

THE REPUBLIC OF TURKIYE
SMALL AND MEDIUM ENTERPRISES DEVELOPMENT ORGANIZATION OF
TURKIYE
(KOSGEB)

Türkiye Green Industry Project
(PROJECT NO: P179255)

TERMS OF REFERENCE FOR SOCIAL SPECIALIST

Project Component:	<i>Support Industrial SMEs to improve their energy and resource performance and reduce their carbon emissions</i>
Project Subcomponents:	<i>Subcomponent 1.1: Solar energy investments by Industrial SMEs</i> <i>Subcomponent 1.2: Mobilizing industry for a clean and circular economy</i>
Procurement Plan No:	CS-INDV-9
Time of Consultancy:	12 Months
Type of Consultancy:	Individual Consultancy
Procurement Method:	INDV
Application Deadline:	17/04/2024

A. 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>Component 1) Support Industrial SMEs to improve their energy and resource performance and reduce their carbon emissions</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>Subcomponent 1.1: Solar Energy Investments by Industrial SMEs</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>Subcomponent 1.2: Mobilizing Industry for a Clean and Circular Economy</p> <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 tCO₂e/t produced.</p>
<p>Component 2: Contingent Emergency Response Component (CERC)</p>

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

The main responsibility of the Social Expert for Component 1 of our project is to assess the social risks and impacts of projects, propose mitigation measures and implementation recommendations taking into account social factors, and ensure that projects have a positive impact on society. It is also an important part of this position to ensure that subprojects are aligned with social objectives such as social sustainability, gender equality and poverty reduction. This position will report to the Deputy Project Coordinator and Project Manager in the Project Implementation Unit (PIU) and will work in coordination with the Environment and OHS Specialist.

DUTIES AND RESPONSIBILITIES

- Support the Project Implementation Unit staff in monitoring the environmental and social performance of the Project,
- Ensure Project compliance with the World Bank Environmental and Social Framework and KOSGEB's Environmental and Social Management System (ESMS), Environmental and Social Management Plans, Labor Management Procedure and Stakeholder Engagement Plans,
- Support the Project Implementation Unit to ensure that consultants and contractors hired under the Project comply with national employment, health and safety laws and ESMF, as relevant,
- Establish, maintain and manage procedures for the operation of the Project Grievance Mechanism for project affected parties and other stakeholders; in accordance with the Stakeholder Engagement Plan. Maintain the log of grievances.
- Monitor the implementation of Grievance Mechanism for Project workers in line with Labor Management Procedure
- To follow the legislative changes and inform the PIU Staff on relevant issues,
- Promote design and implementation solutions that minimize potential adverse environmental and social impacts and maximize potential positive benefits of the Project, including the development of relevant sections of the Project Implementation Manual;
- Support the Project Implementation Unit in monitoring and providing inputs to project progress reports on the environmental and social performance of the Project;
- In collaboration with Environmental Specialist, assist the Project Implementation Unit to screen each potential beneficiary SME in line with ESMS procedures, as part of the

application process, and prepare Environmental and Social Due Diligence (ESDD) and Environmental and Social Action Plan (ESAP), as necessary;

- In collaboration with Environmental Specialist, to keep records of each screening form and ESDD, and to incorporate copies and summary of ESDDs in the regular reports submitted to the World Bank (WB);
- Provide guidance to the Project Implementation Unit management and staff to ensure on-site monitoring of SME investments realized through the Project;
- Provide guidance to the Project Implementation Unit management and staff for research and data collection activities with the participation of stakeholders and beneficiaries;
- Support the preparation of site-specific Environmental and Social Management Plans (ESMP) for the relevant activities specified under ESMS;
- Perform an overall quality assurance function to confirm that the prepared documents, in particular ESMPs, meet World Bank requirements and are clear, feasible and appropriate;
- Carry out stakeholder engagement, consultation and disclosure activities related to the ESMS and Stakeholder Engagement Plan; monitor and report on the implementation of SEP activities, including grievance mechanism;
- Prepare any non-compliance reports (if needed) and to keep track of respective corrective responses/actions undertaken;
- Ensure that the Project workers are employed in line with national labor and health and safety laws and LMP;
- In case of any incident or accident within the scope of the project, contribute to preparing the incident report and root cause analysis, as needed.
- Submit quarterly reports on project implementation to the Bank in accordance with the Environmental and Social Commitment Plan;
- Supervise SMEs throughout project implementation, including traveling to SME sites;
- Cooperate and coordinate with Project Implementation Unit staff and other relevant units,
- To be responsible to the Project Implementation Unit manager and to make the necessary reports,
- To carry out other duties that may arise within the framework of this Job Description.

DURATION AND LOCATION OF EMPLOYMENT:

The project duration is 6 years. The planned start date of the Individual Social Worker is the second quarter of 2024. Contracts will be annual with a 2-month probationary period. The Individual Social Expert will be employed on a full-time basis, working five days a week, eight hours a day. Contracts will be renewable depending on the needs of the contracting authority, the performance of the consultant and the availability of financial resources. The Consultant will provide services at the Administration's service building located at Hacı Bayram District İstanbul Street Number:32 Ankara or at other locations to be agreed upon by the parties.

REQUIRED SKILLS AND EXPERIENCE:

- Graduating from at least four-year related undergraduate programs of universities,
- It is preferable to have at least 5 years of experience in the field.

- It is preferable to have minimum 2 years of experience in World Bank or equivalent development institutions/organizations (IFC, EBRD, etc.) projects.
- Experience in working with public institutions and organizations,
- Knowledge and experience in environmental and social due diligence, risk management in accordance with the standards of International Financial Institutions (i.e. IFC, WB, EBRD, etc.),
- To be fluent in Turkish and English, both orally and in writing, and to be able to document this for English (to have at least 70 points from the YDS exam or to have a score equivalent to at least 70 points according to the equivalency table of ÖSYM from the exams accepted by ÖSYM or to graduate from a university with 100% English as the medium of instruction),
- Experience in World Bank project operations is preferred.
- Ability to understand project management concepts, including planning, implementation and coordination.
- Computer skills including Office Suite (Excel, Word, PowerPoint, Outlook),
- No travel restrictions,
- To be compatible with teamwork,
- To have analytical thinking and problem solving skills,
- Ability to adapt to flexible working hours,
- For male candidates (Turkish Citizens), military service must be completed or postponed for at least 2 years.

ESTIMATED BUDGET AND PAYMENT TERMS:

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