

**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 COORDINATOR/CARBON PRICING SPECIALIST**

**(Ref: TR-PMI-CS-12)**

## **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 Coordinator/Carbon Pricing Specialist (PC/CPS) will be employed at the DoCC.

The Project duration is approximately 5 years.

## **2. OBJECTIVES**

The main objective of the consultant services under this Terms of Reference (ToR) is to employ a PC/CPS as an individual PC/CPS who will work full-time in the Project Implementation Unit (PIU) to plan, coordinate and deliver project implementation activities, as well as fulfil all project reporting requirements to the DoCC and World Bank.

The PC/CPS will report to the Director of DoCC and Head of PIU. The PC/CPS will be responsible for managing all activities under the Project.

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

The scope of services mainly determined for PC/CPS is listed below:

- 3.1** The PC/CPS shall assume coordination of the Project in consistency with the World Bank's and the DoCC's requirements.
- 3.2** The PC/CPS must ensure effective and timely implementation of the Project activities. The PC/CPS should prepare a detailed work plan for the project in consultation with the DoCC.
- 3.3** The PC/CPS shall act as a liaison between the DoCC and the World Bank and facilitate communication.
- 3.4** The PC/CPS shall handle day-to-day management, coordination and supervision of the PMI activities.
- 3.5** The PC/CPS shall prepare, compile or coordinate any necessary or requested technical documentation, such as Terms of References or financial accounts.
- 3.6** The PC/CPS shall report on the progress of the PMI activities monthly to ensure regular monitoring of the status of project activities. The PC/CPS shall also prepare or coordinate the preparation of any technical, financial and administrative reports required by the DoCC and the World Bank.
- 3.7** The PC/CPS shall supervise the PIU team recruited in the scope of PMI Project and control their daily activities.
- 3.8** The PC/CPS shall assist preparation of tender and contract documents including terms of reference, cost estimations and expression of interest.
- 3.9** The PC/CPS shall participate in the evaluation process of tenders and prepare tender evaluation reports accordingly.
- 3.10** The PC/CPS is responsible for the management of timely completion of each task under the PMI project and makes necessary mail/e-mail/phone communications between the Contractors under the supervision of the DoCC and the World Bank. The PC/CPS shall timely inform the DoCC when s/he foresees any risk in the implementation stage of any contract under the PMI Project.
- 3.11** In case of a request by the DoCC, the PC/CPS shall attend local and abroad meetings, events, workshops and report to the DoCC.
- 3.12** The PC/CPS shall an effective communication channel with all the stakeholders.
- 3.13** The PC/CPS shall arrange for short-term staff training, as needed, for PIU and/or the DoCC staff in areas as may be considered appropriate.
- 3.14** The PC/CPS shall assist the DoCC and PIU in the implementation of PMI project contracts.
- 3.15** The PC/CPS shall regularly follow up on local and global carbon pricing policies and developments in this field and report to the DoCC and PIU accordingly.
- 3.16** The PC/CPS shall assist and provide guidance to the DoCC and PIU for all relevant issues in the context of carbon pricing.

**3.17** The PC/CPS shall assist the DoCC and PIU with legislation procedures for carbon pricing.

**3.18** The PC/CPS shall perform other relevant tasks given by the DoCC.

#### **4. REPORTS**

The PC/CPS 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 PC/CPS 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 PC/CPS shall have:

- A Bachelor degree in relevant discipline, including economics, environmental sciences, engineering, business administration, social/administrative sciences etc. Advanced university degree would be an asset.
- Minimum 7 years of general working experience,
- Minimum 5 years of professional experience related to climate change,
- A preference at least of 2 years experience on carbon pricing instruments,
- Fluency in written and oral English and Turkish,
- Excellent communication, coordination, organizational, computer and project management skills (MS Office etc.),
- No restrictions for travel and military obligation.
- Previous experience working with Government agencies as well as private sector would be an asset.
- Experience in managing contracts and/or procurement under the World Bank implementation rules would be an asset.

## 7. METHODOLOGY

The PC/CPS 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 **Project Coordinator/Carbon Pricing Specialist** of DoCC PIU. The contract will be signed between the DoCC or his designee and the PC/CPS.

## 8. APPLICATION

The application should include reference no. (TR-PMI-CS-12) 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 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](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 evaluation process, the candidates may be requested to provide proof documents whether they meet the qualifications in the Section 6 – Qualification Requirements.