

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
PROCUREMENT EXPERT
(Ref: EEPB/WB/MoEU/PIU-IND-01A)

1. BACKGROUND

The Ministry of Environment and Urbanization has received 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 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 analyse the investment needs and potential of the central government buildings.

Through the Energy Efficiency in Public Buildings (EEPBP) Project, approximately 500-700 public buildings will be renovated energy efficiently resulting energy savings. As the proposed projects aims to renovate public buildings with the highest energy consumption, the immediate direct beneficiaries would be the public sector as the budgetary savings from the investments, resolution of budgetary constraints for central government buildings associated CO₂ emissions reductions as a result of the energy savings (tons of CO₂ equivalent) and also users of the public buildings (administrative staff and society) and public communities in the catchment areas of the identified facilities.

The General Directorate of Construction Affairs (GDCA) would establish a project implementation unit (PIU) which would be responsible from overall implementation of the project such as 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.).

Within the framework of the Energy Efficiency in Public Buildings Project, a Procurement Expert (EEPBP/WB/MoEU/PIU-IND-01A) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment and Urbanization (MoEU).

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 prepare all sorts of bidding documents for consulting services, goods, works and non-consulting services in accordance with the World Bank legal agreements and review the completeness of the document before submission of the document to the World Bank for “no objection”.
- c. The Consultant shall prepare and review all parts of the procurement documents, including, 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.
- d. 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.
- e. 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.
- f. The Consultant shall control the delivery of services, goods 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.
- g. 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.

A detailed list of services will be provided to the Procurement Expert upon contract of employment.

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.

5. DURATION OF THE SERVICES

The services will be required on a full-time basis. The Consultant is expected to commence work from September 2020, with two months’ probation period and a renewable 1-year contract, if performance is satisfactory.

6. QUALIFICATION REQUIREMENTS

- A university graduate of Engineering, Law, Economics, Business Administration or any other discipline relevant for the project and scope of the services required,
- Minimum five years' experience in procurement of goods, works, consultancy and non-consultancy services, as well as, tendering, negotiating and contracting and implementation of contracts.
- At least two years of experience working as a procurement expert and have experience in procurement, tendering, contracting and implementation of contracts according to the international financial and development organizations such as World Bank, European Union, and United Nations.
- 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 and Turkish,

7. 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.

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 20, 2020; 5:00 p.m. local time.** A confirmation will be shared upon receipt of application.

Ministry of Environment and Urbanization
General Directorate of Construction Affairs
External Investments 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 :

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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:

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-
-
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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