**REPUBLIC OF TURKEY**

**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 ARCHITECT

**(Ref: EEPB2/WB/MOEU/PIU-IND-AR-01R & Ref: EEPB2/WB/MOEU/PIU-IND-AR-02)**

## 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 (EEPB2) 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, **two (2) Architects (Ref: EEPB2/WB/MOEU/PIU-IND-AR-01R / 02)** 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 consultants' services under this Terms of Reference (ToR) is to employ 2 (two) experienced individual consultants as Architect who will work in the Project Implementation Unit (PIU) to assist in the project implementation activities and provide services for the monitoring of the activities planned under the 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 Consultants are expected to commence work from **September 2026**, 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 5 years' general experience on construction sector,
- At least 3 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 Supervision 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" dated September 2023 ("Procurement Regulations"). The contracted position will be the Procurement Expert 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 July 27, 2026; 5:00 p.m. local time.**

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: 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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**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