



# REPUBLIC OF TÜRKİYE

MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE  
(MoEUCC)

GENERAL DIRECTORATE OF CONSTRUCTION AFFAIRS (GDCA)

**“Türkiye Earthquake Recovery and Reconstruction Project - Additional  
Finance”**

**Loan No: 9802 –TR / COFN-C2590 | Project ID: P180849**

**CONSULTANCY SERVICES FOR  
DESIGN REVIEW AND RECONSTRUCTION SUPERVISION OF  
RURAL HOUSING**

**Reference No:**

**TERRP-AF/CS-DESSUP-10**

## **TERMS OF REFERENCE**

*“For Design Review Consultancy”*

*Issued on: December, 2025*

## **I. Introduction and Background**

Türkiye was hit by a series of debilitating earthquakes in February 2023. On February 6, 2023, two major earthquakes hit Türkiye, with the epicenters in Pazarcık (Mw 7.7; focal depth: 8.6 km) and Elbistan (Mw 7.6; focal depth: 7 km) districts of Kahramanmaraş, at 04:17 and 13:24 local time, respectively. On February 20, 2023, another earthquake with a magnitude of Mw 6.4 occurred, with the epicenter of Yayladağı, Hatay, at 20:04 local time. The area affected by these earthquakes was 11 provinces in southeastern Türkiye. Particularly in some of the affected areas, such as Hatay and Kahramanmaraş provinces, entire towns were demolished. The earthquake caused damage of a magnitude unseen in recent years.

To meet immediate rural shelter needs after the earthquake, AFAD has tasked the General Directorate for Construction Affairs of Ministry of Environment, Urbanization and Climate Change (hereinafter referred to as “GDCA”) to reconstruct immediately 50 percent of collapsed rural housing amounting to US\$ 10.2 billion.

Therefore, the Government of Türkiye (hereinafter referred to as “GoT”) has applied for financing and has received a loan (hereinafter referred to as “the Loan”) from the World Bank to finance Türkiye Earthquake Recovery and Reconstruction Project (hereinafter referred to as “the Project”) to restore access to essential municipal and health services and resilient housing in selected provinces affected by the February 2023 earthquakes. The Project includes a component that will finance civil works, consulting, and non-consulting services to support reconstruction of rural neighborhoods, barns, haystacks and workplaces and the recovery and/or repair of associated infrastructure earthquake-affected under the GoT’s existing post-disaster housing reconstruction program. Only full reconstruction of damaged housing will be financed; repairs and retrofitting activities are not eligible given the poor condition of the existing rural housing stock and the difficulties in retrofitting such damaged housing to higher, more resilient standards.

The component is implemented by Ministry of Environment, Urbanization and Climate Change (hereinafter referred to as “MoEUCC”) under a protocol signed with AFAD in line with the Law No. 7269 on Aids to be Provided and Measures to be Taken due to Disasters Affecting Public Life, Law on Adoption of the Presidential Decree on Settlement and Construction Under the State of Emergency and the provisions of Presidential Decree No. 1 and Presidential Decree No. 4 regulating organization and roles of MoEUCC and AFAD, respectively. The GDCA under the MoEUCC has been delegated to assume overall responsibility for the implementation

of this project component. The GDCA has established a project implementation unit (PIU) to administer all aspects of project implementation, including raising awareness about the Project, procurement of the various contractors, and monitoring and reporting.

Under the post-disaster rural housing reconstruction program, AFAD and GDCA have been working in coordination to conduct damage assessments in rural settlements, identification of property owners that are eligible to participate in the program, and to select project sites by implementing ground surveys and site identification to confirm where in-situ reconstruction is safe and where relocation to safer sites is necessary. Additionally, GDCA has prepared several typical design projects for rural houses adaptable to selected site conditions and from which the eligible right holders can choose.

## **II. Objectives and Scope of the Assignment**

Hatay, Kahramanmaraş, Gaziantep and Elazığ Provinces have been selected as project sites under the Project component. In these provinces, destroyed and heavily damaged rural houses will be reconstructed in resettlement areas (see map and list of districts in Annex 1)\*. Based on demand from eligible property owners, the resettlement areas are planned to include a total of 1200 rural houses with their associated infrastructure.

*\* The identified provinces and the number, types, and locations of rural houses included under the scope of the assignment are indicative only. These details remain subject to change and will be confirmed and finalized at the Request for Proposal (RFP) stage.*

Major outputs of the reconstruction activities in the thirty-seven identified rural villages are:

- Construction of disaster and climate resilient and energy efficient rural housing,
- Rehabilitation and/or construction of household connection to the village infrastructure (water, sanitation, impermeable septic tank/tanks, rural roads, street lighting)
- Coordination with relevant authorities to ensure the timely connection of the reconstructed villages to external infrastructure networks, thereby ensuring that completed houses can be handed over without delay due to pending utility or service connections.

Within the framework of the Project, a consulting firm (hereinafter referred to as “the Consultant”) will be employed to conduct the consulting services for which this Terms of Reference (hereinafter referred to as “ToR”) is issued.

The objective of the consulting services is to achieve the efficient and proper preparation and implementation of the reconstruction activities in Hatay, Kahramanmaraş, Gaziantep and Elazığ under the Project. Specifically, the scope of services to be provided by the Consultant under this assignment includes: the preparation of village settlement plans for all resettlement areas (including the preliminary design for the rehabilitation and/or construction of related household connections to the village infrastructure such as water, sanitation, impermeable septic tanks, rural roads, street lighting); the review of site investigation findings (including geological surveys); and the review of existing site-specific detailed designs prior to reconstruction in the resettlement areas. The Consultant shall also be responsible for coordinating with relevant local and central authorities to facilitate the connection of village infrastructure to external utility networks and public services in an efficient and timely manner. From the environmental and social (E&S) point of view; the consultant will be conducting E&S Screenings by going to the project's site for all five packages given in Task (6) in coordination with the GDCA in accordance with the Project's Environmental and Social Management Framework (ESMF) disclosed on Project's web page<sup>1</sup>. Based on the screening results, if the assessed E&S risks are rated as "substantial", then the Consultant will need to prepare site-specific Environmental and Social Impact Assessments (ESIAs) (including Environmental and Social Management Plans (ESMPs) for the respective packages; if the E&S risks are assessed as "low" or "moderate", the Consultant will need to customize the project-level ESMP for the respective packages. Both the project-level ESMP and templates for site-specific ESIA (including ESMP) are given in Annexes of the ESMF prepared by the GDCA. The same Consultant is also expected to carry out construction supervision<sup>2</sup> of the reconstruction phase of the rural houses, and associated infrastructure in both the resettlement reconstruction areas and in-situ reconstruction sites.

The aforementioned consultancy services are for a single package within the borders of the districts as specified in the Annex.

### **III. Description of the Consultant's Tasks**

The Consultant is expected to carry out the following tasks under this assignment:

#### *Preparation of Inception Report*

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<sup>1</sup> [https://webdosya.csb.gov.tr/db/kadiyap\\_en/menu/esmf\\_20240313034306.pdf](https://webdosya.csb.gov.tr/db/kadiyap_en/menu/esmf_20240313034306.pdf)

<sup>2</sup> The tasks related with construction supervision are indicated in the relevant ToR that is subject to a time-based contract under this Request for Proposals (RfP) document.

- (1) Preparation of rural village settlement plans for all resettlement areas (including the preliminary designs of rehabilitation and/or construction of household connection to the village infrastructure (water, sanitation, impermeable septic tank/tanks, rural roads, street lighting)), as well as coordination with relevant authorities to ensure that the reconstructed villages are effectively connected to external infrastructure networks.*
- (2) Review and give concurrence of the site investigation including geological assessment for all reconstruction sites;*
- (3) Review and provide concurrence of the site-specific detailed designs (hereinafter referred to as “D/D”) (which should include interventions focusing on structural integrity, energy efficiency, water efficiency, thermal comfort, and climate resilience) for all reconstruction sites;*
- (4) Visualization of village reconstruction designs and works for all resettlement areas;*
- (5) Preparation of E&S documents (in coordination with the GDCA, ESIA’s or ESMP’s depending on E&S screening results, and Resettlement Plans if needed) and support to the management of social issues for the four (4) provinces given below.*
  - Group A.1 : Hatay*
  - Group A.2 : Kahramanmaraş*
  - Group A.3 : Gaziantep*
  - Group A.4 : Elazığ*

The consultancy services will be Phase 1; Lump-sum Contract, including the following tasks:

### **Task 1- Inception Report**

An Inception Report will be prepared to cover preparatory activities, mobilization of the organization’s team, confirmation of the methodology for the assignment, brief explanation on the site, clarifications on the ToR/s, and a detailed work plan. A professional project management software shall be used for the preparation of the detailed work plan, as agreed with the Client.

