

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

PUBLIC AND MUNICIPAL RENEWABLE ENERGY PROJECT
(179867)

TERMS OF REFERENCE
FOR A
SOCIAL SPECIALIST

(Ref: PUMREP/WB/IND-SE-01)

Background

The Ministry of Environment, Urbanization and Climate Change has received for financing from the World Bank toward the cost of the Public and Municipal Renewable Energy Efficiency Project (PUMREP) and intends to apply part of the proceeds for consulting services. The implementation period will end on July 31, 2028. Financed by the proceeds of the Loan Agreement signed between the Ministry of Treasury and Finance, the Project holds a budget of USD\$549 million IBRD loan, US\$3 million Energy Sector Management Assistance Program (ESMAP) grant. The overall objective of the Project is to increase the use of renewable energy (RE) through self-generation in public facilities.

The Project will support investments in central government and central-government-affiliated facilities (e.g., public buildings under central ministries, universities, dormitories and hospitals) and will be implemented by the General Directorate of Construction Affairs (GDCA) under the Ministry of Environment, Urban and Climate Change (MoEUCC). Buildings will be identified through the application list of public buildings, which can then be prioritized based on eligibility criteria.

The Project will include three components: (i) RE investments in central government buildings, to be implemented by MoEUCC; (ii) RE investments in municipal buildings, to be implemented by İlbank; and (iii) technical assistance (TA) and implementation support, for both MoEUCC and İlbank.

The General Directorate of Construction Affairs (GDCA) established a project implementation unit (PIU) is responsible from implementation of Component 1, 3a and 4a of the project such as selection of the facilities, procurement of the various contractors (e.g. feasibility studies, energy audits, technical designs, installation of RE systems, renovation works, construction supervision, savings verifications, technical assistance or consultancies, etc.).

Under Component 1 investments in RE technologies, primarily solar Photovoltaic (PV) will be supported. RE installations will be primarily used to offset the facilities' electricity (i.e.. for self-consumption purposes rather than to generate power to sell to the grid). An initial pipeline of about 291 subprojects in central government facilities (e.g.. state universities, sports buildings and

hospitals) distributed across most provinces in the country and amounting to a total generation capacity of nearly 136 MW has already been identified. This pipeline includes rooftop, car park canopies and ground mounted solar PV installations, ranging from a few kW to several MW. RE technologies other than solar PV are also eligible under this subcomponent, as per the eligibility criteria.

The facilities in the subcomponents have been gathered in different packages considering the geographic location and the electricity distribution company's authority zone. Under the project consultant companies will be hired to prepare the feasibility studies to assess the technical and financial viability of installing RE power generation (solar PV and solar thermal) in public facilities.

The Feasibility Studies will assess the RE installation under the unlicensed generation scheme. For the proposed sub-projects, detailed relevant audits will be carried out by a Feasibility Study Consultant Company, in order to evaluate the proposal for solar system installation, estimate energy savings, assess their financial viability, and identify potential Environmental and social impacts that the proposed installation may cause at a regional level.

Within the framework of the Public and Municipal Renewable Energy Efficiency Project, a Social Specialist (PUMREP/WB/IND-SE-01) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment, Urbanization and Climate Change (MoEUCC).

Objectives

The objective of this assignment is to employ an experienced consultant as the Social Specialist of GDCA PIU, to oversee implementation of social impact and risk mitigation plans and monitoring of all social aspects related to the Bank-financed Public and Municipal Renewable Energy Efficiency Project (PUMREP).

Scope of Services

- a) Ensure the Project and all its sub-projects are implemented in accordance with the World Bank's Environmental and Social Framework (ESF), as well as with accordance with all social standards instruments produced for the project and current/future sub-projects, including Environmental and Social Management Framework (ESMF), Environmental and Social Commitment Plan (ESCP), Environmental and Social Management Plans (ESMPs), ESMP Checklists and sub-management plans, Labor Management Procedure (LMP), and Stakeholder Engagement Plans (SEPs).
- b) Conduct social screening of all the specific sub-projects to ensure all potential social impacts are identified and addressed under applicable ESMPs, SEPs, and LMPs and implemented during civil works and energy efficiency renovations. Ensure that vulnerable and disadvantaged groups are identified, and differentiated measures are taken to protect them for being disproportionately affected by the project, and ensure their equal participation in project benefits.
- c) Establish, maintain and manage all procedures related to proper functioning of the Grievance Mechanisms (GMs) for the (i.) project affected parties, and other stakeholders, and (ii.) project

workers; in accordance with SEP and LMP. Both GMs will be adapted to be able to receive and address complaints related to sexual exploitation and abuse (SEA) and sexual harassment (SH). Manage the maintenance of up-to-date GM logs for stakeholders and project workers. This includes collecting information from the field, logging and analyzing this information, as well as following up on any questions, comments and complaints, as necessary, monitoring the closure of grievances and reporting to project management and stakeholders; Establish, maintain and manage any other procedures related to social incidents, including reporting and participation in route/cause analysis, recommendations to address identified issues.

