

**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**  
**RECRUITMENT OF MECHANICAL ENGINEER**

(Ref: EEPB/WB/MOEU/PIU-IND-ME-01)

**1. BACKGROUND**

The Ministry of Environment and Urbanization has received 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 (EE) 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 analyze 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 CO<sub>2</sub> emissions reductions as a result of the energy savings (tons of CO<sub>2</sub> 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) established a project implementation unit (PIU) which is 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 Mechanical Engineer (Ref: EEPB/WB/MOEU/PIU-IND-ME-01) 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 Terms of Reference (ToR) is to employ an experienced individual consultant as a Mechanical Engineer who will work in the Project Implementation Unit (PIU) to assist in the project implementation activities, provide services for the monitoring of the activities planned under project.

## **3. SCOPE OF THE SERVICES**

The Consultant shall;

- a) Supervise the work of the technical consultants: energy auditors, project designers, construction companies and commissioning consultants,
- b) Review and assess technical proposals of the consulting firms and offers from renovation contractors and provide inputs to the technical evaluation reports and support the PIU in contract negotiations,
- c) Review and analyse the energy audit reports, on the basis of the technical and economic data, EE measures, energy savings, investment costs, payback times and profitability, environmental benefits, implementation plan, operation and maintenance, and energy monitoring,
- d) Review detailed technical designs and specifications, tender documents for renovation works, evaluate renovation bids, review construction supervision reports, oversight renovations and accuracy of energy savings (M&V reports),
- e) Visit construction sites for periodic audits for the compliance of the executions on site with the relevant contracts & specifications, monitor and report issues, contribute to and participate in project related events,
- f) Review all audits and designs to ensure compliance with best practices on mechanical aspects (e.g., heating and cooling systems, thermal heat loss of buildings, solar water heating systems, etc.),
- g) Provide technical inputs into bidding documents, terms of references, project reports, bid evaluation reports, project supervision and acceptance/commissioning reports,
- h) Coordinate the monitoring of results indicators of the renovations including the achieved energy savings,
- i) Ensure compliance with local building codes, material standards and engineering norms in Turkey throughout the design and construction of the renovation process,
- j) Based on early project experiences and inputs from the design firms, develop/propose technical standards and norms to be used in all future bidding documents to ensure a high and consistent quality,
- k) Update and further refine the methodology for determining the energy savings for each project for reporting purposes, in consultation with MENR when needed,
- l) Provide training to PIU staff to improve their technical capacity on mechanical topics related to building renovations,
- m) Carry out other technical studies and assignments as requested by the GDCA's PIU.

## **4. DURATION OF THE SERVICES**

The services will be required on a full-time basis. The Consultant is expected to commence work from July – August 2021, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

## 5. QUALIFICATION REQUIREMENTS

- At least bachelor's degree in mechanical engineering; an MS degree in project management or engineering would be an asset,
- At least 10 years' relevant construction sector experience,
- At least 5 years of professional experience in the energy efficiency and/or construction sector, prior experience on energy auditing of buildings and preparation of detailed project designs, certificated as an energy auditor or energy manager is an asset,
- Experience with Works or Supplies contracts, either in design, writing of specifications, bills of quantities, tender procedures or site works supervision,
- Experience within interdisciplinary teams in project management and working experience with IFIs financed project experience would be an advantage,
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, have a strong client orientation,
- Familiarity with Government of Turkey's relevant legal, administrative and bureaucratic procedures,
- Fluency in English (both oral and verbal) is a requirement,
- Excellent interpersonal skills demonstrated ability to communicate effectively and strong writing/reporting skills.

## 6. REPORTS

The Consultant shall submit brief monthly progress reports summarizing the Project related activities, issues and recommendations during the assignment.

## 7. 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 function as Mechanical Engineer of GDCA's PIU in Ankara. The contract will be signed between the General Directorate of Construction Affairs of MoEU or his designee and the consultant. The recruitment of contract shall be a subject to "No objection" from the World Bank.

## 8. APPLICATION

Curriculum vitae (CV) in English in the format given below together with a one-page application letter must be delivered to the address below in person or by e-mail, indicating the title and the reference code of the applied position in the subject line. **The deadline for application is July 5, 2021; 4:00 p.m. local time.** Confirmation will be shared upon receipt of application.

Ministry of Environment and Urbanization  
General Directorate of Construction Affairs  
External Investments Department  
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## CURRICULUM VITAE

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

### KEY QUALIFICATIONS

Specific experience in:

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### EDUCATIONAL BACKGROUND

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### PROFESSIONAL EXPERIENCES

(Employment Record)

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- 
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**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:

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- 
- 

**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