**REPUBLIC OF TURKEY**

**MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE**

**Urban Transformation Presidency**

**CLIMATE AND DISASTER RESILIENCE CITIES PROJECT**

**(P173025)**

**TERMS OF REFERENCE**   
**FOR A** 

**SOCIAL SPECIALIST**

**(Local/Provincial for Istanbul – European side)**

(REF: TCDRCP-INDV-SOC-34E-01)

1. **Introduction and Background**

The Ministry of Environment, Urbanization and Climate Change (MoEUCC) has applied for financing from the World Bank to finance the Climate and Disaster Resilient Cities Project and intends to apply part of the proceeds for consulting services. The implementation period will end on October 31, 2028. There are two loan agreements, one between World Bank (WB) and Ministry of Treasury and Finance (MoTF) and another between World Bank (WB) and Ilbank under the Project. Financed by the proceeds of the Loan Agreement signed between the Ministry of Treasury and Finance and World Bank, the Project holds a budget of EUR 330.500.000.

The project development objective is to increase access to seismic and climate resilient housing, municipal infrastructure and services in selected provinces in Türkiye, and to respond promptly and effectively in the event of an Eligible Crisis or Emergency. The project will support the development of a pilot program to support the roll out of the urban transformation strategy that also addresses key policy and sector bottlenecks through technical assistance and capacity building.

The project will be implemented through five components, namely as (1) Institutional strengthening to enable conditions for urban resilience, (2) Expanding access to resilient housing, (3) Investments in climate and disaster resilient municipal infrastructure, (4) Project management, monitoring and evaluation and (5) Contingent emergency response component.

Component 1: Institutional strengthening to enable conditions for urban resilience: Component 1 will provide technical assistance to MoEUCC and metropolitan municipalities of the selected local pilot provinces as well as additional municipalities vulnerable to disaster risks, to strengthen their capacity to develop, implement, and monitor green and resilient urban transformation programs.

Component 2: Expanding access to resilient housing: Component 2 will provide demand-side support for resilient housing in the Project provinces by financing sub-loans at below-market conditions for eligible owners to retrofit or reconstruct their housing or commercial units in risky residential or mixed-use buildings to meet resilient building code and energy efficiency standards.

Component 3: Investments in climate and disaster resilient municipal infrastructure: Component 3 will support ILBANK to on-lend loans with longer maturities and lower interest rates than the comparable domestic market to metropolitan municipalities of the Project selected pilot provinces and their affiliated utilities to undertake infrastructure investments that increase resilience against the impacts of climate-related and/or seismic hazards.

Component 4: Project management, monitoring and evaluation: Component 4 will have two sub-components that finance Specialist and non-consulting services, goods, training, and operating costs as required by ILBANK and MoEUCC to implement the project per Bank policies and guidelines, including but not limited to monitoring and evaluation, reporting, procurement, financial management, and disbursement, environmental and social management, grievance redress mechanisms, as well as communication and outreach activities especially for Component 2 to ensure potential beneficiaries, in particular women and lower-income households, are aware of the resilient housing program and its benefits.

Component 5: Contingent emergency response component: This Component is included to the Project in accordance with OP/BP 10.00 (Investment Project Financing), paragraphs 12 and 13, for contingent emergency response through the provision of immediate response to an Eligible Crisis or Emergency, as needed.

Project locations: Tekirdag, Kahramanmaras, Izmir, Manisa and Istanbul will be the pilot locations for the Project. These provinces are geographically dispersed across Turkey and represent a large segment of the population, including two of the largest cities in the country (Istanbul and Izmir).

The implementation of the project will follow World Bank’s (WB) fiduciary, environmental, and social policies and national requirements.

Urban Transformation Presidency (UTP) established a Project Management Unit (PMU) which is responsible for managing the overall implementation of the Components 1, 2, 4a, and 5 of project.

