

**REPUBLIC OF TÜRKİYE**  
**MINISTRY OF ENVIRONMENT, URBANISATION AND CLIMATE CHANGE**  
**GENERAL DIRECTORATE of CONSTRUCTION**  
**Internationally Funded Seismic Retrofitting Department**

**SEISMIC RESILIENCE AND ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT**  
**TERMS OF REFERENCE FOR**  
**RECRUITMENT OF PROJECT ASSISTANT**  
**(Ref: WB/INDV-PA-01)**

**1. BACKGROUND**

The Ministry of Environment, Urbanization and Climate Change has received financing from the World Bank toward the cost of the Seismic Resilience and Energy Efficiency in Public Buildings Project (SREEPBP) and intends to apply part of the proceeds for consulting services. The implementation period will end on June 30, 2027. Financed by the proceeds of the Loan Agreement signed between the Ministry of Treasury and Finance, the Project holds a budget of USD 265.000.000.

The overall objective of the Project is to improve disaster resilience and energy savings in selected central government buildings and to strengthen the policy framework and institutional capacity to develop, finance, and implement resilient and sustainable public buildings in Türkiye.

The Project will promote a national strategic approach to increase energy efficiency and seismic performance in public buildings through an integrated approach that creates a demonstration effect and builds the foundations critical to reach scale and improve the vast building stock in Türkiye (estimated at more than 9 million public and private structures). Such an approach is expected to yield the following benefits: (i) reduction in total cost through shared labor and complementary concurrent investments; (ii) sustainability of EE improvements through the building lifetime and payback period by ensuring investment in earthquake resistant buildings; (iii) functional upgrades such as autonomous energy (e.g. solar panels), which are crucial to ensure energy supply and continuity of service in the aftermath of an earthquake where energy service can be disrupted for days or weeks; (iv) strengthening of roofs associated with EE that can also increase the performance of building during disasters; (v) assessing the full economic case for building improvement through strengthening and renovation versus demolishing and rebuilding for both disaster risk management (DRM) and EE objectives; (vi) increasing the efficiency of public service investments in structural improvements and EE through more rapid and lower cost testing of critical materials and equipment and by testing and scaling innovative approaches; and (vii) minimizing disruption to building occupants and government services.

Project includes three components: (i) investments in central government buildings for seismic strengthening and EE improvement; (ii) advanced technical assistance (TA) and capacity building; and (iii) project implementation support.

The General Directorate of Construction Affairs (GDCA) established a project implementation unit (PIU) which is responsible for the overall implementation of the Project, such as the selection of the buildings, procurement of the various contractors (e.g., structural studies, energy audits, technical designs, renovation works, construction supervision, savings verifications, technical assistance or consultancies, etc.).

Within the framework of the Seismic Resilience and Energy Efficiency in Public Buildings Project

(SREEPBP), a Project Assistant (WB/INDV-PA-01) will be employed at the 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 SREEPB 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 THE 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) The Project Assistant shall prepare SREEPB 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) The 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.
- l) Support day-to-day communication with various stakeholders and coordinate with service providers such as event management companies and translators.

- m) 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**

- n) The 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.
- o) Assist the Ministry in providing written and oral translation where necessary.

## **4. 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.

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

The services will be required on a full-time basis for an expected duration of the project based in Ankara. The Consultant is expected to commence work from September 2023, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

## **6. QUALIFICATION REQUIREMENTS**

- The consultant should be a graduate of Faculty of Engineering, Architecture or another relevant technical discipline.
- The consultant should have at least three years of working experience 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.
- Excellent command of written and oral English and Turkish.
- Excellent computer skills (experience in the use of Windows, MS office etc.),
- Familiarity with and/or experience in the World Bank financed projects and EUfunded 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 construction, energy, energy efficiency, or other regulatory/policy issues is an asset.
- Having no restriction for travel.
- Excellent coordination, organization, communication strong client orientation and team work skills

## **7. METHODOLOGY**

The Consultant will be hired following the guidance of the World Bank's "Procurement Regulations for IPF Borrowers" – November 2020 ("Procurement Regulations"). 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 Turkish and 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 31, 2023, at 4:00 p.m. Türkiye local time.** Confirmation will be shared upon receipt of the application.

Ministry of Environment, Urbanization and Climate Change  
General Directorate of Construction Affairs  
Internationally Funded Seismic Retrofitting Department  
Attn: Mr Önder YURDAKUL (Project Director)  
Mustafa Kemal Mahallesi, 2082. Cadde, No:52, 06510  
Çankaya / Ankara.  
E-mail: [ihale.kadev@csb.gov.tr](mailto:ihale.kadev@csb.gov.tr)  
Website: <https://kamuguclendirme.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			

\* Language proficiency should be demonstrated through recognized language proficiency tests or assessments such as; YDS, TOEFL, IELTS. etc. Language proficiency statements without any proof will not be considered.

**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