

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

1. 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 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 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, an Architect (Ref: EEPB/WB/MOEU/PIU-IND-AR-01) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment, Urbanization and Climate Change (MoEUCC).

2. OBJECTIVES

The main objective of the consultant's services under this Terms of Reference (ToR) is to employ an Architect as an individual consultant who will work full-time 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) Provide technical processing within the framework of the implementation of the building energy efficiency and advising and public relations work on all energy issues arising in the project,
- d) Review the energy audit reports, on the basis of the architectural, technical and economic data, EE measures, energy savings, investment costs, payback times and profitability, environmental benefits, implementation plan, operation and maintenance,
- e) Review detailed technical designs, architectural system details and specifications to ensure compliance with best practices on architectural aspects (e.g., insulation of envelope, thermal heat loss of buildings, passive systems, window optimization, etc.),
- f) Ensure compliance with local building codes, material standards and architectural norms in Turkey throughout the design and construction of the renovation process,
- g) Ensure the compatibility of drawings and specifications with the structural, mechanical and electrical designs,
- h) Review tender documents for renovation works, evaluate renovation bids, review construction supervision reports, oversight renovations,
- i) 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,
- j) Provide technical inputs into bidding documents, terms of references, project reports, bid evaluation reports, project supervision and acceptance/commissioning reports,
- k) Coordinate the monitoring of results indicators of the renovations including the achieved energy savings,
- l) 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,
- m) Provide training to PIU staff to improve their technical capacity on architectural topics related to building renovations,
- n) 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 September-October 2022, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

5. QUALIFICATION REQUIREMENTS

- At least bachelor's degree in architecture; certificate in green buildings systems would be an asset,
- At least 10 years' general experience on construction sector,
- At least 5 years of professional experience in the energy efficient design and/or construction sector, prior experience on preparation of detailed project designs,
- 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, AutoCAD 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 following the guidance of 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 MoEUCC or his designee and the consultant.

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 August 31, 2022; 4:00 p.m. Turkey local time.** Confirmation will be shared upon receipt of application.

Ministry of Environment, Urbanization and Climate Change
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:

-
-
-
-

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