

**REPUBLIC OF TURKEY
MINISTRY OF ENVIRONMENT AND URBANIZATION**

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR PROJECT
ASSISTANT**

(Ref: PA)

1 BACKGROUND

The Government of Turkey has been awarded a grant from the World Bank Partnership for Market Readiness (PMR) trust fund to finance the implementation phase of the Partnership for Market Readiness Project (PMR Project) and intends to apply part of the proceeds to payments for consulting services contract which will be implemented by the Ministry of Environment and Urbanization (MoEU) through the Climate Change Department (CCD).

The Market Readiness Proposal of Turkey (MRP) consists of the following Parts¹:

Part 1: Assisting Turkey in piloting, on a voluntary basis, the use of the Monitoring, Reporting and Verification (MRV) procedures within the electricity sector, and with other willing companies and stakeholders.

Part 2: Conducting analytical studies to inform decision making on the use of market based instrument(s) (MBI), including, inter alia, (i) a Roadmap for the Consideration of Establishment and operation of a Greenhouse Gas Emissions Trading System in Turkey; (ii) Assessment of Market Based Emission Reduction Policy Options for Turkey; (iii) study on Modelling Fiscal, Economic and Sectoral Impacts of Carbon Pricing in Turkey; (iv) Assessment of Carbon Leakage Risk for Turkey under Carbon Pricing Policies and (iv) a synthesis report of the above mentioned studies for consideration by the Climate Change and Air Management Coordination Board (CCAMCB) and policy makers.

Part 3: Stakeholder training, consultation/engagement and public awareness activities, including, inter alia, (i) conferences and workshops supporting the activities under Parts 1 and 2; (ii) consultation meetings with stakeholders; and (iii) public awareness activities (media, high level public/private meetings, etc.).

Part 4: Setting up project management to coordinate PMR activities.

The Closing Date of Grant Agreement for the current phase of PMR Turkey is June 30, 2018. The decision-making body of the PMR composed of donor and implementing countries approved the allocation of additional funding for the continuation of the activities based on the current phase in the Partnership Assembly meeting made in

¹ For further information on MRP, please refer to: http://www.thepmr.org/system/files/documents/TUR-FINAL-MRP_2013-05-03%20Final.pdf

October 2017. With this decision, PMR Turkey activities will continue with the 2nd implementation phase until June 2020.

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 Ministry and the Project Technical Coordinator during the PMR Project. The Project Assistant should assist the Project Technical Coordinator and other team members in carrying out his/her functions as specified in "Section 3. Scope of the Services" for the efficient and timely organization of the activities referred above.

3 SCOPE OF THE SERVICES

Supporting Project Implementation Unit

- 3.1** The project assistant shall provide support to Project Technical Coordinator in areas of organization, logistics, administration, vouchers and report preparation, handling consultants, visits, missions;
- 3.2** The project assistant shall prepare information notes, content for project brochures, poster, etc.
- 3.3** The project assistant shall 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 processes as required and when necessary;
- 3.4** The project assistant will track and follow the signature and approval processes of various documents and official letters.
- 3.5** The project assistant shall facilitate communication and letters engagement among the project partners as requested by the MoEU and the Project Technical Coordinator.

Project Visibility and Outreach

- 3.6** The project assistant shall prepare PMR bulletins at least every two months to be circulated to the local and international stakeholders, and, manage social media news, where necessary;
- 3.7** The project assistant shall carry out and coordinate the necessary updates and adjustments to the site of the Ministry for the project;

Logistics and Organization

- 3.8** The project assistant shall set up relevant meetings as requested; and, shall organize travel and other logistics arrangements for national and international events;
- 3.9** The project assistant shall assist organization of events such as trainings, meetings, conferences, workshops; draft and send invitations and confirm participation of attendees; prepare necessary folders for distribution and keep minutes of the meetings both in Turkish and English;

- 3.10 The Project assistant shall support day-to-day communication with various stakeholders including the ministries, consultants and private sector representatives, and, coordinate with service providers such as event management companies and translators;
- 3.11 The project assistant shall receive phone calls, send faxes, scan or make photocopies 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;
- 3.12 The Project Assistant shall keep a list of office supplies and provide support to the project team in obtaining the necessary materials;

Translation

- 3.13 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.
- 3.14 The project assistant shall assist the Ministry in providing written and oral translation where necessary.

The project assistant shall accept ad-hoc tasks assigned by the MoEU and the Project Technical Coordinator.

4 REPORTS

The Project Assistant will work under the overall guidance and supervision of the Project Technical Coordinator and MoEU. S/he will report to the Project Technical Coordinator and MoEU on all technical, financial and administrative issues regarding the project. S/he will be responsible of producing all necessary deliverables required by the Project Technical Coordinator. All reports, material prepared, TORs, contracts and project related communications are to be approved by Project Technical Coordinator, the MoEU and, as relevant, the World Bank.

5 PLACE OF WORK

The work shall be carried out in Ankara, at the Ministry of Environment and Urbanization facilities.

6 DURATION OF THE SERVICES

The Project Assistant shall be hired by January 2018 for a period of 6 months until June 2018 with a two months probation period. The services should be provided on a full time basis.

If the performance is satisfactory and PMR Turkey activities is continued under the 2nd implementation phase until June 2020, the contract period with a renewable annual contracts might be extended for duration of the Loan Agreement signed between the GOT and the World Bank

7 QUALIFICATION REQUIREMENTS

- The consultant should be a graduate of Faculty of Economics, Administrative Sciences and Social Sciences, Engineering or another relevant discipline.
- The consultant should have at least 2 years of working experience on registration and dissemination procedures of official letters, supervision of official correspondence and daily office work.
- 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 the climate change, carbon markets or other regulatory/policy issues is an asset.
- Having no restriction for travel.

8 METHODOLOGY

The consultant will be hired on the basis of the World Bank's Guidelines for Selection and Employment of Consultants (January 2011). The contracted consultant will take a position of the Project Assistant of MoEU PIU under PMR. The contract will be signed between the General Directorate of Environmental Management of MoEU or his designee and the consultant. The recruitment of contract shall be a subject to "No objection" of the World Bank.

9) APPLICATION

The CVs should provide information required in the position. CVs in Turkish and/or English together with an application letter should be emailed or submitted no later than January 23rd 2018 to:

Çevre Yönetimi Genel Müdürlüğü
(General Directorate of Environmental Management)
İklim Değişikliği Daire Başkanlığı
(Department of Climate Change Department)
Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı)
9. km. No: 278 Kat: 5 Çankaya / Ankara
E-mail: tuba.seyyah@csb.gov.tr