

**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**  
**RECRUITMENT OF OCCUPATIONAL HEALTH and SAFETY SPECIALIST**  
**(Ref: EEPB2/WB/MOEU/PIU-IND-OHSE-03)**

**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, an **Occupational Health and Safety (OHS) Specialist (Ref: EEPB2/WB/MOEU/PIU-IND-OHSE-03)** 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 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 EEPB2 Project.

## 3. Scope of the Services

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

- 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;
- ensuring that relevant capacity, implementation and monitoring, reporting requirements are incorporated into the agreements with the EEPBP and eventually the civil works contracts;
- monitoring of the occupational health and safety (OHS) performance of all civil works contractors (including sub-contractors) and consultants under the sub-projects;
- recording and documenting all aspects of project OHS performance;
- contributing to strong project-related OHS outcomes through regular site visits to sub-project sites and providing timely feedback on critical issues or noncompliance;
- 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 Environmental and Social Framework;
- overseeing the implementation of ESMF site specific Environmental and Social Management Plans (ESMPs) documents and any other requirements; and
- 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:

- 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 Environmental and Social Framework.
- 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.
- 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.
- 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.
- 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.
- Monitor contract performance and fulfilment of contractual, administrative and legal requirements in line with the requirements of OHS management services.
- Monitoring and auditing OHS issues at the sites through data collected from the site visits.
- 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.
- Support the GDCA with providing justifications and explanations as requested during the regular post reviews/audits of the project.
- Undertake training of the personnel of GDCA (if required) for the OHS management activities under the Project.

- Provide E&S consultants with guidance on the World Bank's Environmental and Social Framework requirements and OHS standards and procedures.
- Provide E&S consultant's guidance on preparation of OHS related documents in accordance with World Bank's requirements.
- Provide support in reviewing ESA documentation related to OHS management services and assist in written comments to E&S consultants.
- 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.
- 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.
- Maintain a project and sub-project specific database for OHS management and monitoring.
- 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.
- Provide recommendations to the PIU for implementation of OHS mitigation measures/corrective actions and suggest plans of action for project OHS performance improvements.
- Contribute to, and join as necessary, regular meetings with World Bank staff, including regular World Bank Implementation Support Missions and other implementation support efforts.
- Provide any other necessary support related to OHS issues of the project.
- Perform other duties emerging in the frame of this Terms of Reference.

#### **4. Duration and Location 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.

#### **5. 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,
- Good understanding of the World Bank Group Environmental and Social Framework 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.

## 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 on the basis of the World Bank's Procurement Regulations for IPF Borrowers dated September 2023 (Procurement Regulations). The contracted consultant will function as **Occupational Health and Safety (OHS) Specialist** 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 September 15, 2025; 5:00 p.m. 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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## **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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**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