#### **Deliverables:**

- Inception Report

### **Task 2- Preparation of Rural Village Settlement Plans for All Resettlement Areas**

The Consultant shall prepare the preliminary village settlement plans for all resettlement areas including the preliminary design for critical infrastructure, without plan quota and geological

surveys before the construction work. The settlement plans shall be revised once the results from the geological surveys prepared by the Contractor are available. In addition, the Supervision Consultant will prepare resettlement plans in accordance with the Project Resettlement Framework (RF)<sup>3</sup> in the event of expropriation.

The Consultant shall adhere to the following guidelines during the preparation of the village Settlement Plans:

- Collaborate with local communities and stakeholders to assess and integrate their needs and preferences, including those related to house typologies, into the overall layout plan. Ensure the integration of energy efficiency, water efficiency, thermal comfort, and climate resilience measures into layout, such as the use of permeable material for open spaces, etc.
- Design household connections (such as water, sanitation, impermeable septic tanks, rural roads, street lighting) within the parcel boundary, ensuring adherence to appropriate engineering and architectural standards. This includes coordinating with relevant authorities to ensure that reconstructed villages are connected to infrastructure.
- Revise preliminary village layout plan to incorporate results of geological assessments referred to under Task 3 below as well as other measures necessary for disaster risk reduction and resilience.

Planning will be made in accordance with the Village Law No. 442 and the Law on Land Development Planning and Control (Zoning Law) No. 3194 and implementation provisions.

**Deliverables:**

- Hard and soft copies of the comprehensive village settlement plans and reports.
- In the event that the expropriation needs to be in place, the consultant shall prepare the Resettlement Plan(s).
- Soft copies of all technical drawings and designs of the village settlement plans (1/1000), including relevant plan notes.
- Any additional documents requested from the Consultant during the review process.

**Task 3 –Review of the result of the Site investigation including geological assessments for All Locations:**

The purpose of this task is to conduct a review of the comprehensive site investigations that will be prepared by the Contractor, which includes a geological assessment of the affected region (at the locations mentioned in Annex I). The Consultant will check the gathered relevant

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<sup>3</sup> [https://webdosya.csb.gov.tr/db/kadiyap\\_en/menu/resettlement-framework-rf\\_20250630050215.pdf](https://webdosya.csb.gov.tr/db/kadiyap_en/menu/resettlement-framework-rf_20250630050215.pdf)

data and information about the site conditions, including the geological composition, soil properties, and any other factors that may impact the construction and reconstruction process. The review will include an overview and evaluation of the results of the site investigations including geological assessments, the findings from the site investigations results will provide valuable insights into the geological risks and constraints that need to be considered during the subsequent design and construction phases of the Project.

**Deliverables:**

- Site investigations and geological assessments review reports (including any necessary revisions to the village settlement plans and layouts for the resettlement areas based on the findings of the geological assessments).

**Task 4 – Review of site-specific detailed designs (D/D):**

In this task, the Consultant will review the detailed designs for the reconstruction of damaged rural houses, along with associated basic infrastructure for all reconstruction sites. The Ministry has already developed several types of designs for rural house/s, these designs need to be customized and adjusted to suit the specific conditions of each housing location. The Consultant will review the soil bearing capacity tests (SBC) at the sites conducted by the Contractor to assess their suitability for the reconstruction of rural houses along with associated basic infrastructure in village/rural neighborhoods. Based on the review of the results of these tests, the necessary adjustments and modifications to the designs of buildings will be adapted by the Contractor, ensuring that they are structurally sound and suitable for the site conditions. The Consultant will review that the detailed designs of the rural housing units to ensure that they are in full compliance with the latest building codes in Türkiye (i.e., Turkish Building Earthquake Codes TBEC-2018) or better (ensuring seismic and climate resilience) and incorporate energy efficiency measures through siting, orientation, and design to achieve at least Turkish Class C (or better) Energy Performance Certification, i.e., they will meet Türkiye’s building, energy efficiency, and thermal insulation standards or better and also comply with /ESIA and ESMP. It’s expected that significant energy efficiency gains will be realized by meeting Class C standards compared to baseline conditions. Furthermore, the Consultant shall check if the designs of the reconstructed houses include connections to facilitate installations of renewable energy equipment by the property owners.

The Consultant shall ensure and approve that the D/D will, as a minimum, include construction drawings, necessary calculations to determine and justify the engineering details for the Project,

and implementation schedule for the Project. Such detailed specifications will contain those in relation to i) quality control of materials and workmanship.

The D/D shall be reviewed in close consultation with, and to meet the requirements of the Client (MoEUCC) and will be incorporated into the D/D review report to be submitted for approval of the Client.

In addition, the Consultant will ensure that the designs prioritize energy efficiency, water efficiency, thermal comfort, and climate resilience in both rural houses and landscaping. The following targets must be achieved:

- Energy Efficiency: A minimum 20% energy efficiency gain, with energy savings ranging between 26% and 44% depending on the climate zone.
- Water Efficiency: A minimum of 28% reduction in water consumption.
- Greenhouse Gas Emissions: A minimum 20% reduction in GHS emissions, with reductions ranging from 28% to 43% depending on the climate zone.

Key measures for achieving these targets include:

- Installing water-efficient fixtures such as:
  - Water closets with 2.5–4 liters per flush
  - Bathroom faucets with 5 liters per minute
  - Kitchen sink faucets with 5 liters per minute
  - Water-saving showerheads with 6 liters per minute
  - Squat toilets with 6 liters per flush
- Promoting natural ventilation by adding mosquito nets to windows
- Implementing dark paints on external walls of light-steel buildings in cold regions
- Incorporating rainwater harvesting solutions for landscaping irrigation where feasible, particularly in larger settlements
- Using reused or recycled aggregates in construction and public spaces, where available
- Enhancing local climate resilience through water management measures such as infiltration trenches, swales, and permeable materials, as well as improving shading, evapotranspiration, and stormwater management
- Applying materials with a minimum albedo of 0.4 for concrete roads and pavements, and selecting appropriate soft materials for playgrounds

These design measures aim to optimize the environmental and sustainability performance of the rural housing reconstruction project, ensuring energy efficiency, climate resilience, and sustainable development.

**Deliverables:**

- Review reports for the revised detailed technical designs of buildings and associated basic infrastructure in rural neighborhoods to be reconstructed for all reconstruction sites.

**Task 5: Visualization of village/rural neighborhood reconstruction designs and works**

The Consultant shall prepare visual presentation file of reconstruction designs and works, including:

- Posters, leaflets with 3D images that is prepared to give information and to raise awareness about the energy efficiency measures implemented in the building, and the benefits of these applications,
- Graphic representation of the design steps that shift the energy performance of a standard building to an efficient energy use class.
- The graphic designs of the presentation visuals will be subject to GDCA approval before printing. All visual materials shall include the logo and the names of the Client and the project, the template of which will be provided by the Client. The posters will be presented especially in the areas/sections where innovative and green applications are implemented. The number of the leaflets to be printed and distributed will be up to 500-1000 according to the number of building users and visitors within the villages to be distributed.

**Deliverable:**

- Visualization presentation file, hardcopy of leaflets (500-1000 cp).

**Task 6: Preparation of the required Environmental and Social Documents and Support to Management of Social Issues**

The Consultant must carry out and submit all tasks described below related to social issues to the satisfaction of the Client.

**6.1. Preparation of the Environmental and Social Screenings**

E&S screenings of the groups of villages/neighborhoods will be conducted by the Consultant especially environment and social specialists by visiting on-site in coordination with the GDCA to identify E&S risks and impacts associated with the housing reconstruction. These screenings will determine the E&S risk category for each group of housing reconstruction sites in line with Project ESMF. The Consultant will send these screenings to the PIU and after reviewing, the PIU will submit to them the World Bank for no-objection.

**6.2. Preparation or Customization of the Environmental and Social Management Plans**

Depending on the E&S risks category of each subproject determined by the E&S screening, the Consultant shall prepare the relevant E&S management documents for a total of four (4) project sites in Hatay, Kahramanmaraş, Gaziantep and Elazığ (as presented in Annex 1). If the risk category is “low” or “moderate”, the Consultant shall customize the project-level ESMP (that has been developed as part of the ESMF and is used in the bidding documents for the works) to provide site-specific ESMPs for the specific project sites in the rural neighborhoods/villages. If the risk category is “substantial”, the Consultant shall prepare site-specific ESIA and ESMPs. If the risk category is “high”, the high-risk sub-projects will be excluded from the project scope. All documents will follow the templates included in the ESMF disclosed on the Project’s website. These ESMPs will need to be adopted prior to signing the contract for the works. In addition, the consultant shall update the ESMPs during the project implementation/construction in consultation with the construction contractors, if required.

