

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

TÜRKİYE SECOND ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT

Energy Efficiency in Public Buildings 2 Project (EEPBP 2)

(P500777)

TERMS OF REFERENCE FOR THE PROJECT ASSISTANT

(Ref: EEPB2/WB/MoEU/PIU-IND-PA-01)

1. BACKGROUND

The Ministry of Environment and Urbanization has received financing from the World Bank toward the cost of the Türkiye Second Energy Efficiency in Public Buildings Project (EEPBP2) and intends to apply part of the proceeds for consulting services. The overall objective of the Project is to enhance energy efficiency in existing central government buildings and strengthen the energy efficiency requirements for new and renovated public buildings.

The project investments will focus primarily on the renovation of central public buildings with high energy consumption. 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.

Through the Second Energy Efficiency in Public Buildings (EEPBP2) Project, 400 public buildings will be renovated energy efficiently resulting energy savings. The Project supports the Government of Türkiye's energy efficiency (EE) policy in the public sector by focusing on energy efficiency and distributed renewable energy (RE) measures in public buildings that are seismically safe, and to deliver on its commitments in line with the Paris Agreement will continue to support Türkiye in achieving its climate neutrality and sustainable development objectives. The Project will contribute to reducing energy consumption by supporting and scaling-up investments in EE in public buildings. This will help demonstrate leadership in the public sector to save energy and use sustainable energy solutions to deliver on the country's climate mitigation commitments and to enhance energy security.

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 Türkiye Second Energy Efficiency in Public Buildings Project, a **Project Assistant (EPPB2/WB/MoEU/PIU-IND-PA-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 TOR is to employ a Project Assistant who will work in consultation with and under the guidance and supervision of the PIU during the EEPB Project. The Project Assistant should assist the PIU Coordinator as specified in "Section 3. Scope of the Services" for the efficient and timely organization of the activities referred below:

3. SCOPE OF THE SERVICES

Supporting Project Implementation Unit

- a) Provide implementation support to Project Coordinator and PIU. This includes carrying out organizational and logistical tasks, handling the necessary administration, preparing vouchers and preparation, distribution and follow-up with the necessary documentation; handling and coordination of materials, print-outs, consultants, visits, missions etc.;
- b) Prepare information notes, content for project brochures, posters, etc.;
- c) Provide assistance to the project team, in particular the procurement expert and the financial management and disbursement expert during procurement, contracting, financial and human resources process as required and when necessary;
- d) Track and follow the signature and approval processes of various documents and official letters;
- e) Facilitate communication and letters engagement among the project partners as requested by the MoEU; and, will rigorously keep electronic and where necessary, hard-copy records of project documentation.
- a) Provide assistance to the project team to ensure social and environmental grievances are managed effectively, ensure grievances are also reflected/registered in Project's Grievance Mechanism, and help reporting on grievances in project progress reports regularly;
- b) Provide assistance on the communication and citizen engagement activities planned for the engagement of user and employees of the public buildings refurbished under the Project.

Project Visibility and Outreach

- f) The Project Assistant shall prepare EEPB Project bulletins at least two or three months to be circulated to the local and international stakeholders, and, manage social media news and facilitate the update of the web site for the project.

Logistics and Organization

- g) The Project Assistant shall set up meetings as requested; and, shall organize travel and other logistics arrangements for national and international events.
- h) Assist organization of events such as trainings, meetings, conferences, workshops; draft and send invitations and confirm participation of attendees; prepare necessary folders for distribution.
- i) Prepare minutes of the meetings both in Turkish and English.
- j) Support day-to-day communication with various stakeholders and coordinate with service providers such as event management companies and translators.
- k) Receive and direct phone calls, send faxes, scan or make copies of documents, draft reports, letters and any other kind of documents as requested, and keep regular correspondence and other files in both electronic and hard copy; and ensures to keep the archives up-to-date.

Translation

- l) The project assistant shall supervise and examine the accuracy of the translations to be made within the scope of the project, will send the necessary revisions and recommendations to the translators and consultants.
- m) Assist the Ministry in providing written and oral translation where necessary.

4. REPORTS

The Project Assistant will work under the overall guidance and supervision of the MoEUCC PIU. S/he will report to the MoEUCC PIU on all technical, financial and administrative issues regarding the project. S/he will be responsible of producing all necessary deliverables required by the PIU. All materials prepared by the assistant are to be approved by the PIU, and, as relevant, the World Bank.

5. DURATION OF THE SERVICES

The services will be required on a full-time basis. The Consultant is expected to commence work from October 2025, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

6. QUALIFICATION REQUIREMENTS

- The consultant should be a graduate of Faculty of Economics, Administrative Sciences and Social Sciences, Engineering, Architecture or another relevant discipline.
- The consultant should have at least three years of working experience on registration and dissemination procedures of official letters, supervision of official correspondence and daily office work, preparing of minutes of meetings, and other services mentioned in the scope of services.
- Excellent command of written and oral English and Turkish.
- Excellent computer skills (experience in the use of Windows, MS office etc.),

- Familiarity with and/or experience in the World Bank financed projects and EU-funded projects, the international projects financed by the international investment and development institutions and/or multinational firms, UN or embassies is an asset.
- Familiarity with and/or experience in construction, energy, energy efficiency, or other regulatory/policy issues is an asset.
- Having no restriction for travel.
- Excellent coordination, organization, communication strong client orientation and team work skills,

7. METHODOLOGY

The consultant will be hired on the basis of the World Bank's *Procurement Regulations for IPF Borrowers* dated September 2023 (*Procurement Regulations*). The contracted consultant will function as Project Assistant 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. 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 September 15, 2025; 5:00 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
Attn: Esra Turan Tombak
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Çankaya / Ankara Tel: 0 312 586 49 06
E-mail: ihale.dky@csb.gov.tr
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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

Experience in :

-
-
-
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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