

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
PROJECT ASSISTANT

(Ref: PMI-CS-16)

1. BACKGROUND

Republic of Türkiye has been awarded a grant from the World Bank Partnership for Market Implementation (PMI) trust fund to finance 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 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) 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 Project Assistant (PA) will be employed at the Directorate of Climate Change (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 PA as an individual consultant who will work full-time in the Project Implementation Unit to assist in the project implementation activities and provide services as described in Section-3 Scope of the Services.

3. SCOPE OF THE SERVICES

3.1 The PA shall provide support to DoCC/PIU and Project Coordinator in PMI project-related works. This will include 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, PAs, visits, missions. The PA shall work closely with the PIU and DoCC.

- 3.2** The PA shall prepare information notes, and content for project brochures, posters, etc.
- 3.3** The PA shall assist the project team, in particular the procurement specialist and the financial management specialist during procurement, contracting, financial and human resources processes as required and when necessary.
- 3.4** The PA shall track and follow the signature and approval processes of various documents and official letters.
- 3.5** The PA shall facilitate communication and letters engagement among the project partners as requested by the DoCC and the Project Coordinator; and, will rigorously keep electronic and hard-copy records of all project documentation.
- 3.6** The PA shall prepare PMI bulletins both in Turkish and English at least every three or six months to be circulated to the local and international stakeholders, and, manage social media news, where necessary.
- 3.7** The PA shall carry out and coordinate the necessary updates and adjustments to the web site of the DoCC for the project.
- 3.8** The PA shall set up relevant meetings as requested; and shall organize travel and other logistics arrangements for national and international events.
- 3.9** The PA 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 PA shall support day-to-day communication with various stakeholders including public, private sector and NGO representatives, and coordinate with service providers such as event management companies and translators.
- 3.11** The PA shall use communication channels such as telephone, fax, e-mail; shall scan/copy documents, reports, letters and other requested documents and keep both regular correspondence/files and archives up-to-date.
- 3.12** The PA shall keep a list of office supplies and provide support to the project team in obtaining the necessary materials.
- 3.13** The PA shall support the DoCC for meetings related carbon pricing.
- 3.14** The PA 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 PAs.
- 3.15** The PA shall assist the DoCC in providing written and oral translation where necessary.
- 3.16** The PA shall carry out ad-hoc tasks assigned by the DoCC and PIU.

4. REPORTS

The PA shall participate in 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 PA is expected to commence work from October 2023 for a period of one year until October 2024. The position will be based in Ankara. The services will 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.

6. QUALIFICATION REQUIREMENTS

The PA shall have:

- A bachelor's degree in economics, social/administrative sciences, engineering, environmental sciences or another relevant discipline
- At least three years of professional experience,
- Working experience in registration and dissemination procedures of official letters, supervision of official correspondence and daily office work.
- Excellent communication, coordination, organizational, computer and project management skills (MS Office etc.)
- No restrictions for travel and military obligation
- 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 climate change, carbon markets or environment related areas is an asset.
- Previous project experience with government agencies is an asset.

7. METHODOLOGY

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

8. APPLICATION

The application should include reference no. (TR-PMI-CS-16) of work position and CVs in English and Turkish format on the website of DoCC (www.iklim.gov.tr) and be transmitted as pdf through e-mail address mentioned below no later than September 15, 2023,18:00 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

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