- Depending on the results of the screening, the Consultant shall prepare site-specific ESIA (including ESMPs) and customized ESMPs in both English and Turkish languages.
- The Consultant shall liaise with the GDCA in order to finalize the site-specific ESIA (including ESMPs) and customized ESMPs with the World Bank’s approval and liaise with the GDCA to organize disclosure and consultation for the ESIA and ESMPs with the public (especially including the stakeholders who might be affected from the reconstructions).
- The ESIA and ESMPs will be made publicly available on the website of the Project and at respective public buildings in villages to be reconstructed. The physical copies will be accessible to the public at the offices in the construction yards during the construction activities. In this manner, all stakeholders will have full access to the ESIA and ESMPs which provide information regarding the potential environmental and social impacts and risks, and the details of the mitigation measures to be taken.

The Consultant shall prepare an Occupational Health and Safety (hereinafter referred to as “OHS”) Plans for each sub-projects in compliance with the laws, regulations and operating procedures in Türkiye including those related to epidemic, pandemic, plague, or other similar diseases such as COVID-19, and ESIA and ESMPs to be established in line with the ESMF and the World Bank Environmental and Social Framework.

### **6.3. Support for Management of Social Issues.**

#### ***Task 6.3.1. Stakeholder Engagement Meetings***

The Consultant will organize stakeholder engagement meetings in accordance with the TERR Project Stakeholder Engagement Plan, prepare and deliver presentations explaining the

Environmental and Social Management Plan, and submit meeting records (meeting minutes, participant list, photographs) to the Client within 3 business days. Where necessary, and taking into account cultural and religious considerations, separate stakeholder engagement meetings will be organized specifically for women.

#### Task 6.3.2. Survey Evaluation Reports

The Consultant will prepare survey questions to measure satisfaction with the stakeholder engagement meetings, submit the questions to the Employer for approval, conduct the surveys, analyze the data and prepare a survey evaluation report for each meeting to be submitted to the Employer.

#### Task 6.3.3. Grievance Redress Mechanism (GRM) Procedure

- The Consultant will fulfill all the responsibilities defined in the TERR Project Grievance Redress Mechanism as described in the Stakeholder Engagement Plan<sup>4</sup> (SEP) (GRM at the supervision consultant level).
- The Consultant shall design, submit for the Client's approval and manufacture the grievance boxes and place them where the Client deems appropriate. The Consultant will inspect the grievance boxes at intervals of three (3) business days.
- The Consultant will register all grievances/suggestions/wishes/feedback received through grievance boxes or verbally in the Grievance Register, following the Grievance Mechanism, resolve or facilitate resolution of the grievances, and provide feedback to the grievance owner.
- The Consultant will share the "Grievance Redress Mechanism Report," including the Grievance Log, with the Client in the first week of every month.

#### Task 6.3.4. Trainings

- All project personnel assigned within the project scope will participate in the "Gender Equality and Gender-Based Violence, Code of Conduct" Training provided by the Client.
- The Consultant's social specialist will participate in the "Grievance Mechanism Procedure" Training provided by the Client.
- The Consultant's social specialist will provide training on grievance redress mechanisms and training on gender-based violence and codes of conduct to workers at construction sites.

#### Task 6.3.5. Visual Materials for Grievance Mechanism

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<sup>4</sup> [https://webdosya.csb.gov.tr/db/kadiyap\\_en/menu/sep-eng\\_20241210111835.pdf](https://webdosya.csb.gov.tr/db/kadiyap_en/menu/sep-eng_20241210111835.pdf)

- The Consultant will design posters and brochures for the promotion of the Project and the Grievance Mechanism and submit them for approval by the Client. They will be responsible for the printing and placement of approved designs in relevant locations.

### **Deliverables**

- Revised (if needed) Screening Forms
- Site-specific ESIA's (including ESMPs) and customized ESMPs as relevant.
- OHS plans for each sub-project.
- Stakeholder Engagement Meeting minutes (Turkish and English), list of participants and photographs.
- Grievance Mechanism Report (Turkish and English), Photos of grievance boxes.
- Training Reports (Turkish and English), list of participants, photographs
- Posters (150cp) and brochures (2000 copy).
- Resettlement Plans (if needed)

### **Task 6.3.6. Social Coordination with Local Authorities**

For the multi-storey residential buildings to be constructed in Hatay, the Consultant shall support the management of social coordination requirements arising from the scale and peri-urban characteristics of the developments. In this context, the Consultant shall:

- Support coordination with municipalities and relevant public authorities regarding access to transportation, education, healthcare, and other essential social infrastructure and services.
- Include regular progress updates on coordination with local authorities in the Monthly Supervision Reports submitted to MoEUCC, highlighting identified risks and required follow-up actions.

### **Timeline**

The Consultant shall submit all the documents in a timely manner to complete the services on time without any delay. A tentative time schedule for the completion of the consultants' services (including Client's review durations) for the various parts of the Project is given below:

**Table.2: Tentative Timeline**

N°	Deliverables/Tasks	Months		
		1	2	3
Task 1	Inception Report			
Task 2	Village Settlement Plans and Resettlement Plans, if needed			

N°	Deliverables/Tasks	Months		
		1	2	3
Task 3	Review Reports of Site investigation including geological assessment,			
Task 4	Review Reports for Detailed Designs			
Task 5	Visualization of village reconstruction designs and works			
Task 6	6.1 Preparation of the Environmental and Social Screenings			
	6.2 Preparation or Customization of the Environmental and Social Management Plans and if needed revised E&S Forms			
	6.3 Support to Management of Social Issues			

#### 4. Time Schedule for Deliverables

The deliverables for each task will be submitted to and given concurrence by the GDCA. The Consultant must obtain concurrence for each deliverable. The table below summarizes the deliverables for each building and includes an indicative timeline and payment schedule. The deadlines stated in the table mean calendar days after the effectiveness of the contract.

**Table 3:** Table of Deliverables

Task	Deliverable	Deadline	Submission Requirement
1	Inception report	15 days	<ul style="list-style-type: none"> <li>Visual Presentation File shall be prepared in Turkish only.</li> <li>Other deliverables shall be initialed (executive summary sections shall be signed, if exist) and prepared in 2 hard copies for both English and Turkish.</li> <li>Electronic copies of all deliverables shall be submitted with two external SSDs.</li> <li>All deliverables shall be uploaded into the online platform which the Client addresses</li> </ul>
2	Neighborhood/Village Settlement Plans and Resettlement Plans, if needed	60 days	
3	Site investigation and geological assessment review report	30 days	
4	Review Report of technical design, drawings of buildings to be reconstructed	60 days	
5	Visualization of village/rural neighborhood/village reconstruction designs and works	30 days	
6	6.1. Environmental and Social Screenings	15 days	<p>The screening forms shall be prepared in English only.</p> <p>ESMPs and the reports (including OHS Plans) identified in Task 6 shall be prepared both in English and Turkish</p>
	6.2 Environmental and Social Management Plans (including OHS Plans)	45 Days	
	6.3. Support to Management of Social Issues	90 days	

The consultant can submit all deliveries in two single SSDs (Solid State Drive) with sufficient capacity as mentioned in Table 3. The metric system of weights and measures shall be used. The drawings shall be submitted in A1 paper size (unless otherwise required or agreed) and include drawings in PDF and AutoCAD format, labelling, grouping and details as required by

the GDCA. The plot size, parcel, and map sheet for all buildings shall be listed and integrated into the drawings and other required documents.

As indicated in the General Conditions of Contract all the drawings, reports, plans, specifications, and any other documents produced under this Contract are the property of the Client and therefore the Consultants shall also submit all the originals of the drawings and the other documents in required format.

#### **5. Facilities provided by the consultant**

The Consultant must ensure that its professional staff has adequate support and equipment. All costs for equipment and administrative and logistic support must be covered by the Consultant and included in the bid price, including:

- All costs arising from the activities of its staff during the contract period, including accommodation, allowances, transportation, insurance, etc.
- Automotive, equipment, equipment for field tests, office supplies, hardware and software (software for modeling and static/dynamic analysis of critical structures) etc.
- All communication costs, including fax, email, telephone, etc.
- All the equipment, instruments, services and logistical support required for the implementation of the contract, and any costs incurred during its preparation of documents and drafts, copying, printing, qualified translation, interpretation etc.
- Technical equipment at the monitoring site.
- One (1) license of project planning software program(s) used for the preparation of the work programme submitted with the Inception Report to be provided for the Client. The licenses should be valid during the contract (Lump-Sum Phase and Time-Based Phase).

