

TERMS OF REFERENCE FOR PROVIDING CONSULTANCY SERVICES AS PROCUREMENT
SPECIALIST

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TURKEY SMALL AND MEDIUM ENTERPRISES ENERGY EFFICIENCY PROJECT

1. BACKGROUND

Halkbank has received a grant of US\$900,000 from the Global Environment Facility ("GEF") for the purpose of covering the costs of the Small and Medium Enterprises ("SME") Energy Efficiency Project. Funds will be channeled to Halkbank from the GEF through the World Bank, acting as an agency of the GEF. Halkbank is one of the implementing agencies of the SME Energy Efficiency Project. Within Halkbank, the project is being managed by, the International Banking and Structured Finance Department, a Project Coordination Unit.

The Project objective is to improve the efficiency of energy use in small and medium enterprises as well as midcaps of Turkey, by scaling-up commercial bank lending for energy efficiency investments. The global environmental objective is to reduce Greenhouse Gas (GHG) emissions through the removal of barriers to energy efficiency (EE) financing in the small and medium enterprises and midcaps.

2. THE PROJECT

Halkbank will implement the following activities under the project:

- (i) Creating awareness on EE both at the customer and employee levels.
- (ii) Lending to SMEs and midcaps for their EE investments.
- (iii) Promote and support the EE investments to be realized through EE performance guarantee contracts.
- (iv) Providing technical assistance to its EE loan beneficiaries.
- (v) Setting out institutional arrangements to strengthen the policy and implementation of EE in its lending activities;
- (vi) Staff training activities;
- (vii) Project management activities.

A procurement specialist will be hired from the grant proceeds as an individual consultant in order to deal with the procurement related activities in the above Components.

3. OBJECTIVES

The main objective of the individual consultant's services under this TOR is to provide procurement related services and training in the procurement of works, goods and

services under the Project, in accordance with the World Bank Procurement and Consultants' Guidelines and Grant provisions, to the Project Coordination Unit (PCU) and Halkbank. Such services is not only limited to Halkbank's own procurements from the proceeds of the GEF grant, but also will be extended to the review of the procurement activities of the final beneficiaries of the World Bank SME Energy Efficiency Loan.

4. SCOPE OF THE SERVICES

- 4.1. The Consultant shall ensure that the procurement of goods, services and consultancy services are handled in accordance with the World Bank procedures.
- 4.2. The Consultant shall prepare and provide assistance to the PCU in the preparation/updating of the procurement plan in the required format prior to submission of it to the World Bank and also shall provide procurement advice to the PCU to ensure that procurement of all works, goods and services are undertaken in accordance with the approved Procurement Plan. In the preparation of the procurement plan, the Consultant shall ensure that the contract packaging is effective for project implementation and meets the World Bank criteria.
- 4.3. The Consultant shall prepare and assist the Halkbank staff in the preparation of all sorts of bidding documents for works, goods and services and RFP's for consultancy services in accordance with the Trust Fund Grant Agreement and review the completeness of the documents before submission of the document to the World Bank for "no objection".
- 4.4. The Consultant shall prepare and review not only the administrative/commercial parts of the procurement documents, but also support/review the preparation of the technical specifications, BOQs, TORs, etc. of the bidding documents/RFPs and ensure the consistency of these sections with the other sections of the bidding documents/RFPs and make necessary recommendations for changes/or make the changes where required.
- 4.5. The Consultant shall assist the PCU in preparing the Addendum to the bidding documents/RFP's including clarifications to the questions raised by the Prospective bidders.

- 4.6. The Consultant shall evaluate/provide assistance for the evaluation of bids/proposals and preparation of standard evaluation reports and shall review the completeness of the documents before submission of the document to the World Bank for “no objection”.
- 4.7. The Consultant shall assist the PCU in finalization of contract negotiations when necessary.
- 4.8. The Consultant shall assist to arrange the publication of bid notices, request for expression of interests and award notices in the national market and UNDB.
- 4.9. The Consultant shall assist the PCU in preparing response to the complaints of the bidders if any.
- 4.10. The Consultant shall assist the PCU in the implementation and monitoring of contracts, in establishing good document filing system and in providing contract information for disbursement needs.
- 4.11. The Consultant shall assist/undertake training of Halkbank staff for the World Bank procurement procedures.
- 4.12. The Consultant shall review on a monthly basis; the procurement activities in relation with the EE sub-loans extended to Halkbank customers and prepare a report evaluating these procurements. Such report should also indicate the findings regarding the consistency of final beneficiary procurements with the World Bank Procurement Guidelines as defined in the SME-EE Loan Agreement. Such reviews may include site visits to the facilities of the final beneficiaries, where necessary.
- 4.13. The Consultant shall conduct other activities in procurement entrusted by the PCU.

5. REPORTS

The Consultant shall submit monthly progress reports at the end of each month summarizing the monthly procurement activities, problems encountered in the implementation of procurement plan during the subject month and procurement activities planned in the next month.

6. DURATION OF THE SERVICES AND ESTIMATED MAN-MONTH INPUTS

The Services are planned to commence by April 2014 and the duration of the services should be provided on a part time, as needed basis over a period of approximately 18 months, totaling approximately 90 working days.

7. QUALIFICATION REQUIREMENTS

- The consultant should be a graduate of university (preferably Engineering or Law).
- The consultant should have at least 5 years of professional experience.
- The consultant should have at least 2 years experience in the World Bank procurement procedures, contract management/implementation and reporting procedures.
- Computer literacy (experience in the use of Windows, MS office etc.).
- Fluency in written and spoken English and Turkish.
- Having no restriction for travel.