

**REPUBLIC OF TÜRKİYE**  
**MINISTRY OF ENVIRONMENT URBANIZATION AND CLIMATE CHANGE**  
**General Directorate of Construction Affairs**

**TÜRKİYE ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT**  
**(P162762)**

**TERMS OF REFERENCE**  
**FOR AN**  
**ENVIRONMENTAL SPECIALIST**  
**(REF: EEPB/WB/MOEU/PIU-IND-ES-01)**

**Background**

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

## **Objectives**

The main objective of the consultant's services under this Terms of Reference (ToR) is to employ an experienced consultant as the Environmental Specialist to oversee implementation of environmental impact and risk mitigation plans and monitoring of all environmental aspects (in close collaboration with the social and OHS specialists of the PIU) related to the Bank-financed EEPB Project.

## **Scope of Services**

The Environmental Specialist (the Consultant) shall support PIU in monitoring and evaluation activities within the scope of the Project. The scope of the services of the Consultant is to provide assistance and consultancy for the identification and management of all environmental issues related to the Project, and in particular:

- Supervise, monitor and control the environmental performance of the Project activities and the Work Supervisor/s;
- Control and ensure that all approvals/licenses are in place prior to carrying out the Project activities and make sure all the records are kept accurately including the permits collected by the Contractor/s;
- Ensure and follow up that relevant environmental and social procedures in line with national legislation and the World Bank Safeguard Policies are conducted in case of any change in the design of the sub-projects, if deemed necessary;
- Keep the PIU management fully informed about environmental related topics and monthly environmental performance;
- Identify/anticipate environmental risks and define the measures to adopt a mitigation hierarchy approach (avoid, minimize, reduce, compensate/offset the environmental risks) in case of not defined risks in the Project document have been faced;
- Ensure the compliance of project activities are consistent with the requirements of the Turkish Legislation and the Project Standards set by the World Bank Safeguard Policies;
- Review environmental documents/reports (such as Contractor's Environmental and Social Management Plan, monitoring reports of Work supervisor/s, sub-management plans, etc.), prepare comments/recommendations to the PIU's management and relevant stakeholders, and take necessary actions to provide the required quality of these documents/reports before the submission to the World Bank;
- Assist in the preparation of environmental assessment issues of tender documents for the coverage of the environmental risks and their management; in particular, support the relevant stakeholders in the finalization of the ESHS qualification criteria in the bidding documents;
- Review, revise and consolidate ESMP, procedures/method statements for site-specific issues in line with Turkish Legislation and the World Bank Safeguard Policies; Make sure, monitor and supervise, in coordination with the Work Supervisor/s, that the commitments given in the ESMPs and other relevant management plans are implemented on the field as scheduled;
- Ensure compliance with ESMPs and other relevant management plans mainly monitoring plan onsite;
- Support the PIU for the preparation of Progress Reports (bi-annually) to the World Bank for the environmental subjects in line with the relevant environmental standards;

- Conduct site visits for the assessment, supervision and monitoring of the environmental issues of the Project to ensure the environmental policies and standards are understood and followed;
- Assist/participate in audits and monitoring missions conducted by the World Bank/Financial Institutions or the any other authorities including the Ministry of Environment and Urbanization;
- Conduct “on-the-job” or specific trainings on the environmental issues related to the project scope requested by the MoEUCC and ensure PIU and PIU teams are well aware of ESMF/ESMPs and the other relevant environmental issues of the Projects;
- Ensure notification of any significant environmental incident or accident (spills, etc.) related to the Project to the World Bank within the defined time frame, and provide the preparation and submission of incident or accident report including measures or corrective actions taken or planned to be taken to address it and any measures to prevent its recurrence to the World Bank, in line with World Bank requirements.

A more detailed list of services will be provided to the Environmental Specialist upon contract of employment.

## **Reports**

The Consultant shall participate in the preparation and update of all progress reports and comment on any activity reports due to WB. He/she will fill in detailed time sheets on his/her activities and comply with his/her contract’s requirements in terms of payment/time justification in the context of high accountability under IBRD financing. The reports prepared by the Consultant will be submitted to GDCA PIU.

## **Duration and Location of the Services**

The services will be required on a full-time basis for an expected duration of the project. The Environmental Specialist is expected to commence work from February 2023, with two months’ probation period and a renewable 1-year contract, if performance is satisfactory.

The position will be based in Ankara, and the consultant will be expected to conduct site visits to renovation works and other relevant sites under the project throughout project implementation.

## **Qualification Requirements**

- At least bachelor's degree in **Environmental Engineering** or a related field (in which case, significant professional experience in the fields of environmental impact assessment, environmental management, pollution prevention or natural resource management including project-specific experience will have to be proven);
- Minimum **five years’ general work experience** in environmental management or similar assignments/sectors;
- At least **three years’** relevant experience in management and/or preparation of ESMF/ESMPs and E&S due diligence studies and experience in the implementation of environmental and social policies of International Finance Institutions such as World bank/IFC/EBRD/EU, AFD and United Nations; in particular, extensive experience on projects financed by the World Bank will be viewed positively;
- Good command of written and spoken skills in English and Turkish, especially writing and reading skills,
- Have a strong client orientation;
- Good computer skills with MS Office Applications;
- Ability to travel without restriction.

## 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.

## 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 January 30, 2023; 4:00 p.m. local time.**

Ministry of Environment, Urbanization and Climate Change  
General Directorate of Construction Affairs  
External Investments Department  
Attn: Esra Turan Tombak (Project Director)  
Mustafa Kemal Mahallesi, 2082. Cadde, No:52, 06510  
Çankaya / Ankara Tel: 0 312 480 07 50  
E-mail: [ihale.dky@csb.gov.tr](mailto:ihale.dky@csb.gov.tr)  
web-site: [web-site: https://www.kabev.org/](https://www.kabev.org/)

## 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:

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**EDUCATIONAL BACKGROUND**

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**PROFESSIONAL EXPERIENCES**

**(Employment Record)**

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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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- 
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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