

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

Türkiye Green Industry Project
(PROJECT NO: P179255)
TERMS OF REFERENCE FOR LOCAL STAFF

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:	<i>CS-INDV-8-7, CS-INDV-8-8, CS-INDV-8-9, CS-INDV-8-10, CS-INDV-8-11</i>
Time of Consultancy:	12 Months
Type of Consultancy:	Individual Consultancy
Procurement Method:	INDV
Country / City	Türkiye / Ankara
Application Deadline:	17/04/2024

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</p>

priority needs for resources efficiency and reduction of the industry's carbon footprint in terms of tCO₂e/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

The local expert for Component 1 of our project is responsible for understanding the local requirements and specific conditions of the project and contributing to the successful implementation of the project. Local experts work in collaboration with local stakeholders to ensure that the project is effectively managed at local level and that the project achieves its objectives. 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 provincial directorates.

DUTIES AND RESPONSIBILITIES

- To ensure the implementation of the project and the achievement of outputs, results, realizations and progress based on the activities, indicators, targets and objectives set out in the project documents and designed during the project,
- To inform the persons and enterprises who are the addressees of the support programs of the project about the project and to make the necessary meetings with the project beneficiaries, to organize meetings with the addressees or sub-project owners when necessary, to provide consultancy in the applications to be made by the sub-project owners within the scope of the project, to provide consultancy in the support processes, to respond to the complaints that may come from the addressees of the project, to be informed by the Project Implementation Unit,
- Within the scope of project management; to carry out tasks in areas such as telephone, fax, e-mail, official letters, reminders, meeting organization, preparation and distribution of the meeting report and collection of opinions,
- Provide feedback and reporting on the implementation of the project, identify, propose and implement corrective measures where necessary,
- Preparing project presentations and necessary documents, contributing to the project website,
- To implement the daily routine processes of the project and to carry out the related work and transactions,
- To ensure that information, documents and documentation related to project activities are kept physically and digitally, and to establish the necessary archiving and filing system,

- Supporting the reproduction and distribution of reports, studies and other project documents related to the project,
- To prepare the necessary information, documents and documentation to ensure that the monitoring, evaluation and reporting obligations of the project are fulfilled,
- Support the collection and consolidation of data from relevant parties to provide the necessary data to monitoring systems to meet reporting needs,
- To take part in regular field visits within the scope of the monitoring activities of the project and to prepare reports of these studies and to share the impressions about the implementation of the project with the project implementation unit and to ensure that these impressions are reflected in the project progress reports,
- Support the preparation of periodic reports, including Project Progress Reports and other required management reports/non-financial reports,
- To be responsible for the implementation and monitoring of the Environmental and Social Management Framework issued under the Project,
- To be in cooperation and coordination with the Project Implementation Unit and to provide support within the framework of the job description when necessary,
- To be responsible to the Project Implementation Unit Coordinator and the personnel to be authorized by him/her 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 for the Local Support staff is the second quarter of 2024. Contracts will be annual with a 2-month trial period. Local Support staff will be employed on a full-time basis, working eight hours a day, five days a week. Contracts will be renewable depending on the needs of the Administration, the performance of the consultant and the availability of financial resources. The consultant will provide services in the province of application.

REQUIRED SKILLS AND EXPERIENCE

- Graduating from at least four-year university undergraduate programs related to business administration, engineering and economics,
- At least 5 years of general work experience,
- At least two years of project implementation experience, preferably in internationally funded projects,
- Experience in coordination, reporting, monitoring and execution of project activities,
- Good command of office software related to project management and implementation tools,
- 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.
- Experience in working with public institutions and organizations is preferred.
- Strong reporting and communication skills in both English and Turkish.
- 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.
- It is preferable to have a work history in Renewable Energy, Circular Economy and Efficiency.

ESTIMATED BUDGET AND PAYMENT TERMS

The budget of the work subject to the 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 self-employment receipt / invoice to be issued by the Consultant at the beginning of the month following the completed month.