

REPUBLIC OF TURKEY
MINISTRY OF ENVIRONMENT AND URBANIZATION
General Directorate of Construction Affairs

**SEISMIC RESILIENCE AND ENERGY EFFICIENCY IN PUBLIC BUILDINGS
PROJECT**
(P175894)

TERMS OF REFERENCE
FOR AN
OCCUPATIONAL HEALTH AND SAFETY SPECIALIST
(REF: WB/INDV-HS-01)

Background

The Ministry of Environment and Urbanization has applied for 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 the 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 Turkey.

The project will promote a strategic national approach to increasing 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 Turkey (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 from overall implementation of the project such as 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.).

Objectives

The main objective of this assignment is to employ an experienced consultant as the Occupational Health and Safety Specialist of the GDCA PIU to assist in the project implementation activities under Seismic Resilience and Energy Efficiency in Public Buildings Project (SREEPBP) as indicated below:

Scope of Services

The OHS Specialist will carry out the following main lines of work:

- a. supporting the environmental and social specialists in the PIU for screening and categorization of the sub-projects and conducting due diligence as needed and defined in the project's ESF instruments (e.g. ESMF, LMP, ESCP);
- b. ensuring that relevant capacity, implementation and monitoring, reporting requirements are incorporated into the agreements with the SREEPBP and eventually the civil works contracts;
- c. monitoring of the occupational health and safety (OHS) performance of all civil works contractors (including sub-contractors) and consultants under the sub-projects;
- d. recording and documenting all aspects of project OHS performance;
- e. contributing to strong project-related OHS outcomes through regular site visits to sub-project sites and providing timely feedback on critical issues or noncompliance;
- f. reviewing and supporting the process of preparations of ESMPs and related environmental and social instruments of the sub-projects in line with the requirements of the national regulatory framework and World Bank's Environmental and Social Framework;
- g. overseeing the implementation of ESMF, ESCP, site specific Environmental and Social Management Plans (ESMPs) documents and any other ESSs requirements; and
- h. providing overall support to all PIU efforts to ensure that SREEPBP attains its development objectives, in close coordination with GDCA and World Bank staff.

The key detailed activities to be carried out by the OHS Specialist (the Consultant) are:

- a. Provide OHS management services to the GDCA PIU during the course of project management and ensure that the requirements of the World Bank (WB) as specified in Environmental, Health and Safety (EHS) General Guidelines and Industry Sector EHS Guidelines are satisfied in accordance with the World Bank's ESF.
- b. Provide OHS management services to the GDCA PIU during the course of project management and ensure that the requirements of the Turkey's Occupational Health and Safety (OHS) legislation as specified in national law on OHS of the Ministry of Labor and

Social Security are satisfied.

- c. Provide assistance to PIU, to set the requirements to be met by the SREEPBP with respect to the identification, evaluation and mitigation of OHS risks and impacts associated with projects through the project life cycle.
- d. Support the GDCA PIU in the preparation/revision (depending on the case) of all sorts of documents (including bidding documents) related to OHS management services.
- e. Provide assistance to GDCA PIU during the evaluation of bids/proposals to ensure that contractors' and/or suppliers' and/or consultant' bids/proposals are submitted in accordance with the requirements of OHS management services and shall prepare or assist in the preparation of the evaluation report/s accordingly.
- f. Coordinate between "other relating departments of GDCA" during preparing all sorts of documents for ensuring the requirements of OHS management services.
- g. Monitor contract performance and fulfilment of contractual, administrative and legal requirements in line with the requirements of OHS management services.
- h. Monitoring and auditing OHS issues at the sites through data collected from the site visits.
- i. Ensure that the files and documents related to OHS management services are recorded and organized rigorously. The Consultant will keep the recording of all OHS management-related documents in hard and soft copies and in an orderly manner to meet the requirements of the WB and be ready for the annual post reviews and audits by Treasury Controllers.
- j. Support the GDCA with providing justifications and explanations as requested during the regular post reviews/audits of the project.
- k. Undertake training of the personnel of GDCA (if required) for the OHS management activities under the Project.
- l. Provide E&S consultants with guidance on the World Bank's ESSs requirements and OHS standards and procedures.
- m. Provide E&S consultant's guidance on preparation of OHS related documents in accordance with World Bank's requirements.
- n. Provide support in reviewing ESA documentation related to OHS management services and assist in written comments to E&S consultants.
- o. Ensure compliance of the OHS mitigation measures by the contractors, including proper operation and maintenance of their equipment through regular field visits to the project sites.
- p. Ensure construction supervision companies/contractors immediately (not later than 48 hours) inform GDCA for any incident or accident related to the sub-project which has, or is likely to have, a significant adverse effect on the workers (OHS accidents) and inform the World Bank accordingly. In such cases, ensure construction supervision companies/contractors; (i) provide sufficient details regarding the incident or accident, findings of the Root Cause Analysis, indicating immediate measures taken or that are planned to be taken to address it, compensation paid, and any information provided by any

contractor and supervising entity/consultant, as appropriate; and (ii) submit the incident report, including root cause analysis, precautions and compensation measures taken, to GDCA within 30 business days. Provide submission of the incident report to the World Bank immediately.

- q. Maintain a project and sub-project specific database for OHS management and monitoring.
- r. Compile monthly, quarterly and annual reports to update ongoing OHS processes and address current issues; ensure that any issues raised during the field visits are adequately captured and monitored through this system.
- s. Provide recommendations to the PIU for implementation of OHS mitigation measures/corrective actions and suggest plans of action for project OHS performance improvements.
- t. Contribute to, and join as necessary, regular meetings with World Bank staff, including regular World Bank Implementation Support Missions and other implementation support efforts.
- u. Provide any other necessary support related to OHS issues of the project.
- v. Perform other duties emerging in the frame of this Terms of Reference.

Reporting Line

The Consultant shall participate in the preparation and update of all progress reports and comment on any activity reports due to WB. S/he 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 Occupational Health and Safety Specialist is expected to commence work from December 2021, 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 conduct site visits to the retrofitting/renovation works and other relevant sites under the project throughout project implementation.

Qualification Requirements

- At least bachelor's degree in Engineering, Architecture and other technical departments,
- A-degree Occupational Safety Expert certificate for very dangerous workplaces received from the Directorate General of Occupational Health and Safety,
- Minimum ten years general work experience,
- At least five years of work experience as occupational health and safety specialist in construction projects,

- At least three years of work experience in OHS assessment and management in projects financed by international finance institutions or other international donors, preferably the World Bank,
- Good knowledge of Turkey’s Occupational Health and Safety (OHS) legislation,
- A good understanding of the World Bank Group safeguards policies and procedures, the World Bank Group General Environmental, Health, and Safety Guidelines or any other relevant internationally acceptable OHS standards such as ANSI A10, US OSHA, UK HSE Construction Code of Practice, AU/NZL OHS Standards, Common GIIP for construction
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project,
- Fluency in written and oral English and Turkish,
- Ability to travel without restriction.

Methodology

The consultant will be hired following the guidance of World Bank’s “Procurement Regulations for IPF Borrowers – November 2020 (Procurement Regulations)”. 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 October 22, 2021; 4:00 p.m. (Turkey Time).**

Attn: Gökhan Karagözlü
Mustafa Kemal Mahallesi
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Çankaya / Ankara
Tel: 0 312 410 49 62
E-mail: ihale.dky@csb.gov.tr
web-site: <https://kamuguclendirme.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

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-
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PROFESSIONAL EXPERIENCES

(Employment Record)

-
-
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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