**REPUBLIC OF TURKEY**

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

**General Directorate of Infrastructure and Urban Transformation Services**

**CLIMATE AND DISASTER RESILIENCE CITIES PROJECT**

**(P173025)**

**TERMS OF REFERENCE**
**FOR A**

**SOCIAL SPECIALIST**

**(Stakeholder/Community Engagement Specialized) (National)**

(REF: TCDRCP-INDV-SOC-02)

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. 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. The implementation period will end on October 31, 2028. 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.

The General Directorate of Infrastructure and Urban Transformation Services (GDIUTS) 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 specialist 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 head office in Ankara to assist 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 structure as described in project specific Stakeholder Engagement Plan (SEP).
	2. The Specialist shall be in close coordination with the individual specialists recruited in provinces regarding stakeholder engagement and grievance mechanism processes.
	3. The Specialist shall carry out public consultations at the national, provincial and local level regarding stakeholder engagement and grievance mechanism disclosure.
	4. The Specialist shall support the implementation of the project ensuring wider participation of citizens, with a particular focus on reaching out to vulnerable people.
	5. The Specialist shall implement and improve grievance mechanism and stakeholder engagement/citizen engagement processes.
	6. The Specialist shall accelerate and monitor the social specialist in the provinces for the proper implementation of processes related to grievance mechanism and stakeholder engagement/citizen engagement.
	7. The Specialist shall organize and conduct trainings to PMU staff and other relevant parties related to requirements of the World Bank Environmental and Social Framework (ESF), grievance mechanism and stakeholder engagement processes as proposed in Environmental and Social Management Framework (ESMF).
	8. The Specialist shall perform the monitoring (the execution of contractors’ activities) and reporting activities within the scope of province based Environmental and Social Management Plans (ESMPs), ESMP Checklists, neighbourhood level Environmental and Social Impact Assessments (ESIAs) (if needed), Resettlement Plans (RPs) and relevant sub-management plans, by working in coordination with the PMU individual specialists in the provinces.
	9. The Specialist shall carry out field inspections in Project provinces every other month, or as necessary.
	10. The Specialist shall review and approve site specific ESMP Checklists prepared by contractors working in coordination with individual environmental specialist.
	11. 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)).
	12. The Specialist shall ensure that all project activities have been adequately addressed pursuant to the World Bank Environmental and Social Framework.
	13. The Specialist shall contribute to quarterly progress reports of ESMPs and regular reports on social safeguards aspects of the project (e.g., RPs, LMPs, SEPs and other social plans, as required), taking into account social outreach, impacts, constraints and risk in coordination with the social team of PMU.
	14. The Specialist shall design beneficiary satisfaction surveys.
	15. The Specialist shall contribute to the ongoing activities of PMU especially related to the preparation of ESF documents as and when required.
	16. The Specialist shall, where relevant, contribute to the PMU’s preparation of social assessment issues of tender documents for the coverage of social risks and their management; in particular, support the relevant stakeholders in the finalization of the environmental, social, health and safety (ESHS) qualification criteria in the bidding documents.
	17. The Specialist shall review all project related documentation developed under consultancy services for ensuring that all social aspects are considered (within the scope of national environmental, social and Occupational Health and Safety (OHS) legislation and World Bank Environmental and Social Standards (ESS’s).
	18. 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 Ankara 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. The Specialist will be expected to travel to civil works sites and other relevant sites under the project throughout project implementation.

1. **QUALIFICATION REQUIREMENTS**
* At least Bachelor’s Degree in social sciences, sociology, economics, public relations, education, psychology, or any other field related with social sciences, with at least five years’ work experience; or, Master’s Degree/PhD. in social development, sociology, social studies, or related fields in the social sciences, with at least three years’ work experience,
* Minimum 5 years of experience in Social Impact Assessment analysis in line with the relevant Turkish Legislation and international standards
* Minimum 3 years of work experience in the social assessment and management in projects financed by the international organizations or other international donors, preferably the World Bank,
* Experience in Urban transformation projects in Turkey is preferable,
* 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,
* Completed military service for male candidates,
* 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 GDUITS's PMU in Ankara. The contract will be signed between the General Directorate of Infrastructure and Urban Transformation Services 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 29, 2023; 18:00 p.m. local time**.

Ministry of Environment, Urbanization and Climate Change

General Directorate of Infrastructure and Urban Transformation Services

Department of Transformation Areas 4

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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