

**The Scientific and Technological
Research Council of Türkiye (TÜBİTAK)
Project Implementation Unit (PIU) for the
TÜRKİYE GREEN INDUSTRY PROJECT**

**TERMS OF REFERENCE
PROCUREMENT AND CONTRACT
MANAGEMENT CONSULTANT
(Ref: TÜBİTAK CS-INDV-N11)**

Country: **Türkiye**

Duty Station: **Ankara**

Type of Job Posting: **External**

Employment Type: **Project-Part-time**

Application Deadline: **01/04/2025**

Type of Consultancy: **Individual Consultancy**

BACKGROUND

“**Türkiye Green Industry Project (TGIP)**” is a project implemented by Ministry of Industry and Technology (MoIT), the Small and Medium Enterprises Development Organization of Türkiye (KOSGEB) and the Scientific and Technological Research Council of Türkiye (TÜBİTAK) financed through World Bank. The project is designed to accelerate the green transformation in industry and thus intensify decarbonization efforts. The project duration is six years and the project implementation entities are MoIT, KOSGEB and TÜBİTAK. The Project will be implemented through four components:

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.

TÜBİTAK will manage **Component 3** that includes four subcomponents, targeting different levels of Türkiye’s R&D and innovation ecosystem. With this component, TÜBİTAK will provide matching grants, and reimbursable financing to private enterprises and service providers to finance of their green innovation subprojects. Projects that will be supported through R&D and innovation support programs carried out by TÜBİTAK within the scope of the TGIP are defined as “subprojects”.

In line with the existing international definitions, green innovation support would include the creation, adoption and adaptation of new or significantly improved products (goods and services), and business processes, which will improve sustainable development and lead to more efficient and responsible use of natural resources and positive impacts on the environment (including energy savings, pollution reduction or prevention, waste recycling, resource efficiency, etc.).

The four subcomponents that will be carried out by TÜBİTAK are given below:

Name of the Subcomponent	The Aim of the Subcomponent
Subcomponent 3.1: Climate-informed and Green Innovation Technology Extension Program¹	To support technology and innovation needs assessments at the firm level and at exploring possible solutions based on an expert diagnosis.
Subcomponent 3.2 Green Transformation in Industry Program²	To support climate-informed and sustainable green innovation by R&D and innovation subprojects of private sector firms including consortia of firms and/or technology providers, research centers, and universities.
Subcomponent 3.3: Industrial Innovation Networks (SAYEM) Green Transformation Program³	To support formation of networks of multiple stakeholders to engage holistically in the development of climate-informed, green innovation solutions for industry.
Subcomponent 3.4: Capacity Building and Technical Assistance to TÜBİTAK	To support the capacity building of TÜBİTAK in assistance of the implementation of the Project

JOB DESCRIPTION

We are looking a Procurement and Contract Management Consultant responsible for assisting the project implementation overseeing and ensuring the effective implementation of procurement and contract management activities in accordance of the procedures and rules World Bank Procurement Regulations for the **Component 3 of the Project**. The Procurement and Contract Management Consultant will have a primary responsibility to identify the goods and service needs of the Project, effectively procure these needs, manage contracts and relationships with suppliers, maintain the procurement files/records while ensuring that all procurement transactions are carried out in accordance with the rules and procedures of the World Bank Procurement Regulations. This position will report to the Project Management Unit of the PIU.

DUTIES AND RESPONSIBILITIES

- Providing support to the PIU and other relevant units in all procurement activities in accordance with World Bank procurement rules and regulations,
- Preparing, monitoring and revising procurement plans for submission to the World Bank,
- Contributing to the preparation, monitoring and revision of Plans, Programs and Budgets,
- Assisting the PIU in the update of the Project Procurement Strategy for Development (PPSD) including necessary market analysis,

¹ Subcomponent 3.1; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1831-climate-informed-and-green-innovation-technology-extension-program>

² Subcomponent 3.2; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1832-call-for-green-transformation-in-industry>

³ Subcomponent 3.3; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1833-sayem-green-transformation-call>

