

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
OCCUPATIONAL HEALTH AND SAFETY SPECIALIST
(REF: EEPB/WB/MOEU/PIU-IND-OHSE-02)

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 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 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 Occupational Health and Safety Specialist (Ref: EEPB/WB/MOEU/PIU-IND-OHSE-02) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of MoEUCC.

Objectives

The main objective of this assignment is to employ an experienced consultant as the Occupational Health and Safety Specialist of to oversee implementation of OHS impact and risk mitigation plans and monitoring of all OHS aspects (in close collaboration with the social and environmental specialists of the PIU) related to the Bank-financed EEPB Project.

Scope of Services

The OHS Specialist will carry out the following main lines of work:

- a. supporting the environmental and social specialists in the PIU for screening and categorization of the sub-projects and conducting due diligence as needed and defined in the project's ESMF instruments;
- b. ensuring that relevant capacity, implementation and monitoring, reporting requirements are incorporated into the agreements with the EEPBP and eventually the civil works contracts;
- c. monitoring of the occupational health and safety (OHS) performance of all civil works contractors (including sub-contractors) and consultants under the sub-projects;
- d. recording and documenting all aspects of project OHS performance;
- e. contributing to strong project-related OHS outcomes through regular site visits to sub-project sites and providing timely feedback on critical issues or noncompliance;
- f. reviewing and supporting the process of preparations of ESMPs and related environmental and social instruments of the sub-projects in line with the requirements of the national regulatory framework and World Bank's Safeguards Policies;
- g. overseeing the implementation of ESMF site specific Environmental and Social Management Plans (ESMPs) documents and any other requirements; and
- h. providing overall support to all PIU efforts to ensure that EEPBP attains its development objectives, in close coordination with GDCA and World Bank staff.

The key detailed activities to be carried out by the OHS Specialist (the Consultant) are:

- a. Provide OHS management services to the GDCA PIU during the course of project management and ensure that the requirements of the World Bank (WB) as specified in Environmental, Health and Safety (EHS) General Guidelines are satisfied in accordance with the World Bank's Safeguards Policies.
- b. Provide OHS management services to the GDCA PIU during the course of project management and ensure that the requirements of the TÜRKİYE's Occupational Health and Safety (OHS) legislation as specified in national law on OHS of the Ministry of Labor and Social Security are satisfied.
- c. Provide assistance to PIU, to set the requirements to be met by the EEPBP with respect to the identification, evaluation and mitigation of OHS risks and impacts associated with projects through the project life cycle.
- d. Support the GDCA PIU in the preparation/revision (depending on the case) of all sorts of documents (including bidding documents) related to OHS management services.
- e. Provide assistance to GDCA PIU during the evaluation of bids/proposals to ensure that contractors' and/or suppliers' and/or consultant' bids/proposals are submitted in accordance with the requirements of OHS management services and shall prepare or assist in the preparation of the evaluation report/s accordingly.
- f. Coordinate between "other relating departments of GDCA" during preparing all sorts of documents for ensuring the requirements of OHS management services.
- g. Monitor contract performance and fulfilment of contractual, administrative and legal requirements

in line with the requirements of OHS management services.

- h. Monitoring and auditing OHS issues at the sites through data collected from the site visits.
- i. Ensure that the files and documents related to OHS management services are recorded and organized rigorously. The Consultant will keep the recording of all OHS management-related documents in hard and soft copies and in an orderly manner to meet the requirements of the WB and be ready for the annual post reviews and audits by Treasury Controllers.
- j. Support the GDCA with providing justifications and explanations as requested during the regular post reviews/audits of the project.
- k. Undertake training of the personnel of GDCA (if required) for the OHS management activities under the Project.
- l. Provide E&S consultants with guidance on the World Bank's Safeguards Policies requirements and OHS standards and procedures.
- m. Provide E&S consultant's guidance on preparation of OHS related documents in accordance with World Bank's requirements.
- n. Provide support in reviewing ESA documentation related to OHS management services and assist in written comments to E&S consultants.
- o. Ensure compliance of the OHS mitigation measures by the contractors, including proper operation and maintenance of their equipment through regular field visits to the project sites.
- p. Ensure construction supervision companies/contractors immediately (not later than 48 hours) inform GDCA for any incident or accident related to the sub-project which has, or is likely to have, a significant adverse effect on the workers (OHS accidents) and inform the World Bank accordingly. In such cases, ensure construction supervision companies/contractors; (i) provide sufficient details regarding the incident or accident, findings of the Root Cause Analysis, indicating immediate measures taken or that are planned to be taken to address it, compensation paid, and any information provided by any contractor and supervising entity/consultant, as appropriate; and (ii) submit the incident report, including root cause analysis, precautions and compensation measures taken, to GDCA within 30 business days. Provide submission of the incident report to the World Bank immediately.
- q. Maintain a project and sub-project specific database for OHS management and monitoring.
- r. Compile monthly, quarterly and annual reports to update ongoing OHS processes and address current issues; ensure that any issues raised during the field visits are adequately captured and monitored through this system.
- s. Provide recommendations to the PIU for implementation of OHS mitigation measures/corrective actions and suggest plans of action for project OHS performance improvements.
- t. Contribute to, and join as necessary, regular meetings with World Bank staff, including regular World Bank Implementation Support Missions and other implementation support efforts.
- u. Provide any other necessary support related to OHS issues of the project.
- v. Perform other duties emerging in the frame of this Terms of Reference.

Reporting Line

The Occupational Health and Safety Specialist shall participate in the preparation and update of all progress reports and comment on any activity reports due to WB. S/he 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 Services

The services will be required on a full-time basis. The Occupational Health and Safety Specialist is expected to commence work from **February 2023**, with two months' probation period and a renewable 1-year contract, if performance is satisfactory, through the duration of the project.

The position will be based in Ankara, and the consultant will be expected to travel to civil works sites and other relevant sites under the project throughout project implementation.

Qualification Requirements

- At least bachelor's degree in Engineering, Architecture and other technical departments,
- A-degree or B-Degree Occupational Safety Expert certificate received from the Directorate General of Occupational Health and Safety,
- Minimum ten years general work experience,
- At least three years of work experience as occupational health and safety specialist in construction projects,
- At least two years of work experience in OHS assessment and management in projects financed by international finance institutions or other international donors, preferably the World Bank,
- Good knowledge of TÜRKİYE's Occupational Health and Safety (OHS) legislation,
- A good understanding of the World Bank Group safeguards policies and procedures, the World Bank Group General Environmental, Health, and Safety Guidelines or any other relevant internationally acceptable OHS standards such as ANSI A10, US OSHA, UK HSE Construction Code of Practice, AU/NZL OHS Standards, Common GIIP for construction
- Experience in FIDIC conditions of contract, red book, would be a plus,
- Experience in green / basic infrastructure projects, would be a plus,
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project,
- Good command of written and spoken skills in English and Turkish, especially writing and reading skills,
- 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 position will be the Occupational Health and Safety Specialist of the GDCA PIU in Ankara. The contract will be signed between the GDCA 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

web-site: web-site: <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:

-
-
-
-

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