

**THE REPUBLIC OF TURKIYE**  
**SMALL AND MEDIUM ENTERPRISES DEVELOPMENT**  
**ORGANIZATION OF TURKIYE**  
**(KOSGEB)**  
**Türkiye Green Industry Project**  
**(PROJECT NO: P179255)**  
**TERMS OF REFERENCE MONITORING AND EVALUATION**  
**SPECIALIST**

<b>Project Component:</b>	<i>Support Industrial SMEs to improve their energy and resource performance and reduce their carbon emissions</i>
<b>Project Subcomponents:</b>	<i>Subcomponent 1.1: Solar energy investments by Industrial SMEs</i>  <i>Subcomponent 1.2: Mobilizing industry for a clean and circular economy</i>
<b>Procurement Plan No:</b>	<i>CS-INDV-12</i>
<b>Time of Consultancy:</b>	48 Months (The contract will be renewed annually)
<b>Type of Consultancy:</b>	Individual Consultancy
<b>Procurement Method:</b>	INDV
<b>Prior Review</b>	No
<b>Country / City</b>	Türkiye / Ankara

## **BACKGROUND**

“Türkiye Green Industry Project” is a project managed and financed by the World Bank, implemented with three separate components by the Ministry of Industry and Technology (MoIT), the Small and Medium Enterprises Development Organization of Türkiye (KOSGEB) and the Scientific and Technical Research Council of Türkiye (TÜBİTAK)..

The main purpose of the project is to support an efficient green transformation for industrial companies in Türkiye.

The Türkiye Green Industry Project is a critical initiative to support the Turkish government's efforts to transition to a green economy. The project will provide financial assistance to help small and medium-sized enterprises (SMEs) adopt green technologies and practices. This will help SMEs reduce their environmental impact and improve their competitiveness in the global market.

Green transformation of Turkish economy and industry; In addition to establishing inclusive and sustainable growth, the steps to be taken in this field to protect and strengthen our country's competitiveness in exports to third countries, especially the EU, are also important in terms of

improving our country's integration into global value chains and increasing its share from international investments.

The project aims to improve the capacities of industrial enterprises for environmental sustainability, competitiveness, investment opportunities, digitalization and assurance in resource supply, and to contribute to meeting their priority needs and environmental awareness and more efficient consumption of resources.

Component 1: Support industrial SMEs improve their energy and resource performance and reduce their carbon emissions, which will be managed by KOSGEB and aims to provide reimbursable financing for investments in solar energy, resource efficiency, and circular economy.

Component 2: A Contingent Emergency Response Component to be managed by KOSGEB in the event of an eligible crisis or emergency, in line with World Bank Policy: Investment Project Financing

Component 3: Support the Green Innovation of Industrial Enterprises , which will be managed by TÜBİTAK and aims to provide matching grants and reimbursable financing for green firm-level and platform-level innovation (product and process).

Component 4: Project management and institutional development, which will be managed by DGI of MoIT and aims to coordinate project activities, define an eligible green technology taxonomy, provide technical assistance to MoIT and partners, qualify and certify green transformation experts, establish a green knowledge management system for industries, and provide awareness to firms about the project's activities and results.

The Small and Medium Enterprises Development Organization of Türkiye (KOSGEB) provided a loan from the World Bank to finance the expenses within the scope of the Türkiye Green Industry Project. Part of this loan will be used for the payments of this contract.

The subcomponent to be carried out by KOSGEB consists of the following sections:

<p><b>Component 1 ) Support Industrial SMEs to improve their energy and resource performance and reduce their carbon emissions</b></p> <p>The aim of this component is to tap into the potential of industrial SMEs for energy efficiency and renewable energy. More specifically, this component will support industrial SMEs in investing in solar energy for their own consumption, developing and implementing green transition plans to reduce carbon emissions and improve their resource efficiency, with a focus on energy, water, and waste management efficiency.</p>
<p><b>Subcomponent 1.1: Solar Energy Investments by Industrial SMEs</b></p> <p>The aim of this subcomponent is to decarbonize energy systems in industrial activities, raise awareness among industrial SMEs about the use of environmentally friendly and climate-resilient technologies, and improve the competitiveness of SMEs by reducing their energy costs.</p>
<p><b>Subcomponent 1.2: Mobilizing Industry for a Clean and Circular Economy</b></p>

The aim of this subcomponent is to contribute to the development of SMEs' capacities for climate action and sustainability, increase their competitiveness, open green and climate investment opportunities, digitalization, and assurance in resource supply, and to meet their priority needs for resources efficiency and reduction of the industry's carbon footprint in terms of tCO<sub>2</sub>e/t produced.

### **Component 2: Contingent Emergency Response Component (CERC)**

It is important to note that KOSGEB can only activate this component in the event of a future emergency. This component has been added to accelerate the rapid activation of credit processes in emergency situations. Mutual understanding and agreement between KOSGEB and the World Bank are important in using this component effectively.

Overall, the Contingent Emergency Response Component is an important tool that facilitates the World Bank's ability to provide rapid financial support during crises or emergencies. This component enables the use of uncommitted balances from existing projects to meet immediate needs and support the affected country's recovery efforts.