#### **6. Support to be provided by the GDCA to the consultants**

- The Client provides the existing inputs, typical detailed designs for the buildings, project data, results from geological surveys, reports, etc. about the buildings with the RFP. The consultants shall verify the provided inputs during the field studies and in all cases; the assignment shall be undertaken according to the consultant's own inputs.
- If any delay or no response received from the beneficiary or other third parties during the execution of aforementioned tasks, the Consultant shall inform the Client in a timely manner with indicating the possible grounds. The Client will accelerate the process or give consent to proceed with the task.

#### **7. Team Composition & Qualification Requirements for The Key Staff**

The Consultant shall provide experienced staff with proven technical and managerial competence and experience in the design and supervision of reconstruction works, related with latest Turkish Earthquake Code and Energy Performance Regulation in Buildings. The Consultant shall separately indicate the task assignments for each staff.

**i) Consultant Profile:**

The Consultants should be in consulting business, have similar previous experience in the scope of services (Design Review and Supervision of Construction works), and have knowledge of the physical and social conditions of the region, demonstrate sound administrative and financial capacity and availability of the key experts for the performance of the services described in this ToR.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" September 2023 and The Bank's 'Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants,' (revised as of July 01, 2016) ('Anticorruption Guidelines').

**ii) Team Composition:**

The working language of the project is Turkish. Day-to-day communication language will be Turkish or English at the field level to ensure smooth communication among all participants, direct and indirect, of the Project. All key staff and support staff shall be mobilized immediately after the contract signature. In addition, support staff for the administrative services shall be proposed additionally as required (surveyors, clerks, drivers, secretary etc.).

All expatriate staff who will work in Türkiye should obtain a work permit and all who are resident for more than 90 days should obtain a non-resident visa. The consultant will obtain all required permits, visas for all expatriate staff at his own cost. Furthermore, the Consultant will be responsible for ensuring that all proposed personnel are eligible to obtain such permits and visas. The information related to visas can be obtained from the embassies and consulates of Türkiye. The GDCA will assist the consultant with the issue of work permits. The Consultant is required to obtain all the necessary permits, approvals, payment of all fees and contributions, as well as all the other elements necessary for the work of his professional staff who is engaged at his own expense for the performance of this Contract.

Key and support staff qualifications shall include but not limited to the following table.

Tasks	Position (Min. Number of Staff Required)	Total Estimated Staff-Months	Required Experience
All tasks	KE 1- Project Manager (1):	3	Civil Engineer with minimum fifteen (15) years of professional experience including at least 5 years of design review and supervision experience in construction of similar buildings and five (5) years working experience in manager position.
Task 3,4	KE 2- Structural Engineer (1)	3	Civil Engineer (Structural Engineer, MSc. or above) with minimum ten (10) years of professional experience, includes at least five (5) years of experience in structural design of buildings.
Task 2,4,5	KE 3- Architect (1)	3	Architect with minimum five (5) years of professional experience including at least three (3) years of experience in preparation and/or review of technical designs and drawings especially in shop and as-built drawings.
Task 2	KE 4-5- Survey Engineer (2)	6	Survey Engineer with minimum five (5) years' experience in planning areas, experience in village planning in the region is an asset. Familiarity with the Village Law No. 442 and the Zoning Law No. 3194 and implementation provisions are required.
Task 3	KE 6-7- Geotechnical Engineer (2)	6	Civil Engineer (Geotechnical Engineer, MSc. or above) with minimum ten (10) years of professional experience, includes at least five (5) years of experience in design of geotechnical projects of superstructures.
Task 4	KE 8- Mechanical Engineer (1)	3	Mechanical Engineer having ten (10) years of professional experience including five (5) years of experience in construction of similar buildings
Task 4	KE 9- Electrical Engineer (1)	3	Electrical Engineer having ten (10) years of professional experience including five (5) years of experience in construction of similar buildings
Task 4,6	KE 10-11- Environmental Specialist (2)	6	Environmental Engineer with minimum seven (7) years of professional experience including at least five (5) years of experience in the national environmental legal framework, environmental impact/risk assessment, preparation of environmental assessment tools (ESMP, Environmental and Social Impact Assessment (ESIA), etc.).
Task 6	KE 12-13- Social Specialist (2) (at least 1 woman)	6	A graduate in a relevant social science field (sociology, etc.) with a minimum of five (5) years of professional work experience, including at least three (3) years in social impact/risk assessment and the preparation and/or implementation of social assessment tools (such as E&S Screening, ESMF, ESMP, SEP, RF) in internationally funded projects. Proven experience in survey design, implementation, and reporting, as well as proficiency in using quantitative data analysis software, is required.
Task 4,6	KE 14- Occupational Health and Safety (OHSE) Expert (1)	3	Occupational Health and Safety Specialist with minimum seven (7) years of professional experience, including at least one (1) year experience in OHS assessment and management in construction projects financed by international finance institutions or other international donors, having A Class Occupational Safety Expert certificate received from the Directorate General of Occupational Health and Safety.

**ANNEX I:** Map - indicating the proposed provinces for the village reconstruction in Hatay, Kahramanmaraş, Gaziantep and Elazığ.



**List of the Buildings**

<b>No.</b>	<b>City</b>	<b>Number of Rural Houses</b>	<b>Construction Area (m<sup>2</sup>)</b>	<b>Construction Duration (months)</b>	<b>Description</b>
<b>1</b>	Hatay	500	72.408,75 m <sup>2</sup>	12 Months	Multi-Storey Buildings
<b>2</b>	Hatay	111	10.878,00 m <sup>2</sup>	12 Months	Single Family Houses
<b>3</b>	Kahramanmaraş	350	34.300,00 m <sup>2</sup>	10 Months	Single Family Houses
<b>4</b>	Gaziantep	100	9.800,00 m <sup>2</sup>	8 Months	Single Family Houses
<b>5</b>	Elazığ	250	24.500,00 m <sup>2</sup>	10 Months	Single Family Houses
<b>Total Number of Rural Houses:</b>		<b>1311</b>			
<b>Total Construction Area:</b>			<b>151.886,75 m<sup>2</sup></b>		

This list is **indicative only**. The types, numbers, and locations of the buildings are **subject to change and will be finalized** at the Request for Proposal (RFP) stage.



# REPUBLIC OF TÜRKİYE

MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE  
(MoEUCC)

GENERAL DIRECTORATE OF CONSTRUCTION AFFAIRS (GDCA)

**“Türkiye Earthquake Recovery and Reconstruction Project - Additional  
Finance”**

**Loan No: 9802 –TR / COFN-C2590 | Project ID: P180849**

**CONSULTANCY SERVICES FOR  
DESIGN REVIEW AND RECONSTRUCTION SUPERVISION OF  
RURAL HOUSING**

**Reference No:**

**TERRP-AF/CS-DESSUP-10**

## **TERMS OF REFERENCE**

*“For Construction Supervision”*

*Issued on: December, 2025*

## **I. Introduction and Background**

Türkiye was hit by a series of debilitating earthquakes in February 2023. On February 6, 2023, two major earthquakes hit Türkiye, with the epicenters in Pazarcık (Mw 7.7; focal depth: 8.6 km) and Elbistan (Mw 7.6; focal depth: 7 km) districts of Kahramanmaraş, at 04:17 and 13:24 local time, respectively. On February 20, 2023, another earthquake with a magnitude of Mw 6.4 occurred, with the epicenter of Yayladağı, Hatay, at 20:04 local time. The area affected by these earthquakes was 11 provinces in southeastern Türkiye. Particularly in some of the affected areas, such as Hatay and Kahramanmaraş provinces, entire towns were completely demolished. The earthquake caused damage of a magnitude unseen in recent years.

To meet immediate rural shelter needs after the earthquake, AFAD has tasked the General Directorate for Construction Affairs of Ministry of Environment, Urbanization and Climate Change (hereinafter referred to as “GDCA”) to reconstruct immediately 50 percent of collapsed rural housing amounting to US\$ 10.2 billion.