Within the framework of the Project, the following social specialists will be recruited for the PMU to assist in the project implementation in respect to oversee and ensure implementation of social impact and risk mitigation plans and monitoring of all social aspects related to the Project: two (2) Social Specialists (one for citizen engagement issues, one for relocation issues) will be recruited to be located within MoEUCC’s office in Ankara, and six (6) Social Specialists will be recruited to be located within MoEUCC’s provincial directorate offices in the relevant Project provinces.

**OBJECTIVES**

The main objective is to employ an experienced Social Specialist, specialized in stakeholder/community engagement, for the local office in Istanbul (European Side) to assist the PMU in the project implementation activities as follows:

1. **SCOPE OF THE SERVICES** 
   1. The Specialist shall be responsible for the actions related to stakeholder engagement and grievance mechanism in transforming risky structures as described in project specific Stakeholder Engagement Plan (SEP).
   2. The Specialist shall work in close coordination with the individual specialists recruited in head office regarding social aspects of the project activities and provide any requested information to be used in the preparation of ESF documents.
   3. The Specialist shall carry out public consultations at local/provincial level regarding stakeholder engagement and grievance mechanism disclosure.
   4. The Specialist shall coordinate community interactions and activities with Project-affected persons (PAPs).
   5. The Specialist shall support the implementation of the project ensuring wider participation of citizens with a particular focus on reaching out to vulnerable people.
   6. The Specialist shall carry out Environmental & Social (E&S) screening of the sub-projects regarding E&S risk categorization according to the World Bank’s ESF requirements to ensure all potential social impacts are identified and addressed under applicable Resettlement Plans (RPs)/ Environmental and Social Management Plans (ESMPs)/ Environmental and Social Impact Assessments (ESIAs) and implemented prior and during civil works.
   7. The Specialist shall carry out overall supervision of the Grievance Mechanism (GM) including recording complaints, conveying them to relevant units for resolution, and following the timely provision and the quality of the resolutions.
   8. The Specialist shall guide and support during preparation and implementation processes of the ESMP Checklists to be prepared by the sub-project contractors in terms of quality of the said documents, and ensuring adequacy of the sub-project Health, Safety and Social (ESHS) personnel of The Specialists who will continuously implement the ESMP Checklists at sub-project site.
   9. The Specialist shall review site specific ESMPs Checklists prepared by contractors and convey it to PMU for approval.
   10. The Specialist shall ensure that the Contractor informs affected communities about Project construction activities and other Project issues.
   11. The Specialist shall, in coordination with environmental specialist, perform environmental and social audits for Type III sub-projects and, when required, for Type II sub-projects and prepare Environmental and Social Action Plans based on this audit.[[1]](#footnote-2)
   12. The Specialist shall ensure necessary mitigation measures/actions are carried out for the implementation of Resettlement Framework (RF), all eligible persons are compensated in a timely way and appropriately, that proper approaches and tools are being used to conduct site activities in compliance with RF and RP as well as other Project requirements.
   13. The Specialist shall prepare the "Stakeholder Engagement in Transforming Risky Structures in the Province Level" with key stakeholders as described in the project SEP.
   14. The Specialist shall organize and conduct trainings to the Provincial Directorates personnel assigned for the Project, contractors and other relevant parties related to requirements of World Bank Environmental and Social Framework (ESF), grievance mechanism and stakeholder engagement processes as proposed in Environmental and Social Management Framework (ESMF).
   15. The Specialist shall ensure that relevant training is provided by contractors through review of training records and relevant training documentation.
   16. The Specialist shall perform the monitoring (the execution of contractors’ activities) and reporting activities within the scope of province based ESMPs, ESMP Checklists, neighbourhood level ESIAs (if needed), and relevant sub-management plans through the field inspections to be carried out at frequent intervals.
   17. The Specialist shall supervise and monitor the contractors, and through Provincial Directorate of MoEUCC, notify the contractors about the problems identified onsite and suggest/decide on the steps to correct these problems.
   18. The Specialist shall report to PMU regarding any disputes detected about contractor’s commitments.
   19. The Specialist shall provide recommendations to PMU on any issues that would require additional measures to be taken.
   20. The Specialist shall be responsible for all works regarding information system provided by MoEUCC including recording, controlling, monitoring and providing feedback.
   21. The Specialist shall report grievances and engagement activities to PMU.
   22. The Specialist shall promptly notify PMU of any accident or incident related to the Project.
   23. The Specialist shall work in compliance with the responsibilities attributed to him/her in Project specific documents (Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), Labor Management Procedure (LMP) and Resettlement Framework (RF).
   24. The Specialist shall carry out beneficiary satisfaction surveys.
   25. The Specialist shall ensure that all project activities have been adequately addressed pursuant to the World Bank Environmental and Social Framework.
   26. The Specialist shall submit monthly progress reports documenting;
       1. the social issues within the scope of the construction and compliance activities completed during the period,
       2. the resolutions of any issues that may occurred, for all sub-projects under implementation,
       3. the outputs of the supervision, monitoring and auditing activities,
       4. the progress of E&S Audits and Environmental and Social Action Plans to be prepared for the Type III sub-projects, if needed.
   27. The Specialist shall perform any other project tasks assigned by the Project Manager.