## **JOB DESCRIPTION**

Monitoring and Evaluation Specialist for Component 1 of our Project; Responsible for designing, implementing and managing a monitoring and evaluation system. The main purpose of monitoring and evaluation is to evaluate the effectiveness, efficiency and impact of interventions, policies or initiatives. The M&E Specialist will make a critical contribution to our Project team achieving its goals, making data-driven decisions and continuously improving its functioning. In this position, he will report to the Deputy Project Coordinator and the Project Manager to whom he is affiliated in the Project Implementation Unit (PIU) and to the Monitoring and Evaluation Specialist.

## **DUTIES AND RESPONSIBILITIES**

- To ensure that the monitoring, evaluation and reporting obligations of the Project are fulfilled in terms of KOSGEB,
- To ensure that designing/implementing impact evaluation for the project.
- By reviewing the project document, designing and implementing a monitoring and evaluation system in accordance with the project objectives and performance indicators.
- To determine the data sources to be used in monitoring project objectives and performance indicators, to contribute to studies on data transfer from relevant institutions,
- Preparing monitoring and evaluation reports at regular intervals and submitting these reports to the Project Implementation Unit,

- Participating in regular provincial visits within the scope of the monitoring activities of the project and preparing reports of these studies and sharing impressions about the progress/implementation of the project with the Project Implementation Unit manager,
- Evaluating and preparing research methods related to monitoring, evaluating and reporting project activities, monitoring their implementation and interpreting research results,
- Prepare reports regarding monitoring and evaluation, including Project/Progress Reports and other needed management reports/non-financial reports,
- Monitoring the progress of implementation in comparison with the Project Implementation Plan and Project Procurement Plan, alerting the Project Implementation Unit to any significant deviations and recommending necessary revisions,
- Monitoring the issues and risks that have/may have an impact on the progress of the project and making recommendations regarding them,
- To suggest corrective actions for the effective, efficient and rapid execution of the project,
- To ensure that information, documents and documentation regarding monitoring, evaluation and reporting activities are kept physically and digitally and to establish the necessary archiving and filing system and order,
- Assisting external auditors in auditing the project,
- To prepare statistics, information and documents to be included in project reports,
- Contributing to the development and updating of the Project Implementation Manual,
- To cooperate and coordinate with the Project Implementation Unit staff and other relevant units,
- Providing MS Excel and Power BI training to Project Implementation Unit staff one day a week.
- Being responsible to the Project Implementation Unit manager and making the necessary reports,
- To carry out other duties that may arise within the scope of this Job Description.

## **DURATION AND LOCATION OF EMPLOYMENT**

The project duration is 6 years. The planned start date of the Individual Monitoring And Evaluation Specialist is the first quarter of 2025. Contracts will be issued annually and there is a 2-month trial period. The Individual Monitoring And Evaluation Specialist will be employed

full-time, five days a week, eight hours a day. Contracts may be renewed depending on the needs of the Administration, the performance of the consultant and the status of the financial source. Consultant services will be provided at the Administration's service building at Hacı Bayram Mah İstanbul Cad No: 32 Ankara or at other locations to be agreed upon by the parties

## **REQUIRED SKILLS AND EXPERIENCE**

- Graduating from university undergraduate programs such as Data Science, Statistics, Mathematics, Computer Science, Information Management, Economics, or a related field,
- Strong foundation in quantitative methods and analytical reasoning,
- Master's Degree in Data Analytics, Data Science, Business Analytics, or a specialized field relevant to the industry will be an asset,
- Minimum 7 (seven) years of general work experience,
- Minimum 5 (five) years of experience in data collection, management, analysis, monitoring, evaluation and reporting activities in projects financed by the International Financing Institutions and development organizations,
- Experience in World Bank project operations will be an asset,
- Experience in working with public agencies and institutions is an asset,
- Experience in World Bank projects is an asset,
- To be able to use Turkish and English fluently both verbally and in writing and to document this for English (to have received at least 70 points from the YDS exam or to have received a score equivalent to at least 70 points according to the equivalence table of ÖSYM from the exams whose equivalence is accepted by ÖSYM or the Language of Education is English having graduated from the relevant university or successfully completing the preparatory education in undergraduate and/or master's education or having been exempt from the preparatory education),
- Having experience in reporting and statistics,
- Preferably, to be experienced in the design and implementation of information systems related to monitoring and evaluation,
- Having computer skills, including Office Suite (Excel, Word, PowerPoint, Outlook),
- Proficiency in Excel (advanced level of formulas, pivot tables , macros etc.),

- Knowledge of statistical tools such as R, SAS, SPSS, or MATLAB will be an asset.
- Proficiency in Power BI,
- Ability to create dashboards and visual reports,
- No travel restrictions,
- Being compatible with teamwork,
- Having analytical thinking and problem solving competencies,
- Being able to adapt to flexible working hours,
- For male candidates (Turkish Citizens), having completed their military service or postponed it for at least 2 years.

### **ESTIMATED BUDGET AND PAYMENT TERMS**

The budget of the work subject to tender will be determined by the contract and payments will be made to a bank account to be determined by the Consultant within 15 (fifteen) days following the submission of the freelance receipt/invoice to be issued by the Consultant at the beginning of the month following the completed month.