Therefore, the Government of Türkiye (hereinafter referred to as “GoT”) has applied for financing and has received a loan (hereinafter referred to as “the Loan”) from the World Bank to finance Türkiye Earthquake Recovery and Reconstruction Project (hereinafter referred to as “the Project”) to restore access to essential municipal and health services and resilient housing in selected provinces affected by the February 2023 earthquakes. The Project includes a component for the reconstruction of rural housing and village infrastructure, which is implemented by Ministry of Environment, Urbanization and Climate Change (hereinafter referred to as “MoEUCC”) (MoEUCC component) that will finance civil works, consulting, and non-consulting services to support resilient and energy efficient rural housing reconstruction and the recovery of earthquake-affected settlements under the GoT’s existing post-disaster housing reconstruction program. The General Directorate of Construction Affairs (GDCA) under the MoEUCC has been delegated to assume overall responsibility for the project under a protocol signed with AFAD in line with the Law No. 7269 on Aids to be Provided and Measures to be Taken due to Disasters Affecting Public Life, Law on Adoption of the Presidential Decree on Settlement and Construction Under the State of Emergency and the provisions of Presidential Decree No. 1 and Presidential Decree No. 4 regulating organization and roles of MoEUCC and AFAD, respectively. The GDCA under the MoEUCC has been delegated to assume overall responsibility for the implementation of this project component. The GDCA has established a project implementation unit (PIU) to administer all aspects of

project implementation, including raising awareness about the Project, procurement of the various contractors, and monitoring and reporting.

Under the post-disaster rural housing reconstruction program, AFAD and GDCA have been working in coordination to conduct damage assessments in rural settlements, identification of property owners that are eligible to participate in the program, and to select project sites by implementing ground surveys and site identification to confirm where in-situ reconstruction is safe and where relocation to safer sites is necessary. The GDCA has established a project implementation unit (PIU) to administer all aspects of the project, including raising awareness about the Project, procurement of the various contractor/s and Project monitoring and reporting.

Additionally, MoEUCC has prepared several typical design projects for rural houses adaptable to selected site conditions and from which the eligible property owners can choose.

## **II. Objectives and Scope of the Assignment**

Hatay, Kahramanmaraş, Gaziantep and Elazığ Provinces have been selected as project sites under the Project component. In these provinces destroyed and heavily, damaged rural houses will be reconstructed in resettlement areas (see map and list of districts in Annex 1). Based on demand from eligible property owners, the resettlement areas are planned to include total of 1200 rural houses with their associated infrastructure.

*\* The identified provinces and the number, types, and locations of rural houses included under the scope of the assignment are indicative only. These details remain subject to change and will be confirmed and finalized at the Request for Proposal (RFP) stage.*

Major outputs of the reconstruction activities in identified rural neighborhoods/villages:

- Construction of disaster and climate resilient and energy efficient rural housing,
- Rehabilitation and/or construction of village infrastructures (water, sanitation, impermeable septic tank/tanks, rural roads, street lighting)

Within the framework of the Project, a consulting firm (hereinafter referred to as “the Consultant”) will be employed to conduct supervision consultancy services for the reconstruction works in line with this Terms of Reference (hereinafter referred to as “ToR”). This ToR covers these services for the reconstruction of 908 rural houses along with associated basic infrastructure for the Hatay, Kahramanmaraş, Gaziantep and Elazığ Provinces. The reconstruction works will be carried out under several work packages in parallel. The Consultant will be required to conduct the tasks under this assignment for the various work

packages in parallel. It is currently expected that there will be around 4 works packages; however, the actual number of works packages will be finalized by GDCA and shared with the Consultant during the design review stage.

The Consultant will be required to conduct supervision of the reconstruction works (in compliance with the final designs and village reconstruction plans as well as the relevant environmental and social management documents (ESMPs, SEP, LMP)), review the Contractor ESMP (C-ESMP) and its relevant documents such as the Waste Management Plan, the Pollution Prevention Plan, Traffic Safety Plan, OHS Plan, etc. prepared by Contractor and submit to the GDCA, supervise remedial works to rectify defects that arise during the Defects Notification Period (DNP), and review As-Built projects for the reconstructed buildings along with associated basic infrastructure in rural neighborhoods/villages.

### **III. Description of the Consultants' Tasks**

The Consultant as "the Engineer" or "the Project Manager" shall be responsible to carry out all the duties envisaged in World Bank's Standard Procurement Documents (SPD). The Consultant shall also be responsible as the "Engineer" or "the Project Manager" to provide details and instruct the contractors whenever it necessitates, during the course of works and execute the services in accordance with recent laws and regulations (including the customized ESMPs, SEP (including GRM) and LMP). Significant issues shall be subject to approval of the Client as indicated in the General Conditions (GCC) or Special Conditions (SCC) of the Construction Contracts.

The Consultants shall provide sufficient, qualified and experienced staff to ensure proper construction supervision of the works and engineering services both during the Construction period and during the Defects Notification/Maintenance period.

#### ***Task 1: Carry out construction supervision and building commissioning services:***

- **The Consultant shall review, implement, and give concurrence to the following tasks, on behalf of the GDCA.**
- **Consultancy services during reconstruction works.**

In case of existence of any findings that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works, the Consultant may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the contract price and completion date of the Works. In case it is considered that any alterations

in any of the Contract Documents necessary by the Consultant, the Consultant shall prepare and submit such alterations to the GDCA with the Initial Inspection Report, upon two (2) weeks from initiation of the works. The report should be supported by the necessary calculations, details, and time and cost implications. The Consultant shall state whether the alterations will cause any delay in the work program, and therefore the contractor(s) be entitled to any time extension or not, supported by necessary documentation.

Upon receiving written approval from the GDCA, the Consultant shall promptly review and approve design revisions submitted by the Contractor, provide comments and recommendations as necessary, and, where required, assist the contractor in providing any additional designs, plans, drawings, and specifications to ensure the satisfactory completion of the works. The GDCA shall not be responsible for the consequences of the fact of which the GDCA is not informed in advance.

The Consultant will assume full responsibility for the supervision of construction activities during the reconstruction process. The Consultant shall:

- The Consultant shall review the C-ESMP if required and related documents such as Waste Management Plan, Pollution Prevention Plan, Traffic Safety Plan, OHS Plan, etc. prepared by the Contractor and submit the GDCA. No construction activities will be carried out under the sub-project until approval of the C-ESMP and site-specific management plans.
- Act as the Engineer to execute construction supervision and contract administration services in accordance with the power and authority to be delegated by the Client;
- Review the designs, technical specifications and drawings, relevant calculations and cost estimates as may be necessary in accordance with the actual site conditions, and issue variation orders;
- Review contractors' working drawings, shop drawings and drawings for temporary works. Also review, if any, design prepared by the contractor for any part of the permanent works;
- Advise and obtain the approval by the Client concerning variations and issue instructions of variation at the initiative of the Consultant if they are necessary;
- Issue instructions, approvals and notices as appropriate;
- Provide recommendation to the Client for acceptance of the Contractor's performance security, advance payment security and required insurances;
- Provide commencement instruction to the contractor;

- Check and review of all inputs such as materials, labor and equipment provided by the contractor;
- Guide contractor to construct a sample house for the inspection and approval of materials and critical design details;
- Check and review the contractor's method of work, including site organization, program of performance, quality assurance system, method statements, implementation and management of ESMPs, SEP (including GRM), and LMP, waste management plans, OHS plans, transport management plan and so that the requirements set forth in the applicable laws and regulations, the specifications or other parts of the contract are to be duly respected;
- Ensure that all health & safety measures are respected by the construction company in compliance with the monitoring and reporting requirements of relevant official authorities and the World Bank
- Conduct regular visits to all construction sites to check the contractor's OHS documents and compliance, provide on-the job trainings, ensure compliance of the works with OHS practices and regulations, and issue non-compliance notices to the contractor and report the same to the Client.
- Ensure that the workers are provided OHS training and have complete health records and personal files in accordance with pertinent legal requirements, and avoid access of the workers to work site if there any non-compliance
- Make available an OHS expert in high-risk worksites (e.g.: high elevations scaffolds, confined space, crane works, digging works, etc.).
- Check and approve conformity of equipment/ machines on worksites with national standard, and avoid their use in case of non-compliances
- Promptly notify the Client within 48 hours of any incident or accident related to the Project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers including health and safety, and in any case of serious injury, loss of limb or life, or road accidents resulting in injury or general threat to public. Provide sufficient detail regarding the incident or accident, indicating immediate measures taken or that are planned to be taken to address it, and any information provided by any contractor
- Participate in the contractor's regular OHS meetings and provide input for needed improvements.

