the activities planned under project.

1. **SCOPE OF THE SERVICES**

The Consultant shall;

1. Help supervise the work of the technical consultants (energy auditors, designers, construction companies, construction supervisors, and commissioning/measurement and verification or M&V consultants) for public building renovations to ensure a high degree of technical quality, adherence to national and project requirements, ensuring of good practices for EE renovation, etc. This will include reviews of energy audits, detailed technical designs and specifications, tender documents for renovation works, evaluation of renovation bids, review of construction supervision reports, renovation oversight, accuracy of energy savings (M&V reports);
2. Closely collaborate with and work under the direction of the PIU Coordinator, support the coordination among consultants and contractors, line ministries and central government building administrators throughout the implementation to ensure high overall quality control on the technical aspects of the project. This will include getting Memorandums of Understanding and Project Initiation Letters agreed and signed, ensuring coordination of contractor site access and data collection, reaching agreement with beneficiaries on the recommended EE measures from the energy audit reports, advising on the set-up of user committees to facilitate exchange of information with different user groups within the beneficiary buildings, ensuring accessing of required permits and licenses, etc.;
3. Visit project sites and monitor and report issues, contribute to and participate in project related events,
4. Provide technical inputs into bidding documents, Terms of References, Project reports, bid evaluation reports, project supervision and acceptance/commissioning reports;
5. Coordinate the monitoring of results indicators including the achieved energy savings;
6. Oversight of the detailed technical designs, renovation works and commissioning, ensure compliance with local building codes, material standards and engineering norms in Turkey throughout the design and construction of the renovation process;
7. Based on early project experiences and inputs from the design firms, develop/propose technical standards and norms to be used in all future bidding documents to ensure a high and consistent quality and advise on necessary beneficiary and PIU training;
8. Update and further refine the methodology for determining the energy savings for each project for reporting purposes, in consultation with MENR.
9. Identify training needs for the auditor/design/construction firms based on early implementation experiences, audit/design/construction deficiencies, variation reports, etc. and provide help in development and implementation of suitable training modules;
10. Carry out other technical studies and assignments as requested the PIU Project Coordinator.
11. **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.

1. **QUALIFICATION REQUIREMENTS**

* At least bachelor's degree in engineering; an MS degree in energy, energy economics or other related areas is an asset.
* At least 10 years relevant work experience in the building construction, renovation or building energy efficiency sector, with minimum 2 years project management experience,
* At least five years’ experience on carrying out energy audits, and have an energy auditor certificate,
* Experience with Works or Supplies contracts, either in design, writing of specifications, bills of quantities, tender procedures or site works supervision;
* Knowledge of the World Bank procurement procedures shall be considered a plus;
* Excellent interpersonal skills demonstrated ability to communicate effectively and strong writing/reporting skills.
* Familiarity with Government of Turkey’s relevant legal, administrative and bureaucratic procedures;
* Excellent command of English and Turkish;

1. **REPORTS**

The Consultant shall submit brief monthly progress reports summarizing the Project related activities, issues and recommendations during the assignment.

1. **METHODOLOGY**

The consultant will be hired following the guidance of World Bank’s “Procurement Regulations for IPF Borrowers” (July 2016, revised November 2017 and August 2018) (“Procurement Regulations”). The contracted position will be the EE Technical Expert of GDCA's PIU in Ankara. The contract will be signed between the General Directorate of Construction Affairs of MoEU or his designee and the consultant. The recruitment of contract shall be a subject to “No objection” of the World Bank.

1. **APPLICATION**

Curriculum vitae (CV) in English 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 September 23, 2019; 5:00 p.m. local time.

Ministry of Environment and Urbanization

General Directorate of Construction Affairs

Department of Project

Attn: Esra Turan Tombak

Harbiye Mahallesi Çetin Emeç Bulvarı No:5 Kat:4 Çankaya / Ankara

Tel: 0312 480 08 10/ 449

Fax: 0312 480 08

E-mail: 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**

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