

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

TURKEY ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT
(P162762)

TERMS OF REFERENCE FOR THE PROJECT ASSISTANT
(Ref: EEPB/WB/MoEU/PIU-IND-01F)

1. BACKGROUND

The Ministry of Environment and Urbanization has applied for financing from the World Bank toward the cost of the Energy Efficiency in Public Buildings Project (EEPBP) and intends to apply part of the proceeds for consulting services.

The project investments will focus primarily on the renovation of central public buildings with high energy consumption and shorter pay-back periods. The proposed project would be implemented through two components: (i) energy efficiency investments in central government buildings; and (ii) technical assistance (TA) and project implementation support.

The General Directorate of Construction Affairs (GDCA) under the Ministry for Environment and Urbanization (MoEU) has been delegated to assume overall responsibility for the project. This will include completion of the necessary activities to support project preparation as well as implementation for the five-year project period. In parallel, grant funding has been mobilized from the Clean Technology Fund (CTF) to help analyse the investment needs and potential of the central government buildings.

Through the Energy Efficiency in Public Buildings (EEPBP) Project, approximately 500-700 public buildings will be renovated energy efficiently resulting energy savings. As the proposed projects aims to renovate public buildings with the highest energy consumption, the immediate direct beneficiaries would be the public sector as the budgetary savings from the investments, resolution of budgetary constraints for central government buildings associated CO₂ emissions reductions as a result of the energy savings (tons of CO₂ equivalent) and also users of the public buildings (administrative staff and society) and public communities in the catchment areas of the identified facilities.

The General Directorate of Construction Affairs (GDCA) would establish a project implementation unit (PIU) which would be responsible from overall implementation of the project such as selection of the buildings, procurement of the various contractors (e.g. energy audits, technical designs, renovation works, construction supervision, savings verifications, technical assistance or consultancies, etc.).

Within the framework of the Energy Efficiency in Public Buildings Project, a Project Assistant (EEPBP/WB/MoEU/PIU-IND-01F) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment and Urbanization (MoEU).

2. OBJECTIVES

The main objective of the consultant's services under this TOR is to employ a Project Assistant

who will work in consultation with and under the guidance and supervision of the PIU during the EEPB Project. The Project Assistant should assist the PIU Coordinator and Project Manager as specified in "Section 3. Scope of the Services" for the efficient and timely organization of the activities referred below:

3. SCOPE OF THE SERVICES

Supporting Project Implementation Unit

- a) Provide implementation support to Project Coordinator and PIU. This includes carrying out organizational and logistical tasks, handling the necessary administration, preparing vouchers and preparation, distribution and follow-up with the necessary documentation; handling and coordination of materials, print-outs, consultants, visits, missions etc.;
- b) Help draft information notes, content for project brochures, posters, etc.;
- c) Provide assistance to the project team, in particular the procurement expert and the financial management and disbursement expert during procurement, contracting, financial and human resources process as required and when necessary;
- d) Track and follow the signature and approval processes of various documents and official letters;
- e) Facilitate communication and letters engagement among the project partners as requested by the PIU Coordinator; and, will rigorously keep electronic and where necessary, hard-copy records of project documentation.
- f) Help with translation where necessary.

Project Visibility and Outreach

- g) The Project Assistant shall compile EEPB Project bulletins at least every three months to be circulated to the local and international stakeholders, and, help draft social media news and facilitate the update of the web site for the project.

Logistics and Organization

- h) The Project Assistant shall set up meetings as requested;
- i) Assist organization of events such as trainings, meetings, conferences, workshops; draft and send invitations and confirm participation of attendees; prepare necessary folders for distribution and draft minutes for the selected meetings in Turkish and English.
- j) Help organize travel and other logistics arrangements for national and international events and trips.
- k) Support day-to-day communication with various stakeholders and coordinate with service providers such as event management companies and translators.
- l) Receive and direct phone calls, send faxes, scan or make copies of documents, draft reports, letters and any other kind of documents as requested, and keep regular correspondence and other files in electronic format.

4. DURATION OF THE SERVICES

The services will be required on a full-time basis. The Consultant is expected to commence work from December 2019, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

5. QUALIFICATION REQUIREMENTS

- A university bachelor's degree from Faculty of Economics, Administrative Sciences and Social Sciences, Engineering or another relevant discipline.
- At least three years of relevant working experience; working experience on internationally financed projects is an asset,
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, Outlook,
- Excellent coordination, organization, communication strong client orientation and team work skills,
- Excellent English and Turkish speaking and writing skills,

6. METHODOLOGY

The consultant will be hired on the basis of the World Bank's "Procurement Regulations for IPF Borrowers" (July 2016, revised November 2017 and August 2018) ("Procurement Regulations"). The contracted consultant will take a position of the Project Assistant of GDCA's PIU in Ankara. The contract will be signed between the General Directorate of Construction Affairs of MoEU designee and the consultant. The recruitment of contract shall be a subject to "No objection" of the World Bank.

7. APPLICATION

Curriculum vitae (CV) in English 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 September 23, 2019; 5:00 p.m. local time.

Ministry of Environment and Urbanization
General Directorate of Construction Affairs
Department of Project
Attn: Esra Turan Tombak
Harbiye Mahallesi Çetin Emeç Bulvarı No:5 Kat:4 Çankaya / Ankara
Tel: 0312 480 08 10/ 449
Fax: 0312 480 08 20
E-mail: yigmenerji@csb.gov.tr
web-site: <https://kamuenerji.csb.gov.tr>

CURRICULUM VITAE

Name of Staff :
Profession :
Date and Place of Birth :
Civil Status :
Home Address :
Phone **home** :
 mobile :
E-Mail :
POSITION APPLIED :

KEY QUALIFICATIONS

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