

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

**TERMS OF REFERENCE
OCCUPATIONAL HEALTH AND SAFETY CONSULTANT
(Ref: TÜBİTAK CS-INDV-N12)**

Country: **Türkiye**
Duty Station: **Ankara**
Type of Job Posting: **External**
Employment Type: **Project-Full-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 project 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 for an Occupational Health and Safety (OHS) Consultant responsible for assisting in the project implementation in respect to oversee and ensure implementation of occupational health and safety aspects and risk mitigation plans for subprojects and monitoring of all social aspects related to the **TGIP Component 3**. Specifically, **OHS assessment will be needed for the subcomponents 3.2 and 3.3.**

The OHS Consultant will play a crucial role in ensuring that the Project team achieves its goals, makes data-driven decisions, and continuously improves its operations and will report to the Project Management Unit of the TÜBİTAK Project Implementation Unit (PIU). The OHS Consultant will be expected to perform and deliver the tasks within the Environmental and Social Management System (ESMS) that has been established by TÜBİTAK, encompassing the processes of appraisal, monitoring, and evaluation of subprojects. The implementation of ESMS will initiate at the application stage, where prospective applicants of subprojects will be required to submit Environmental and Social Due Diligence (ESDD) Declaration Forms in conjunction with a Commitment Letter addressing E&S, as well as OHS, concerns.

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>

DUTIES AND RESPONSIBILITIES

The Occupational Health and Safety (OHS) Consultant will be expected to perform and deliver the following tasks:

- Supporting the Project Implementation Unit (PIU) management and staff in strategic planning, work program and monitoring the OHS performance of the Project,
- Ensuring that the Project complies with the Environmental and Social Management System (ESMS) and Stakeholder Engagement Plan,
- In collaboration with Environmental and Social Consultants, conducting Environmental and Social Due Diligence (ESDD) reviews of subprojects, ensuring compliance with national legislation and World Bank Environmental and Social Standards (WB ESSs) as part of the eligibility check of subproject applications to TÜBİTAK and grading the risk level for each subproject application,
- If deemed necessary during ESDD review, conducting supplementary site visits to potential beneficiary firms as a complementary step to the review process,
- Providing process guidance on identifying key risks, gaps and required actions for the development of an E&S Action Plan tailored to each applicant throughout the monitoring process,
- In collaboration with Environmental and Social Consultants, assisting PIU to screen each prospective beneficiary firm in line with ESMS procedures, as part of the review process, and overseeing E&S Action Plan as necessary during the monitoring process,
- Monitoring the OHS issues, which will be subject to continuous monitoring during the financing period, with designated reporting segments provided by the beneficiaries.
- Carrying out consultation and information activities regarding the ESMS and Stakeholder Engagement Plan,
- Assisting the E&S Focal Point in preparing and presenting a comprehensive overview of the ESMS implementation status through the financing of subprojects.
- In collaboration with Environmental and Social Consultants, keeping records of each screening form and ESDD, and incorporating copies and summary of ESDDs in the regular reports submitted to the World Bank (WB),
- Performing an overall quality assurance function to ensure that prepared documents to meet World Bank requirements and confirm that they are clear, implementable and appropriate in accordance with the Environmental and Social Commitment Plan (ESCP),
- Supporting the PIU in monitoring and providing input on project progress reports and E&S parameters, particularly from the view point of OHS, regarding the implementation of ESMS provisions,
- Promoting design and implementation solutions that considers E&S parameters, particularly from the view point of OHS, including the updating of relevant sections of the Project Operations Manual, when necessary,
- Preparing any non-compliance reports (if needed) and keeping track of respective corrective responses/actions undertaken;
- Being responsible to the PIU management and making the necessary reports,
- Cooperating and coordinating with the PIU staff and other relevant units,
- Carrying out other duties that may arise within the framework of this Job Description.

REQUIRED SKILLS AND EXPERIENCE

Education

- Bachelor's degree in **Engineering Departments, Physics, Chemistry, Biology or Occupational Health and Safety Program** undergraduate programs of universities,

Experience

- Having at least 3 (three) years of experience in the field of OHS, environmental and social due diligence and risk management in projects.
- Having a minimum C class OHS Consultant certificate,
- Good knowledge of Turkish Occupational Health and Safety legislation is required.

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 UDS 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:

- Experience in World Bank project operations will be an asset,
- Experience in working with public agencies and institutions will be an asset.
- Having NEBOSH or an equivalent international occupational safety certificate will be an asset.
- Understanding project management concepts, including planning, implementation, and coordination.
- Teamwork skills (effective collaboration with project team, partners, and stakeholders to ensure alignment and shared understanding of PIU processes and goals).
- Strong analytical, communication, and interpersonal skills.
- Highly organized in both time and in resources, with the ability to work efficiently to meet strict deadlines.

- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project.
- Ability to communicate findings and recommendations effectively through well-structured reports, presentations, and visual aids.
- Ability to travel without restriction.
- Adaptable to flexible working hours.
- Excellent interpersonal and communications skills.

DURATION AND LOCATION OF EMPLOYMENT

- The Occupational Health and Safety (OHS) 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 OHS Consultant is foreseen to start in the third quarter of 2025. The OHS Consultant will be employed on a full-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.