- d) Oversee social incident/non-compliance investigations.
- e) Maintain awareness of regulatory changes and inform PIU relevant personnel.
- f) Carry out social surveys, preparation of reports on social impacts and support of acceptable standards of project social impacts during the implementation;
- g) Manage implementation of the procedures and management plans related to socio-economic impacts, gender, SEA/SH, social inclusion, grievance mechanism, community health and safety.
- h) Together with Environmental Specialist, support the development of all social and environmental framework instruments to be produced for future sub-projects (SEPs, LMPs, ESMPs, etc.) during implementation, oversee their approval by the World Bank, and organize and conduct public consultations on drafts prior to their final disclosure;
- i) Contribute, as relevant regarding social development aspects, to the development of detailed engineering designs for future sub-projects, to be developed during project implementation;
- j) Maintain business cooperation, requesting, collecting and analyzing information on social issues received from all parties involved in project implementation;
- k) Submit regular information on project implementation progress with regards to social issues to PIU leadership, GDCA MoEUCC, and the World Bank;
- l) Report regularly as part of the project report to be submitted to the World Bank on all aspects related to social development and social issues (including key project indicators), consistent with the principles and standards of the ESF. This includes but is not limited to: visual inspections/screening, status of implementation of any LMP, SEP, ESMP sub-management plans, SEA/SH, communication with the beneficiary population, GRM, etc.;
- m) Monitor on an ongoing basis supervision consultants' and the Contractor's performance under the project regarding all aspects related to identification and management of social issues covered under the ESF, and in accordance with all applicable sub-project specific SEP, LMP, ESMP and sub-management plans, ensuring timeliness of report submissions;
- n) Monitor on a daily basis, contractors' performance under the project to ensure contractors' compliance with ESMPs, LMP and SEP, and other relevant site-specific instruments, and in accordance with the ESF as well as applicable national laws, regulations and standards;
- o) Ensure that procurement documents include all necessary requirements to be consistent with ESF requirements, with special focus on social elements. Specifically, ensure that language on contractors' social responsibilities is included in bidding documents and reflected in project

contracts, and that awareness measures are conducted on these measures for contractors (as well as sub-contractors, where relevant).

- p) Conducting trainings on gender and SEA/SH for PIU, contractors', project affected communities, including Code of Conduct, available GM services in the buildings to be retrofitted/reconstructed. Monitor and report on signing of the Code of Conduct by project workers.
- q) Ensure that all environmental and social standards documents produced by consultants to be hired by the PIU are accurate and prepared in line with the requirements of the Turkish legislation and relevant policies and guidelines of the ESF.
- r) Provide corrective actions to social monitoring concerns and findings. Track corrective and preventive actions taken in response to internal and external audit/inspection findings.
- s) Provide guidance and direction to PIU management and personnel for achieving compliance with all applicable ESF social standards and requirement;
- t) Inform PIU management/Project Manager about the need to update ESF instruments, if necessary, in the course of implementation of the Project, as well as in case of the domestic legislation changes.
- u) Ensure that project affected and beneficiary communities and stakeholders, and all actors involved in project implementation (project technical staff, contractors, beneficiaries, etc.) are made aware of the social requirements of the project under ESMP, SEP and LMP. Maintain records of awareness and training sessions provided.
- v) Liaise with stakeholders and consultations on safeguard issues including cooperation and coordination with the local population, local institutions and civil society organizations, and review of their requests, appeals and complaints if any;
- w) Plan, organize and implement stakeholder engagement activities as per SEP in a timely and effective manner;
- x) Participate in all project meetings between PIU and contractors, in representation of social and resettlement issues at such meetings (this is crucial to keep social standards in the daily information flow and decision-making processes);
- y) Carry out analysis and contribute to the quarterly progress reports on environmental and social issues and ESCP to be submitted to the World Bank;
- z) Ensure close cooperation with the World Bank representative on gender/social development issues within the framework of the project in terms of consultation and information on the progress of the project;
- aa) Perform other qualified duties as assigned in this ToR.

Reports

The Consultant shall participate in the preparation and update of all progress reports and comment on any activity reports due to WB. He/she will fill in detailed time sheets on his/her activities and comply with his/her contract's requirements in terms of payment/time justification in the context of high accountability under IBRD financing. The reports prepared by the Consultant will be submitted to GDCA PIU.

Duration and Location of Services

The services will be required on a full-time basis. The Social Specialist is expected to commence work from June 2024, with two months' probation period and a renewable 1-year contract, if performance is satisfactory, through the duration of the project.

The position will be based in Ankara, and the consultant will be expected to travel to civil works sites and other relevant sites under the project throughout project implementation.

Qualification Requirements

- At least bachelor's degree in social science or professional experience in the fields of social management (Master's Degree in social development, sociology, social studies, or related fields in the social sciences, will be an asset);
- Minimum **three years'** general work experience;
- Specific work experience (not less than 1 years) with projects financed, in whole or in-part, by international organizations or other international donors;
- Strong familiarity with the World Bank's ESF or similar environmental and social policies of IFIs;
- Good computer skills (including Microsoft Office applications);
- Good command of written and spoken skills in English and Turkish, especially writing and reading skills. Native speaker of Turkish.
- Strong commitment to social inclusion, community engagement, and socially responsible project management.
- Demonstrated ability to work within a large team and engage with team members of different technical background.
- Proven experience and ability to effectively engage and communicate with diverse stakeholders including citizens of diverse backgrounds, communities, civil society organizations, local government, civil works contractors, government agencies, etc.
- Analytical thinking and problem-solving skills.
- Ability to travel without restriction to travel to project sites.

Methodology

The consultant will be hired following the guidance of World Bank's "Procurement Regulations for IPF Borrowers - November 2020 (Procurement Regulations)". The contracted position will be the Social Specialist of GDCA PIU in Ankara. The contract will be signed between the GDCA or his designee and the consultant.

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 May 22, 2024; 5:00 p.m. local time. A confirmation will be shared upon receipt of application.

Ministry of Environment, Urbanization and Climate Change
General Directorate of Construction Affairs
External Investments Department
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SAMPLE 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:

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-
-
-

EDUCATIONAL BACKGROUND

-
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-
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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