

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

**PUBLIC AND MUNICIPAL RENEWABLE ENERGY PROJECT**  
**(P179867)**

**TERMS OF REFERENCE FOR**  
**PROCUREMENT EXPERT**  
**(Ref: PUMREP/WB/IND-PE-01R)**

**1. BACKGROUND**

The Ministry of Environment, Urbanization and Climate Change has received 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) which is responsible from implementation of Component 1, 3a and 4a of the project such as selection of the facilities, procurement of the various consultants and 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.

Within the framework of the Public and Municipal Renewable Energy Efficiency Project, a **Procurement Expert** (PUMREP/WB/IND-PE-01R) 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 is to employ an experienced consultant as a Procurement Expert of GDCA PIU to assist in the project implementation activities as follows:

### **3. SCOPE OF THE SERVICES**

- a. The Consultant shall provide procurement management services to the GDCA's PIU during the course of procurement process and ensure that the approved Procurement Plan is followed, and the requirements of the World Bank Procurement Regulations are satisfied.
- b. The Consultant shall support PIU for the preparation of Project Procurement Strategy for Development (PPSD) and Procurement Plan, and its updates, including necessary market sounding.
- c. The Consultant shall support PIU to record all Project procurement actions in the World Bank's Systematic Tracking of Exchanges in Procurement tool (STEP).
- d. The Consultant shall prepare procurement advertisements and all sorts of bidding documents for consulting services, goods, works and non-consulting services in accordance with the World Bank Procurement Regulations stipulated in the Legal Agreements, for all selection methods (RFP, RFB, RFQ etc.) and review the completeness of the document before submission of the document to the World Bank for "no objection".
- e. The Consultant shall prepare and review all parts of the procurement documents, including, cost estimates, sections such as technical specifications, BOQs, TORs, etc. of the bidding documents and check the consistency of these sections with the other sections of the standard or sample bidding documents of the World Bank and make necessary recommendations for changes where required.
- f. The Consultant shall provide assistance to the PIU during the evaluation of bids/proposals to ensure that are submitted in accordance with the requirement and shall prepare the standard evaluation report accordingly.
- g. The Consultant shall assist the GDCA's PIU in finalization of contract negotiations and prepare the "Memorandum of Understanding" which is part of the contract. The Consultant coordinates the PIU to complete the contracting process timely.
- h. The Consultant shall establish and maintain the database of letter of interests received from suppliers of goods, works, non-consulting and consulting services for purposes of their possible inclusion on future short lists or for future evaluation.
- i. The Consultant shall participate in receipt, opening and evaluation of the bids and proposals to support bid evaluation commissions.
- j. The Consultant shall assist in the preparation of minutes of bid openings.

- k. The Consultant shall assist the bid evaluation committees in preparing bid evaluation forms and for the evaluation of proposals received, on the basis of criteria stipulated in the bidding documentation.
- l. The Consultant shall assist bid evaluation committees to prepare comprehensive evaluation reports in compliance with World Bank standard formats.
- m. The Consultant shall assist GDCA in the notification of winning bidder/s in a timely fashion, draw up contract for approval and signature.
- n. The Consultant shall prepare other relevant documents such as addenda and bid announcements, contract award notices.
- o. The Consultant shall prepare requested tables, analysis, information and documents to be included in Project reports. The Consultant shall transfer knowledge to GDCA staff by providing regular structured and on the job trainings to specified number of staff assigned by the GDCA with the objective that specified staff acquire adequate procurement knowledge and hands-on experience on the WB procurement rules and regulations and carry out the procurement tasks independently.
- p. The Consultant shall support the GDCA in the management of the signed contracts. In this regard, the Consultant (i) will establish and monitor key performance indicators with necessary reporting obligations (reports to be prepared by the contractors and also the Consultant); (ii) will support the PIU in the interpretation of the contract clauses; (iii) support the PIU in case dispute matters arise between PIU and contract parties; and (iv) control the delivery of goods, works and services, in a satisfactory manner, and, upon completion of the services and/or works and/or delivery of goods, s/he shall prepare a "control report" to coordinate with the Finance Expert towards initiating the payment process.
- q. The Consultant shall ensure the files and documents related to procurement are recorded and organized rigorously. The Consultant will keep the recording of all procurement-related documents in hard and soft copies and in an orderly manner to meet the requirements of the Treasury and the World Bank to be ready for the annual audits. S/he shall support the GDCA with providing justifications and explanations as requested during the regular audits of the project.

#### **4. REPORTS**

The Consultant shall submit monthly progress reports at the end of each month summarizing the monthly procurement activities, problems encountered in the implementation of procurement plan during the subject month and procurement activities planned in the next two months. The key deliverables of the Specialist will be but not limited to:

- Complete and regularly updated Procurement Plans.
- Procurement and contract documents (REOI, RFQ, RFP, RFB bidding documents, evaluation reports, contracts etc.)
- Training program and material for procurement training of specified number of government staff designated by MoEUCC, quarterly reports on the trainings provided by the consultant and the learning progress of each staff. Consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the

designated MoEUCC officials for independently carrying out the routine procurement tasks.

- Quarterly monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.)
- Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

## **5. DURATION OF THE SERVICES**

The services will be required on a full-time basis. The Consultant is expected to commence work from August 2024, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

## **6. QUALIFICATION REQUIREMENTS**

- A university graduate of Engineering, Architecture, Law, Economics, Business Administration or any other discipline relevant for the project and scope of the services required. A master's degree in the relevant field would be considered as an asset.
- Minimum three (3) years' experience in procurement of goods, works, consultancy and non-consultancy services, as well as, tendering, negotiating and contracting and implementation of contracts.
- Minimum two (2) years of experience working as a procurement expert or specialist in the procurement of goods, consulting services and non-consulting services (including procurement planning, preparation of bidding/contract documents, bid/proposal evaluation, contract award and implementation monitoring) in accordance with the procurement rules and regulations of the multilateral development banks such as ADB, EBRD, and particularly IBRD),
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, have a strong client orientation,
- Knowledge of using the World Bank's Systematic Tracking of Exchanges In Procurement (STEP) is an asset,
- Fluency in written and oral English (having at least B2 level) and Turkish,

Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.

## **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 Procurement Expert of GDCA's PIU in Ankara. 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 July 29, 2024; 4:00 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](mailto:ihale.dky@csb.gov.tr)  
web-site: <https://www.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:

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### EDUCATIONAL BACKGROUND

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**PROFESSIONAL EXPERIENCES  
(Employment Record)**

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**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:

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**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