

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
PROJECT ASSISTANT
(Ref: PUMREP/WB/IND-PA-01)

1. 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 **Project Assistant (PUMREP/WB/IND-PA-01)** will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment, Urbanization and Climate Change (MoEUCC).

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 PUMRE 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 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 public buildings refurbished under the Project.

Project Visibility and Outreach

- h) Project Assistant shall prepare PUMREP 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) 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. Support day-to-day communication with various stakeholders and coordinate with service providers such as event management companies and translators.
- l) 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

- m) 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.
- n) Carry out analysis and contribute to the quarterly progress reports on environmental and social issues and ESCP to be submitted to the World Bank;
- o) 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;
- p) Perform other qualified duties as assigned in this ToR.

2. 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 World Bank.

4. Duration and Location of Services

The services will be required on a full-time basis. The Project Assistant is expected to commence work from August 2025, with two months' probation period and a renewable 1-year contract, if performance is satisfactory, through the duration of the project.

5. Qualification Requirements

- Bachelor's degree in Economics, Administrative Sciences and/or Engineering (preferably Electrical Engineering) or another relevant discipline.
- At least 3 years of working experience as project assistance 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.
- 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 renewable energy, energy efficiency, or other regulatory/policy issues is an asset.
- Excellent coordination, organization, communication strong client orientation and team work skills,
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint,
- Fluency in both Turkish and English (both oral and verbal) is a requirement.

6. 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.

7. 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 Project Assistant of GDCA PIU in Ankara. The contract will be signed between the GDCA 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 **27 June, 2025; 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
Attn: Esra Turan Tombak (Project Director)

Mustafa Kemal Mahallesi, 2082. Cadde, No:52, 06510 Çankaya / ANKARA

Tel: 0312 480 07 50

E-mail: ihale.dky@csb.gov.tr

web-site: <https://www.kamuenerji.csb.gov.tr>

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:

-
-
-
-

EDUCATIONAL BACKGROUND

-
-
-
-

PROFESSIONAL EXPERIENCES

(Employment Record)

-
-
-

Language Proficiency:

1.	Excellent	Good	Poor
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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