A detailed list of services will be provided to the Social Specialist upon contract of employment.

1. **DURATION OF THE SERVICES**

The services will be required on a full-time basis based in Istanbul (European Side) for the entire duration of the project. The Specialist is expected to commence work with two months’ probation period and a renewable 1-year contract, if performance is satisfactory.

1. **QUALIFICATION REQUIREMENTS**

* Social Scientist, preferably with a master's degree,
* Minimum 5 years of experience in general work experience as social specialist in line with the relevant Turkish Legislation and international standards (Experience in Urban transformation projects in Turkey is preferable)
* Minimum 3 years work experience in the social assessment and management in projects financed by the international organizations or other international donors, preferably the World Bank,
* Knowledge on the World Bank best practices and/or guidelines and procedures on social safeguards, social assessment, social analysis, effective stakeholder participation and complaint resolution systems, and the regulations and legal framework governing environmental and social management;
* Strong interpersonal and communication skills and ability to work in a team environment,
* Ability to travel without restriction,
* Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, have a strong client orientation,
* Fluency in written and oral English and Turkish.

1. **METHODOLOGY**

The Specialist 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 PMU based in Istanbul (Eurupean Side). The contract will be signed between the Urban Transformation Presidency of MoEUCC or his designee and the Specialist.

1. **SPECIALIST’S OBLIGATIONS**

The Specialist will be responsible for carrying out the services described in these terms of reference. He or she will take all necessary steps to ensure that the work entrusted to him or her is carried out correctly and within the time limits set. He or she shall, among other things:

* Undertake all services with seriousness, in accordance with internationally recognized rules and standards;
* Keep confidential the information obtained and the results of his/her tasks during and after the execution of his/her mandate and, to hand over at the end of his mission, the documents which would have been handed over to him/her.

1. **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 May 12, 2025; 18:00 p.m. local time**.

**Ministry of Environment, Urbanization and Climate Change  
Urban Transformation Presidency  
Department of External Financing**

Attn: Urban Transformation Presidency  
Karakusunlar Mah. Muhsin Yazıcıoğlu Caddesi No: 51/B 10. Floor Çankaya / Ankara  
Tel: 0 312 216 56 02  
E-mail: [donusumpyb@kdb.gov.tr](mailto:donusumpyb@kdb.gov.tr)  
Website: [kentseldirenclilik.csb.gov.tr](https://kentseldirenclilik.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

1. Under the Project, Type-II Sub-Projects refer to the sub-projects with retrofitting - buildings were registered as risky building, however, loan application is made for only retrofitting rather than demolition and reconstruction. Type-III Sub-Projects refer to the sub-projects with only reconstruction - buildings were registered as risky building and demolished before loan application, and the application is only made for reconstruction. [↑](#footnote-ref-2)