- Provide the contractor with a copy of key OHS documents (Law 6331 on OHS Code, 5510 Social Security and General Health Insurance Law, 4857 Labour Code and also IFC Environmental, Health and Safety (EHS) Guidelines, OHS Plan) and check the compliance.
- The Consultant shall conduct periodic checks of lifting vehicles, boiler and tanks and control scaffolding, welding tubes, small hand tools, etc. are met with the standards (e.g. CE, TSE, BS)
- Control and approve method of statement, which will be prepared by contractor before each work starts. If needed, the Consultant will help the Contractor/s to prepare the documents.
- Conduct safety visits to site periodically with project manager, construction manager and OHS manager
- In case of urgent, imminent, and life-threatening non-conformities, the Consultant will suspend the construction of the relevant work until the nonconformity related to that work is rectified. This also relates to nonconformities with ESMP, SEP (including GRM), and LMP, waste management plans, OHS plans, and transport management plan/s. In this case, the Consultant promptly informs the Client about the status and reasons for works suspension.
- Regularly monitor physical and financial progress, and take appropriate measures if necessary, so that the time for completion set forth in the contract will be duly respected by the contractor;
- Explain and/or adjust ambiguities and/or discrepancies in the contract and issue any necessary clarifications or instructions. Issue further drawings and give instructions to the contractor for any works which may not be sufficiently detailed in the contract, if any;
- Provide assistance to the Client to liaise with the appropriate authorities to ensure that all the affected utility services are promptly relocated;
- Carry out field inspections on the contractor's setting out of the works in relation to original points, lines and levels of reference specified in the contract;
- Organize, as necessary, management meetings with the contractor to review the arrangements for future work. Prepare and deliver minutes of such meetings to the Client and the contractor;
- Supervise the works so that all the contractual requirements are met by the contractor, including those in relation to i) quality of the works, ii) occupational health and safety and iii) environmental and social management defined measures, as described in the customized ESMPs, confirm that an OHS officer proposed by the contractor is duly assigned at the

project site, and require the contractor to take appropriate measures if any questions are recognized regarding the occupational health and safety measures;

- Confirm the contractor's construction work, waste management plans and other documents as described or required as per the customized ESMPs and LMP so that the infection prevention measures/requirements set forth in the applicable laws, regulations and operating procedures, the specifications or other parts of the contract related to epidemic, pandemic, plague or other similar diseases including COVID-19, are duly respected to ensure the safety of the contractor's personnel including subcontractor.
- Supervise field tests, sampling and laboratory test to be carried out by the contractor;
- Inspect the construction method, equipment to be used, workmanship at the site, and attend shop inspection and manufacturing tests in accordance with the contract;
- Measure and value the work output performed by the contractor verify statements submitted by the contractor and issue payment certificates such as interim payment certificates and final payment certificate as specified in the contract;
- Assist the GDCA to coordinate the works for the Project;
- Carry out timely reporting to the GDCA for any inconsistency in executing the works and suggesting appropriate corrective measures to be applied;
- Perform the inspection of the works, including Test on Completion, and to issue certificates such as the Building Occupancy Permit as specified in the contract;
- Supervise commissioning and carry out tests during the commissioning, if applicable;
- Provide inspection services during defects notification period and if any defects are noted, instruct the contractor to rectify as appropriate;
- Review the as-built documents for the parts of the works constructed in accordance with the contract where required. Further, check and certify as-built drawings provided by the contractor in accordance with the contract;
- Prepare a commissioning report, including an operation and maintenance manual for the parts of the works constructed in accordance with the contract. Further, check and certify an operation and maintenance manual provided by the contractor in accordance with the contract.
- Provide required notices, review the claims submitted by the contractor or the Client, and provide assistance to the Parties.
- In case of accidents during the construction, assist the Client to report them; and

- Prepare and submit reports to the PIU, which are detailed in Table 1 in relation to the implementation of the Project.
- The details of the ESMPs and the responsibilities of the “Engineer/Project Manager” shall also be detailed in the Contractor’s contract. The Consultant shall have the responsibility for relevant supervision and instruction of the applications to the Contractor.
- If any alterations in any of the contract drawings, documents occur during construction excavation for foundations of building/s, the Consultant shall immediately inform Client by providing all data for redesign.
- The Consultant will prepare survey questions for the "Post-Reconstruction Survey", submit the questions for the Client's approval, conduct the surveys, perform data analysis and prepare a survey evaluation report in Turkish and English for submission to the Client.
- The Consultant's Social Specialist will provide the "Gender Equality and Gender-Based Violence" Training to the Contractor's personnel. Records of the training (sign-in sheet, photographs, training report) will be submitted to the Client within three (3) business days.
- The Consultant's Social Specialist will provide the "Grievance Mechanism Procedure" Training to the Contractor's Site Manager. Records of the training (sign-in sheet, photographs, training report) will be submitted to the Client within three (3) business days.
- The Consultant will assist the PIU in the implementation of GRM and SEP.

#### Progress Payments to Contractors, Variations

- The Consultant shall check the Contractor’s valuations for payment on account and issue certificates according to the Conditions of Contract used and shall also be responsible for agreeing with the GDCA on each payment certificate in payable amount. The actual procedure and presentation of the certificates, supporting documents, etc. shall be discussed and agreed with the GDCA.
- The Consultant shall review and report any financial claims submitted by the Contractors within 2 weeks of receipt of such claim submission. Report on any claim shall include (not limited to) determinations, the justification letter, cost-benefit analysis, all probable effects on approved work schedule plan and the final decision on any variation.  
If payment certificate is not prepared by the contractor/s, the consultant will prepare the payment certificate for the contractor/s.

#### Tests

- The Consultant shall approve an appropriate Material Testing Laboratory for all tests required that will be mentioned in Contractors’ Technical Specification and shall discuss

the various testing requirements stipulated in its documents with personnel of the laboratory. The Consultant shall give at least 24 hours' prior notice to the laboratory for all tests which are required to be undertaken. All samples shall be properly labeled in accordance with the requirements of the laboratory, and the Consultant shall be responsible for the delivery of all samples for testing and for the collection of all test reports.

- The involvement of the approved Materials Testing Laboratory is limited to the actual performance of the tests in accordance with the Consultant's laid down procedures and/or the specified standards stated in the Contract. The Consultant shall be responsible for interpreting the results received, instructing the repetition or carrying out additional tests and taking whatever action necessary to ensure compliance with the contract requirements. The Laboratory staff may from time to time offer advice to the Consultant on any matter within the scope of their competence, but it is up to the Consultant whether to accept or reject such advice or suggestion. If any advice or suggestion is accepted by the Consultants, they shall become completely responsible for it as if the advice or suggestion has been of its own initiative.
- The Consultant shall stipulate the criteria, the planning and the procedure for all tests and inspections necessary for the materials (such as pull-out tests for anchorages (embedded new reinforcements)), equipment, plant and workmanship and the commissioning of the Works and shall provide supervision and inspection for these tests. The Consultant shall compile a record of all such tests and compare the results with the specifications, standards or with the performance criteria that have been guaranteed by the suppliers or contractors.

#### Accounts, Claims

- In any case, all correspondence received from the contractor shall be reviewed, evaluated, and responded within one week. Any claim from the contractor(s) under the construction contracts shall be evaluated by the Consultant, and necessary recommendation shall be made at the latest within two weeks, as well.
- The Consultant shall review and report any financial claims submitted by the Contractors within 2 weeks of receipt of such claims.

#### Disputes

- The Consultant shall assist in the setting of all disputes or differences, which may arise between the Client and the Contractors, in a timely manner. In the case of litigation and arbitration, the Consultant shall assist the Client in the preparation of the documents needed by the Client.

#### Completion of Works and Commissioning

- Confirm the projects' compliance with the investment plan. In case of deviation from those plans, justification of the differences and evaluation of consequences in terms of compliance of the project with the eligibility criteria of the facility.
- Before issuing the Certificate of Completion of the Works, the Consultant will enforce any obligation placed on the construction contractor to remove all obstructions, surplus materials, plant, wreckage, rubbish and temporary works.
- Upon completion of the works, the Consultant will require the construction contractor to remove all plant, equipment and materials except those required to complete any outstanding or remedial works and facilities required by the Consultant during the Defects Notification Period.
- The Consultant shall witness the performance tests carried out after completion and will analyze, evaluate, and approve the final performance tests with the concurrence of the Client. The analyses, results and conclusions with recommendations shall be compiled in the Final Completion Report to be submitted to the Client.
- The Certificate of Completion of the Works shall be prepared and issued by the Consultant in consultation with the Client. Defects are expected to be minimum for a competent Consultant Firm during issuance of Certificate of Completion of the Works.
- The issuance of the Certificate of Completion of the Works shall be subjected to:
  - The Contractor having provided the operating and maintenance manuals, as well as all the drawings and documents handed over to the Client requested in the construction contract.
  - Non-existence of major defects.
  - Preparation of Consultant's Final Inspection Report.