- Participating in and supporting the units of PIU in formulating appropriate appraisal criteria, preparing draft bidding documents and submitting the documents to the World Bank for review and concurrence in a timely manner in line with the requirements emphasized in the Loan Agreement and the official project documents (including the Project Appraisal Document),
- Working with the relevant units of the PIU in the preparation of technical specifications for the procurement of goods and services decided to be procured within the scope of the project, if requested by the project working groups, to assist in the preparation of Draft Terms of Reference, draft contracts, expression of interest, etc.,
- Ensuring that the contract packaging is effective for project implementation,
- Coordinating with the PIU to identify potential risks in procurement and contract management, and develop strategies to mitigate these risks,
- Creating a database on Expressions of Interest and ensure that it is kept up to date,
- Participating in the receipt, opening and preliminary examination of bids together with the evaluation committee,
- Preparing the minutes of the bid opening,
- Assisting the relevant technical working groups or other parties, including the evaluation committee of the tender in question, in the evaluation of the tenders received on the basis of the criteria provided for in the tender documents,
- Assisting the PIU to inform the successful bidders in a timely manner, to issue the contract for approval and signature, and to forward to the World Bank in a timely manner the draft contracts requiring preliminary review and concurrence,
- Assisting the PIU in contract negotiations when necessary,
- Monitoring the execution of the contract and the fulfillment of legal, administrative and contractual conditions,
- Preparing addendum and notices,
- Establishing, maintaining and reporting on an adequate procurement and contract monitoring system (keeping records of key approval dates, notifications, contract values, etc.), including an appropriate filing system for the prompt provision of procurement information requested by parties such as the PIU, the World Bank, internal and external auditors,
- Monitoring and keeping chronological records of each procurement step between tender, evaluation and delivery,
- Monitoring the risks identified within the scope of purchasing,
- Monitoring and meticulously documenting all procurement activities for the Project within the World Bank's Systematic Tracking of Exchanges in Procurement (STEP). Ensuring the accurate uploading, revision, and correction of essential documents in the system as needed.
- Taking action regarding complaints that may occur at any stage of purchasing,
- Establishing a database and file system including contract costs,
- Working with suppliers, consultants and other service providers to ensure the successful completion and delivery of contracted goods and services,
- Cooperating and coordinating with the Financial Management Consultant assigned within the scope of the project and provide support when necessary,
- Cooperating and coordinating with the PIU management and staff, and other relevant units,
- Carrying out other duties that may arise within the framework of this Job Description,

Deliverables

The key deliverables of the Consultant will be but not limited to:

- Complete and regularly update Procurement Plans,
- Procurement and contract documents (REOI, RFQ, RFP, bidding documents, Contracts

- etc.),
- Monthly, semi-annual, and annual procurement progress reports based on format to be approved by the TÜBİTAK,
 - Quarterly monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.),
 - Procurement documentation and records are systematically maintained so as to be readily available for review and audit,

REQUIRED SKILLS AND EXPERIENCE

Education

- Bachelor's degree in **Engineering, Architecture, Law, Economics, Finance, Accounting, Business Administration, Commerce** or any other discipline relevant for the project and scope of the services required. A Master's degree in the relevant field would be considered an asset.

Experience

- Minimum 5 years of procurement experience in public procurement either in the government agencies or in the private sector of which minimum 3 years of this experience is in the procurement of World Bank financed projects or other international financing institutions.

Languages

- Proving English proficiency with the score obtained from one of the exams below (No validity period is required for the scores obtained from the exams specified in the table).

Exam Type	KPDS ÜDS YDS YÖKDİL	TOEFL IBT	TOEFL CBT	TOEFL PBT	FCE	CAE	CPE
Required Minimum Score	80	96	241	588	C	A	C
<ul style="list-style-type: none"> • An English proficiency score is not required from candidates who prove that they took 100% of all courses in English during their undergraduate education (approved document from the University), except for courses that are not related to the main field such as Turkish, History of Revolution. • In a country where the official language is English; English proficiency score is not required for those who have received a bachelor's or master's degree. 							

KPDS	: Public Personnel Foreign Language Exam
ÜDS	: Interuniversity Board Foreign Language Exam
YDS	: Foreign Language Proficiency Test
YÖKDİL	: Higher Education Institutions Foreign Language Exam
TOEFL IBT	: Test of English as a Foreign Language – Internet-Based Test
TOEFL CBT	: Test of English as a Foreign Language – Computer-Based Test
TOEFL PBT	: Test of English as a Foreign Language – Paper-Based Test
FCE	: First Certificate in English
CAE	: Certificate in Advanced English
CPE	: Certificate of Proficiency in English

Other

It is preferred that candidates have the following skills:

- Familiarity with the World Bank's Systematic Tracking of Procurement Processes (STEP) system will be an asset,
- Experience in working with public institutions and organizations,
- Basic knowledge about the rules and principles of public procurement / procurement rules and principles applied in Türkiye,
- Knowledge of budgeting, planning, accounting, reporting, and fiscal legislation.

DURATION AND LOCATION OF EMPLOYMENT

- Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract's requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.
- The Procurement and Contract Management Consultant will be based in Ankara as a member of the Project Implementation Unit of the TÜBİTAK. The Project has a 6-year duration. The planned duration of service of the Procurement and Contract Management Consultant is foreseen to start in the third quarter of 2025. The Procurement and Contract Management Consultant will be employed on a part-time basis. Contracts will be issued annually and there is a 2- month trial period. Contracts may be renewed depending on the needs of the Administration, the performance of the Consultant and the status of the financial source.