

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 A
SOCIAL SPECIALIST**

(REF: WB/INDV-SS-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 objective of this assignment is to employ an experienced consultant as the Social Specialist of GDCA PIU, to oversee implementation of social impact and risk mitigation plans and monitoring of all social aspects related to the Bank-financed Seismic Resilience and Energy Efficiency in Public Buildings Project (SREEPBP).

Scope of Services

- a) Ensure the Project and all its sub-projects are implemented in accordance with the World Bank's Environmental and Social Framework (ESF), as well as with accordance with all social standards instruments produced for current and future sub-projects, including Environmental and Social Management Plans (ESMPs) and sub-management plans, Labor Management Procedure (LMP), and Stakeholder Engagement Plans (SEPs).
- b) Conduct social screening of all the specific sub-projects to ensure all potential social impacts are identified and addressed under applicable ESMPs and implemented during civil works and energy efficiency renovations. Ensure that vulnerable and disadvantaged groups are identified, and differentiated measures are taken to protect them for being disproportionately affected by the project, and ensure their equal participation in project benefits.
- c) Establish, maintain and manage all procedures related to proper functioning of the Grievance Mechanisms (GMs) for the (i.) project affected parties, and other stakeholders, and (ii.) project workers; in accordance with SEP and LMP. Both GMs will be adapted to be able to receive and address complaints related to sexual exploitation and abuse (SEA) and sexual harassment (SH). Manage maintenance of an up-to-date GMs logs for stakeholders and project workers. This includes collecting information from the field, logging and analyzing this information, as well as following up on any questions, comments and complaints, as necessary, monitoring the closure of grievances and reporting to project management and stakeholders; Establish, maintain and manage any other procedures related to social incidents, including reporting and participation in route/cause analysis, recommendations to address identified issues.
- d) Oversee social incident/non-compliance investigations.
- e) Maintain awareness of regulatory changes and inform PIU relevant personnel.
- f) Carry out social surveys, preparation of reports on social impacts and support of acceptable standards of project social impacts during the implementation;
- g) Manage implementation of the procedures and management plans related to socio-economic impacts, gender, SEA/SH, social inclusion, grievance mechanism, community health and safety.
- h) Together with Environment Specialist, support the development of all social and environmental framework instruments to be produced for future sub-projects (SEPs, LM Plans,

ESMPs, etc.) during implementation, oversee their approval by the World Bank, and organize and conduct public consultations on drafts prior to their final disclosure;

- i) Contribute, as relevant regarding social development aspects, to the development of detailed engineering designs for future sub-projects, to be developed during project implementation;
- j) Maintain business cooperation, requesting, collecting and analyzing information on social issues received from all parties involved in project implementation;
- k) Submit regular information on project implementation progress with regards to social issues to PIU leadership, GDCA MoEU, and the World Bank;
- l) Report regularly as part of the project report to be submitted to the World Bank on all aspects related to social development and social issues (including key project indicators), consistent with the principles and standards of the ESF. This includes but is not limited to: visual inspections/screening, status of implementation of any LMP, SEP, ESMP sub-management plans, SEA/SH, communication with the beneficiary population, GM, etc.;
- m) Monitor on an ongoing basis supervision consultants' and the Contractor's performance under the project regarding all aspects related to identification and management of social issues covered under the ESF, and in accordance with all applicable sub-project specific SEP, LMP, ESMP and sub-management plans, ensuring timeliness of report submissions;
- n) Monitor on a daily basis, contractors' performance under the project to ensure contractors' compliance with ESMPs, LMP and SEP, and other relevant site-specific instruments, and in accordance with the ESF as well as applicable national laws, regulations and standards;
- o) Ensure that procurement documents include all necessary requirements to be consistent with ESF requirements, with special focus on social elements. Specifically, ensure that language on contractors' social responsibilities is included in bidding documents and reflected in project contracts, and that awareness measures are conducted on these measures for contractors (as well as sub-contractors, where relevant);
- p) Conducting trainings on gender and SEA/SH for PIU, contractors', project affected communities, including Code of Conduct, available GM services in the buildings to be retrofitted/reconstructed. Monitor and report on signing of the Code of Conduct by project workers;
- q) Ensure that all environmental and social standards documents produced by consultants to be hired by the PIU are accurate and prepared in line with the requirements of the Turkish legislation and relevant policies and guidelines of the ESF;
- r) Provide corrective actions to social monitoring concerns and findings. Track corrective and preventive actions taken in response to internal and external audit/inspection findings.
- s) Provide guidance and direction to PIU management and personnel for achieving compliance with all applicable ESF social standards and requirement;
- t) Inform PIU management/Project Manager about the need to update ESF instruments, if necessary, in the course of implementation of the Project, as well as in case of the domestic legislation changes.
- u) Ensure that project affected and beneficiary communities and stakeholders, and all actors involved in project implementation (project technical staff, contractors, beneficiaries, etc.) are

made aware of the social requirements of the project under ESMP, SEP and LMP. Maintain records of awareness and training sessions provided.

- v) Liaise with stakeholders and consultations on safeguard issues including cooperation and coordination with the local population, local institutions and civil society organizations, and review of their requests, appeals and complaints if any;
 - w) Plan, organize and implement stakeholder engagement activities as per SEP in a timely and effective manner;
 - x) Participate in all project meetings between PIU and contractors, in representation of social and resettlement issues at such meetings (this is crucial to keep social standards in the daily information flow and decision-making processes);
 - y) Carry out analysis and contribute to the quarterly progress reports on environmental and social issues and ESCP to be submitted to the World Bank.
 - z) 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;
- aa) Perform other qualified duties as assigned in this ToR.

Reports

The Consultant shall participate in the preparation and update of all progress reports and comment on any activity reports due to WB. He/she 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 Social 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 expected to 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 social science or professional experience in the fields of social management (Master's Degree in social development, sociology, social studies, or related fields in the social sciences, will be an asset);
- Specific work experience (not less than 3 years) with projects financed, in whole or in-part, by international organizations or other international donors;
- Strong familiarity with the World Bank's ESF or similar environmental and social policies of IFIs;
- Good computer skills (including Microsoft Office applications);

- Good command of written and spoken skills in English and Turkish, especially writing and reading skills. Native speaker of Turkish;
- Strong commitment to social inclusion, community engagement, and socially responsible project management.
- Demonstrated ability to work within a large team and engage with team members of different technical background;
- Proven experience and ability to effectively engage and communicate with diverse stakeholders including citizens of diverse backgrounds, communities, civil society organizations, local government, civil works contractors, government agencies, etc.;
- Analytical thinking and problem-solving skills;
- Ability to travel without restriction to travel to project sites.

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 Social Specialist of GDCA PIU in Ankara. 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
Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. No: 278 Kat: 2
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

-
-
-
-

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:

-
-
-

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