Following the approval of the Certificate of Completion of the Works (Provisional Acceptance Report), the handover process shall be coordinated by the Project Implementation Unit (PIU) in collaboration with AFAD. AFAD will be responsible for transferring the completed buildings, along with any associated lots, to the eligible property owners (beneficiaries). Beneficiaries will be duly notified and provided with a comprehensive handover package, including all relevant documentation such as user manuals, operating instructions, warranty certificates, and related materials. The Defects Notification Period (DNP) will commence upon handover.

**Reporting Requirements for this Task:**

All reports should be prepared in Turkish and English.

- **Initial Inspection Report:** The report should indicate the early findings on tendered documents for the Works and if any alterations are needed, include the necessary calculations, details, the opportunities that the effects may be avoided or reduced, and time and cost implications.
- **Weekly Site Pictures:** The Consultant has to record views from at least 5 points for each building, on a weekly basis, showing the progress on the site with dates and record them in acceptable format and submit to the Client. It is important that at least one of 5 points is determined from the outside of each building, in a place overlooking the building and fixed throughout the project period.
- **Monthly Progress Report:** The report shall be prepared on the fifth day of each month until issuing taking-over certificate. The Report will describe the physical and financial progress of the works and will address contractual and technical matters. The report will also include implementation progress/status and monitoring of ESMPs and GRM. Upon two weeks after the issuance of taking-over certificate, this report shall be submitted for the last time as Final Completion Report. Sample report outline is given with the table below:

**Table 1: Monthly Progress Report**

Report Section	Required Content
Introduction	<ul style="list-style-type: none"> <li>• A concise outline in simple language, describing the project in general</li> <li>• Also include major milestones, obstacles, achievements, constraints on progress, problems encountered, appropriate identified solutions and remarks on procedural issues.</li> </ul>
Description of Physical Progress	<ul style="list-style-type: none"> <li>• Include progress charts and dated photographs in color giving all information regarding the progress of the Works</li> <li>• Give explanations for differences between actual and forecast progress</li> </ul>
Description of Financial Progress	<ul style="list-style-type: none"> <li>• a summary financial report containing cash-flow forecasts and budget expenditure</li> <li>• status of payments and requests for payment</li> <li>• explanations for differences between actual and forecast cash-flow on summary of claims and disputes</li> </ul>
Projections	<ul style="list-style-type: none"> <li>• variations and proposals for future variations to the timing and budgets of individual activities</li> <li>• a projection of activities for the forthcoming month</li> <li>• recommendation for further actions and improvements, both short- and long-term</li> </ul>
Summary of Records	<ul style="list-style-type: none"> <li>• Records of variation/change orders, design changes and shop drawings issued.</li> <li>• records of human resources, mechanical equipment and materials, testing and quality control, with copies of the test results and, statistical evaluation of the test results in table or graphical form. Action taken with regard to poor results shall be stated;</li> <li>• local issues/stakeholder issues (including any grievances received by nearby communities and/or workers);</li> <li>• a summary of environmental, social and OHS issues (i.e. update on the status of implementation of the ESMP, RP – including implementation actions taken/to be taken within the scope of the sub-project, E&amp;S requirements, grievance mechanism, nonconformity issues and actions, mitigation measures, etc.)</li> <li>• Coordination with Local Authorities for Infrastructure Connections (Records of coordination with relevant local authorities and utility service providers are maintained, including correspondence, meetings, and approvals related to infrastructure connections such as water, sanitation, impermeable septic tank/tanks, rural roads, street lighting etc. Actions taken to address third-party requirements and potential impacts on the Project schedule are documented.)</li> </ul>

Appendices	<ul style="list-style-type: none"> <li>• Include relevant background documents, such as correspondences, photographs, revised drawings, change orders, as-builts (with Final Completion Report), etc.</li> <li>• PowerPoint presentation (based on above information)</li> </ul>
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- **Full Quarterly Reports:** The reports shall be prepared on a quarterly basis for works contracts. The report shall be submitted by the 15th day of the first month of the next quarter. This report shall include the physical and financial progress of works against the plan, the planned activities for the following quarter, will address contractual and technical matters. The report will also include implementation progress/status and monitoring of ESMPs and GRM.
- **Monthly Progress Report:** The supervision consultant will monitor the implementation of E&S risk management mitigation plans on site and prepare monthly report on the environmental, social, health and safety (ESHS) performance of the sub-projects.
- **Final Inspection Report:** The report shall be prepared and shall address the status of the work items at the time of Taking-over by the Consultant. The minor outstanding works, defects, failures, and shortcomings are to be listed and compiled. Possible remedial actions by the Contractor as needed, are to be listed and noted, including the given period of time the Contractor is to rectify. The material handed over by the Contractor to the GDCA will be checked and listed for status and completeness.
- **Other reports upon request:** The GDCA may request the Consultant to submit specific reports on the issues related to the execution of the works. The Consultant will make the requested report in such a manner within a reasonable time. The Consultant is obliged to provide all assistance to the Client, upon request, in drawing up reports to the bodies that comprise the institutional framework for project implementation described in the introduction to this project task, relating to project implementation reports, financial reports and etc.

**Deliverables:**

- All Periodic Reports as specified in Table 4.

**Consultancy Services after reconstruction Works**

**Task 2: Supervise remedial works to rectify defects that arise during the Defects Notification Period (DNP)**

The DNP period covers 12 months, starting on the date of building commissioning.

- The Consultant shall continue to be responsible for the supervision and inspection of the construction and completion of the Works during the DNP as defined in the works contracts.

- The level of supervision shall be appropriate to the scale of the works being carried out. The Consultant will provide adequate number of field technical staff acceptable to the Client on each construction site during the DNP.
- These inspections and supervision are to ensure that works, agreed to be carried out during the DNP, are properly carried out and have been completed and that any failure of any part of the Works has been rectified. If any defect is discovered, during this period, the Consultant shall promptly investigate the reason for it, report to the Client, and take required actions to rectify the defect. These inspections shall be submitted to the Client under DNP Quarterly Report, which shall include all details of any defects, faults, accidents or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they will be completed. Once all the defects have been remedied, DNP Final Report shall be submitted.
- The Consultant should prepare a Final Completion Report in 2 months' time after the issuance of the Certificate of Completion of the Works. Final Completion Report is a formal document and the Consultant shall strictly follow-up the Contractor to obtain the required documents such as as-built and draft final account of the contractors. Otherwise, the Client may ask to the Consultant for preparation of these documents according to the construction contract therefore, the consultant is encouraged to estimate and include the required staff-months to complete the missing documents upon Client's request.

#### **Reporting Requirements for this Task:**

The Reports should cover, but not necessarily be limited to, the information as follows:

- **Commissioning Report (including Operation & Maintenance Manual):** After all the items in the problem registration list (issues log) are closed and the trainings are completed, a final commissioning (Cx) report is prepared, which includes the documentation and results of the work done.

All kinds of machinery, equipment and systems used in the project, user manuals, operation and maintenance manuals, handbooks that contain system diagrams and should be hung in technical places, manufacturer catalogues, authorized service contact information, as-built projects, calculations, test reports, commissioning forms and minutes and other related documents will be submitted with the final commissioning report.

- **Final Completion Report**, to be delivered in 2 months' time after the issuance of each Certificate of Completion of the Works.

The report shall contain at least:

- (i) Copies of Certificate of Completion of the Works including Contractor's request letters,
- (ii) Approved As-Built Drawings showing all the design elements or surveyor of performed works,
- (iii) Any certification / permit / consent / declaration, lists of installed equipment, and photos,
- (iv) Final account of "Work Contract Package",
- (v) Quality assessment of materials and workmanship;
- (vi) Data on the technical difficulties encountered and how they were solved;
- (vii) Comment on the As-Built Design,
- (viii) List of Instructions for Use and Maintenance,
- (ix) Energy Performance Certificate (EKB) should be prepared for each building after completion of the reconstruction works,
- (x) Final Compliance Monitoring Report on Contractor's ESHS performance (Code of Conduct, compliance with ESMP, SEP and LMP consent/permits and other relevant project requirements.

