

**REPUBLIC OF TÜRKİYE  
MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE  
DIRECTORATE OF CLIMATE CHANGE**

**TÜRKİYE PMI CARBON MARKET DEVELOPMENT PROJECT  
(Grant No. TF0C1425)**

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR  
PROCUREMENT SPECIALIST**

**(Ref: TR/PMI/DOCC/CS/INDV/14/REBID2)**

## **1. BACKGROUND**

The Republic of Türkiye has been awarded a grant from the World Bank Partnership for Market Implementation (PMI) trust fund to finance the Türkiye PMI Carbon Market Development Project (PMI Project) which will be implemented by the Directorate of Climate Change (DoCC) as an affiliated body to the Ministry of Environment, Urbanization and Climate Change (MoEUCC).

The core objective of the PMI Project is to support the Republic of Türkiye in the development and implementation of carbon pricing mechanisms and to enhance expertise and capacity for implementation. The following outcomes are planned to be obtained to ensure the objective is met: (i) a national Emissions Trading System (ETS) designed with a pilot ETS starting phase (ii) expanding carbon pricing instruments assessed (iii) domestic GHG Crediting Instrument designed.

The PMI Project will also include extensive stakeholder training, consultation/engagement and public awareness activities, including, inter alia, (i) conferences and workshops supporting the activities; (ii) consultation meetings with stakeholders; and (iii) public awareness activities (media, high-level public/private meetings, etc.) in line with stakeholder engagement plan of the project.

Within the framework of the PMI Project, a Procurement Specialist (PS) will be employed at the DoCC.

The Project duration is approximately 5 years.

## **2. OBJECTIVES**

The main objective of the consultant's services under this Terms of Reference (ToR) is to employ a PS as an individual consultant who will work full-time in the Project

Implementation Unit (PIU) to assist in the project implementation activities and provide services as described in Section-3 Scope of the Services.

### **3. SCOPE OF THE SERVICES**

The scope of services mainly determined for PS is listed below:

- 3.1.** The PS shall prepare and/or update the procurement plan of the PMI project in accordance with World Bank Procurement Regulations, November 2020.
- 3.2.** The PS shall provide assistance to the DoCC and PIU to ensure that procurement of all goods, consulting services and non-consulting services are undertaken in accordance with the approved procurement plan.
- 3.3.** The PS shall assist preparation of the Project Procurement Strategy for Development (PPSD) and its updates, including necessary market sounding, and ensure that the contract packaging is effective for project implementation.
- 3.4.** The PS shall monitor all PMI Project procurement actions in the World Bank's Systematic Electronic Planning and Tracking tool (STEP) and upload, revise and correct necessary documents in the system.
- 3.5.** The PS shall prepare all sorts of bidding documents for goods, consulting services, and non-consulting service activities in accordance with the World Bank legal agreements, Procurement Regulations and review the completeness of the document.
- 3.6.** The PS shall carry out necessary market surveys and cost estimation studies regarding tenders in coordination with PIU.
- 3.7.** The PS shall prepare (and revise accordingly) all parts of the tender and procurement documents, including, sections such as technical specifications, and BoQs of the bidding documents in line with World Bank and/or national procurement legislation.
- 3.8.** The PS shall assist to the PIU in the evaluation of the bids and proposals to ensure they are submitted in accordance with the tender requirement and World Bank Procurement Regulations. The PS shall assist the PIU during the evaluation of bids/proposals and the preparation of the tender/bid evaluation report accordingly.
- 3.9.** The PS shall assist the DoCC and PIU in the finalization of contract negotiations and prepare the "Memorandum of Understanding" which is part of the contract. S/he will support the preparation of addenda in the contracts.
- 3.10.** The PS shall support DoCC and PIU in the management of the signed contracts. In this regard, the PS (i) will establish and monitor key performance indicators with necessary reporting obligations (ii) will support the DoCC and PIU in the interpretation of the contract clauses; (iii) support the DoCC and PIU in case of dispute matters arise between PIU and contract parties; and (iv) control the delivery of goods and services, sufficiently, and, upon completion of the services and/or delivery of goods, s/he shall prepare a "control report/ Inspection and

Acceptance Report” to coordinate with the Financial Management Expert towards initiating the payment process,

- 3.11. The PS shall prepare all internal documents in relation to the procurement process and finalize the procedures.
- 3.12. The PS shall ensure the files and documents related to procurement are recorded and organized rigorously. The PS will keep the recording of all procurement-related documents in hard and soft copies and in an orderly manner to meet the requirements of the national bodies and the World Bank to be ready for the annual audits. S/he shall support the DoCC by providing justifications and explanations as requested during the audit.
- 3.13. The PS shall provide the training of DoCC staff for the implementation of procurement activities under the Project.
- 3.14. The PS shall conduct other activities entrusted by the DoCC and PIU.

#### **4. REPORTS**

The PS shall contribute to the preparation and update of all progress reports and comment on any activity reports to be submitted to the Bank. 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. S/he will also prepare monthly progress reports accompanying to the timesheets.

#### **5. DURATION OF THE SERVICES**

The PS is expected to commence work from May 2024 and the position will be based in Ankara. The services should be provided on a full-time basis.

**The contract with the successful applicant will be made for a period of one year initially, with the first three months of the probationary period. If the applicant's performance is evaluated as insufficient within the first three months, the contract will be terminated. If the candidate's performance is deemed satisfactory, the contract will be renewed at the end of the term to cover the second year. The same renewal procedure will apply for the subsequent years.**

The PS is intended to be employed on a full-time basis for the first two years. Part-time work may be envisaged for the following years. In the event of part-time working, the monthly salary will be adjusted accordingly.

#### **6. QUALIFICATION REQUIREMENTS**

The PS shall have:

- At least a bachelor's degree in **Engineering, Economy, Finance, Business Administration**, or a bachelor's degree from any other discipline with at least 3 years of practical experience in World Bank procurement implementation,
- An advanced university degree would be an asset,
- At least 5 years of general working experience,
- Experience in procurement for international institution or government agency (Experience related to World Bank would be an asset)
- Excellent communication, coordination, organizational, computer, and project management skills (MS Office etc.),
- Fluency in written and oral English and Turkish,
- No restrictions for travel and military obligations,
- Knowledge of the Public Procurement System of Türkiye is an asset,
- Knowledge of using the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) would be an asset;

## 7. METHODOLOGY

The PS will be hired following the guidance of the World Bank's "Procurement Regulations for IPF Borrowers – November 2020 (Procurement Regulations)". The contracted position will be the **Procurement Specialist** of DoCC PIU. The contract will be signed between the DoCC or his designee and the PS.

## 8. APPLICATION

The application should include reference no. (TR/PMI/DOCC/CS/INDV/14/REBID2) of work position and CVs in English and Turkish format on the website of DoCC ([www.iklim.gov.tr](http://www.iklim.gov.tr)) and be transmitted as pdf through the e-mail address mentioned below no later than 19<sup>th</sup> April 2024, Friday, 18:00 Ankara time.

Attn: E. Kaan MORALI

Daire Başkanı/Head of Department

İklim Değişikliği Başkanlığı / Directorate of Climate Change

Karbon Fiyatlandırma Dairesi Başkanlığı / Department of Carbon Pricing

**E-mail:** [pmi@iklim.gov.tr](mailto:pmi@iklim.gov.tr)

A confirmation e-mail will be sent to the applicants upon duly receipt of the application. During and/or after the evaluation process, the candidates may be requested to provide proof documents whether they meet the qualifications in Section 6 – Qualification Requirements.