

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

TURKEY ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT
(P162762)

TERMS OF REFERENCE FOR
RECRUITMENT OF A PROCUREMENT EXPERT
(REF: EEPB/WB/MOEU/PIU-IND-PE-02)

Background

The Ministry of Environment, Urbanization and Climate Change 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, Urbanization and Climate Change (MoEUCC) 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 six-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 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) 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 Procurement Expert (Ref: EEPB/WB/MOEU/PIU-IND-PE-02) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment, Urbanization and Climate Change (MoEUCC).

OBJECTIVES

The main objective is to employ an experienced consultant as a Procurement Expert of GDCA PIU to assist in the project implementation activities as follows:

SCOPE OF THE SERVICES

- a. The Consultant shall provide procurement management services to the GDCA's PIU during the course of procurement process and ensure that the approved Procurement Plan is followed, and the requirements of the World Bank Procurement Regulations are satisfied.
- b. The Consultant shall support PIU for the preparation of Project Procurement Strategy for Development (PPSD) and Procurement Plan, and its updates, including necessary market sounding.
- c. The Consultant shall support PIU to record all Project procurement actions in the World Bank's Electronic Planning and Tracking tool (STEP).
- d. The Consultant shall prepare procurement advertisements and all sorts of bidding documents for consulting services, goods, works and non-consulting services in accordance with the World Bank Procurement Regulations stipulated in the Legal Agreements, for all selection methods (RFP, RFB, RFQ etc.) and review the completeness of the document before submission of the document to the World Bank for "no objection".
- e. The Consultant shall prepare and review all parts of the procurement documents, including, cost estimates, sections such as technical specifications, BOQs, TORs, etc. of the bidding documents and check the consistency of these sections with the other sections of the standard or sample bidding documents of the World Bank and make necessary recommendations for changes where required.
- f. The Consultant shall provide assistance to the PIU during the evaluation of bids/proposals to ensure that are submitted in accordance with the requirement and shall prepare the standard evaluation report accordingly.
- g. The Consultant shall assist the GDCA's PIU in finalization of contract negotiations and prepare the "Memorandum of Understanding" which is part of the contract. The Consultant coordinates the PIU to complete the contracting process timely.
- h. The Consultant shall support the GDCA in the management of the signed contracts. In this regard, the Consultant (i) will establish and monitor key performance indicators with necessary reporting obligations (reports to be prepared by the contractors and also the Consultant); (ii) will support the PIU in the interpretation of the contract clauses; (iii) support the PIU in case dispute matters arise between PIU and contract parties; and (iv) control the delivery of goods, works and services, in a satisfactory manner, and, upon completion of the services and/or works and/or delivery of goods, s/he shall prepare a "control report" to coordinate with the Finance Expert towards initiating the payment process.

- i. The Consultant shall ensure the files and documents related to procurement are recorded and organized rigorously. The Consultant will keep the recording of all procurement-related documents in hard and soft copies and in an orderly manner to meet the requirements of the Treasury and the World Bank to be ready for the annual audits. S/he shall support the GDCA with providing justifications and explanations as requested during the regular audits of the project.

A detailed list of services will be provided to the Procurement Expert upon contract of employment.

REPORTS

The Consultant shall submit monthly progress reports at the end of each month summarizing the monthly procurement activities, problems encountered in the implementation of procurement plan during the subject month and procurement activities planned in the next two months.

DURATION OF THE SERVICES

The services will be required on a full-time basis for an expected duration of the project based in Ankara. The Consultant is expected to commence work from June 2022, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

QUALIFICATION REQUIREMENTS

- At least bachelor's degree in Engineering, Law, Economy, Finance, Business or Commerce; or bachelor's degree from any other discipline with at least three (3) years practical experience in World Bank procurement implementation;
- Minimum eight (8) years of general experience in the procurement of goods, works, and services;
- At least three (3) years of experience in the procurement of international financing institutions preferably World Bank;
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, have a strong client orientation;
- Knowledge of using the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) is an asset;
- Fluency in written and oral English and Turkish,

METHODOLOGY

The consultant will be hired following the guidance of World Bank's "Procurement Regulations for IPF Borrowers" (July 2016, revised November 2017 and August 2018)

(“Procurement Regulations”). The contract will be signed between the General Directorate of Construction Affairs of MoEUCC or his designee and the consultant.

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 August 19, 2022, 4:00 p.m. (Turkey Local-Time).**

Ministry of Environment, Urbanization and Climate Change
General Directorate of Construction Affairs
External Investments Department
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SAMPLE CURRICULUM VITAE

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

KEY QUALIFICATIONS

Specific experience in:

-
-
-
-

EDUCATIONAL BACKGROUND

-
-
-
-

PROFESSIONAL EXPERIENCES

(Employment Record)

-
-
-

Language Proficiency:

| 1. | Excellent | Good | Poor |
|----------|-----------|------|------|
| Reading | | | |
| Writing | | | |
| Speaking | | | |

| 2. | Excellent | Good | Poor |
|----------|-----------|------|------|
| Reading | | | |
| Writing | | | |
| Speaking | | | |

| 3. | Excellent | Good | Poor |
|----------|-----------|------|------|
| Reading | | | |
| Writing | | | |
| Speaking | | | |

Computing Knowledge :

Experience in:

-
-
-

Membership of Professional Societies :

References and transcripts : AVAILABLE UPON REQUEST

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

Signature

Date