The report shall be delivered to the GDCA upon completion of the works including all job records, reproducible "as-built" drawings including (but not limited to) calculations, drawings, specifications, test reports and final accounts and the instruction necessary for the satisfactory operation and maintenance of the works. As-Built drawings shall be provided in AutoCAD 2006 (or newer) compatible files and PDF files that shall be signed by the project managers of both parties (Contractor and Consultant).

- **DNP quarterly Report:** A report of the DNP inspections shall be submitted to the GDCA, which shall include all details of any defects, faults, accidents or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they will be completed. The reports shall be prepared on a quarterly basis.
- **DNP Final Report:** The report shall be submitted by the time of the expiration of the DNP giving full details of all works carried out during the period. This report shall be submitted by the Consultant to the Client at least 30 days prior to issuing the Defects Notification Certificate for the completed Works.

#### **IV. Team Composition & Qualification Requirements for The Key Staff**

Key and support staff qualifications shall include but not limited to the following table. The Consultant's Team is expected to carry out the tasks under this assignment for several work packages covering the Hatay, Kahramanmaraş, Gaziantep and Elazığ Provinces.

The qualifications of Key Experts are shown in Table 2.

Tasks	Position (Min. Number of Staff Required)	Total Estimated Staff-Months		Required Experience
		Supervision	DNP	
All tasks	KE 1 Project Manager (1):	12	6	Civil Engineer with a minimum of fifteen (15) years of professional experience including at least 5 years of supervision experience in construction of similar buildings and five (5) years working experience in manager position,
Task 1	KE 2-3-4-5-6 Site Manager (5)	50	0	Architect or Civil Engineer with a minimum of fifteen (15) years of professional experience, including at least ten (10) years of supervision experience in construction of similar buildings and three (3) years of working experience in manager position.
Task 1	KE 7-8-9-10-11 Site Engineers (5)	50	0	Civil Engineer with a minimum of five (5) years of professional experience including at least 3 years of supervision experience in construction of similar buildings
Task 1,2	KE 12-13 Architect (2)	22	6	Architect with minimum five (5) years of professional experience including at least three (3) years' supervision experience in construction projects of similar buildings.
Task 1	KE 14-15 Survey Engineer (2)	22	0	Survey Engineer with a minimum of five (5) years' experience in planning areas, experience in village planning in the region is an asset. Familiarity with the Village Law No. 442 and Zoning Law No. 3194 and implementation provisions are required.
Task 1	KE 16-17 Geotechnical Engineer (2)	22	0	Civil Engineer (Geotechnical Engineer, MSc. or above) with a minimum of ten (10) years of professional experience, including at least five (5) years of experience in design of geotechnical projects of superstructures.
Task 1,2	KE 18-19-20 Mechanical Engineer (3)	32	6	Mechanical Engineer having ten (10) years of professional experience including five (5) years of experience in construction of similar buildings
Task 1 & 2	KE 21-22-23 Electrical Engineer (3)	32	6	Electrical Engineer having ten (10) years of professional experience including five (5) years of experience in construction of similar buildings
Task 1,2	KE 24 Payment Cert. Contr. Quality & Cost Eng. (1):	12	6	Civil Engineer with minimum five (5) years of professional experience, including at least two (2) years of experience in similar buildings or projects. These experiences should be mainly on the development of time schedules and budgets of prepared designs of similar buildings.
Task 1	KE 25-26-27 Environmental Specialist (3)	32	0	Environmental Engineer with minimum seven (7) years of professional experience including at least five (5) years of experience in the national environmental legal framework, environmental impact/risk assessment, preparation and/or implementation of environmental assessment tools (ESMF/ESMP, etc.),
Task 1	KE 28-29-30 Social Specialist (3) (At least one woman)	32	0	A graduate in a relevant social science field (sociology, etc.) with a minimum of five (5) years of professional work experience, including at least three (3) years in social impact/risk assessment and the preparation and/or implementation of social assessment tools (such as E&S Screening, ESMF, ESMP, SEP, RF) in internationally funded projects. Proven experience in survey design, implementation, and reporting, as well as proficiency in using quantitative data analysis software, is required.
Task 1	KE 30-31-32-33-34 Occupational Health and Safety (OHSE) Expert (5)	50	0	Occupational Health and Safety Specialist with a minimum of seven (7) years of professional experience, including at least one (1) year experience in OHS assessment and management in construction projects financed by international finance institutions or other international donors, having A Class Occupational Safety Expert certificate received from the Directorate General of Occupational Health and Safety.
Support Staff	Technical Support Staff Requirement	84	0	To ensure the required services at least nine (8) Technician/Junior Engineer/Architect (Civil (4), Mechanical (2) and Electrical (2) Technician/Engineer) shall be assigned in addition to input from the Key Experts. Technician/Junior Engineer will not be evaluated as key staff.

Tasks	Position (Min. Number of Staff Required)	Total Estimated Staff-Months		Required Experience
		Supervision	DNP	
	Administrative Support Staff Requirement			Support staff for the administrative services shall be proposed additionally as required (surveyors, clerks, drivers, secretary etc.)

All key staff and support staff shall be mobilized immediately after the first Construction Contract signature in a way to evaluate the design and make the necessary adjustment before the works commence.

(1) Qualification of Non-Key Experts

The qualifications of Non-Key Experts are not evaluated in the evaluation of technical proposals.

The Consultant may propose other experts and supporting staff required to accomplish the tasks outlined in the ToR in addition to experts indicated in Table 2. above.

**V. Timeline**

The Consultant shall submit all the documents in a timely manner to complete the services on time without any delay. The Client shall give a decision within 28 days of receipt of a review or approval request. A tentative schedule for the completion of the consultants’ services (including the Client’s review and approval durations) for the various parts of the Project is given below;

**Table.3:** Tentative Timeline for Phase 2 time-based contract (Construction Supervision of Works)

N°	Deliverables / Tasks	Months																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1	Construction supervision of Works		■	■	■	■	■	■	■	■	■	■	■	■												
2	Defects Notification Period (DNP)										■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■



The initiation of the works contract packages is planned for the second (2nd) month. The duration of construction supervision services for each contract will follow the timelines specified in Table 2. The overall Defects Notification Period (DNP) has been established at sixteen (16) months, reflecting the standard twelve (12) month DNP per contract and allowing

for alignment with the extended project schedule.

In the event that works contract packages are initiated in later months, the total project duration will be determined by the contract with the longest construction period, which is anticipated to be the schedule for Hatay Province.

## VI. Time Schedule for Deliverables

The deliverables for each task will be submitted to and approved by the Client. The Consultant must obtain approval for each deliverable before moving to subsequent tasks. The table below summarizes the deliverables for each building including the number of copies and includes an indicative timeline and payment schedule. The deadlines stated in the table mean calendar days after the effectiveness of the contract.

**Table 4 - Reporting Schedule**

Task	Reports	Submission Deadline	Submission Requirement
1	1.1	Initial Inspection Report	<ul style="list-style-type: none"> <li>All deliverables shall be initialed (executive summary sections shall be signed, if exists) and prepared in 2 hard copies for both English and Turkish</li> </ul>
	1.2	Weekly Site Pictures	
	1.3	Monthly Progress Reports	
	1.4	Other reports upon request	
2	2.1	Commissioning Report	<ul style="list-style-type: none"> <li>Electronic copies of all deliverables shall be submitted with two external SSDs.</li> <li>All deliverables shall be uploaded into the online platform which the Client addresses</li> </ul>
	2.2	Final Completion Reports	
	2.3	DNP Quarterly Reports	
	2.4	DNP Final Report	

As indicated in the General Conditions of Contract, all the drawings, reports, plans, specifications, and any other documents produced under this Contract are the property of the GDCA.

## VII. Support to be provided by the client to the consultants

A certain range of arrangements and services shall be provided by MoEUCC to the Consultant for smooth implementation of the consulting services. In this context, MoEUCC shall:

(1) Assistance and exemption.

Use its best efforts to, as described in the Clause 43 of General Conditions of Contract:

- (a) Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.
- (b) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (c) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (d) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.
- (e) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (f) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.

(2) Services, Facilities and Property of MoEUCC

Make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property in accordance with Clause 46 of General Conditions of Contract, described as follows:

*- Provide an office space in the Headquarters of MoEUCC with necessary equipment, furniture and utility. However, the Consultant's requirement for office space, including necessary equipment, furniture and utilities, should be clearly stated in the proposal with its rental cost for the case where MoEUCC would be unable to provide such facilities.* In addition, the Contractor will also provide the necessary office spaces at the site office for the Consultant's experts.

(3) Counterpart Personnel

Make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by MoEUCC with the Consultant's advice, in accordance with Clause 47 of General Conditions of Contract, if necessary.