

Terms of Reference

FOR LUMP SUM CONTRACT:

CONSULTING SERVICES on DESIGN and SUPERVISION for SOCIAL ENTREPRENEURSHIP CENTERS RENOVATION WORKS

ABBREVIATIONS

ESSN: Emergency Social Safety Net

FRIT: European Union's Facility for Refugees in Turkey

DG-ECHO: Directorate-General for European Civil Protection and Humanitarian Aid Operations

MoIT: Ministry of Industry and Technology

DAs: Development Agencies

DLP: Defects Liability Period

OHS: Occupational Health and Safety

ESMPC: Environmental and Social management Plans/Checklists

BoQ: Bill of Quantities

WB: World Bank

EBRD: European Bank for Reconstruction and Development

EU: European Union

IFI: Interim Unaudited Financial Report

1. INTRODUCTION AND BACKGROUND

Türkiye is both a transit and reception country for migrants and refugees and hosts the highest number of refugees in the world. Türkiye is hosting more than 3.6 million Syrians, who are under temporary protection, in addition to an estimated 400,000 asylum seekers and refugees from other nationalities. Turkish society has demonstrated resilience and innovation in the way it has absorbed displaced Syrians. Türkiye has adopted a developmental approach to forced displacement, pursuing policies that have granted displaced Syrians access to services and to the labor market.

In 2016, Türkiye established the Emergency Social Safety Net (ESSN) program to address the basic needs of its refugee population, with financial support from the European Union's Facility for Refugees in Turkey (FRIT) through its humanitarian arm, the Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG-ECHO). As of March 2019, at a cost of 998 million EUR, more than 1.5 million displaced Syrians had benefited from this multi-purpose cash transfer program providing monthly assistance through debit cards to the most vulnerable refugees in Türkiye. While the ESSN program has supported Syrians through a critical transitional stage, a major constraint of this program is its limited sustainability in ensuring that ESSN beneficiaries continue to use the skills and benefits that they have acquired to maintain and improve their economic self-reliance. The Government of Türkiye has planned to phase out the ESSN in order to move toward more developmental approaches that help refugees pursue an independent socio-economic life in Türkiye.

The ESSN exit strategy calls for a focus on adopting comprehensive support programs that assist both host communities and refugees, and which proposes inclusive business and employment models that link refugees to economic opportunities to build self-reliance and strengthen their resilience. However, there are several barriers to sustainable employment for refugees and host communities. By March 2019, only 31,185 Syrians had received work permits.¹ The low number of work permits issued is considered indicative of the information, language, and skills barriers facing the refugees. The result is that more than two thirds of Syrian households are unable to rely on predictable job opportunities and those who work in the informal sector may face exploitation and poor working conditions.² Women refugees are particularly disadvantaged, often placing their children at greater risk.³

Despite the highly responsive efforts of the Turkish government, there are also emerging concerns regarding social cohesion in a number of affected communities. In 2017 and 2018, measures of social cohesion in Türkiye within communities hosting Syrians revealed declines in trust, acceptance, and belonging, with some variance for location. Factors contributing to these tensions include the protracted nature of the displacement crisis, the decreasing likelihood of near-term return, declining economic performance within Türkiye, enduring cultural and social distance between each community, and the broader regional political volatility. Perceptions that Syrians outcompete hosts for low-wage jobs and are pushing rents up, perceived violations of social norms by displaced communities, and perceived preferential access to public services and assistance for Syrians have also contributed to deteriorating social cohesion in host areas.

¹ Ministry of Family, Labor and Social Services (MoFLSS).

² Inter-Agency Coordination Turkey. Regional Refugee Resilience Plan 2019-2020 Turkey Chapter. 2018. Outcome Monitoring Report.

³ World Bank. 2017. 'Syrians' Employment Opportunities and Challenges in Turkey'. *Qualitative Assessment (unpublished)*.

2. SEECO PROJECT OBJECTIVES

The project development objective is to improve women’s livelihoods and social cohesion for refugees and host communities in target areas in Türkiye. Its beneficiaries will include refugees and host community members in provinces with high numbers of ESN beneficiaries, with a special emphasis on female beneficiaries. Institutional beneficiaries will include the Ministry of Industry and Technology (MoIT), participating Development Agencies (DAs) and local public bodies, primarily those with high refugee populations. Non-governmental organizations familiar with target communities will also benefit from their role in implementation.

The project provinces (and relevant development agencies) are Adana (Çukurova), Mersin (Çukurova), Gaziantep (Silkroad), Adıyaman (Silkroad), Kilis (Silkroad), Mardin (Tigris), Hatay (East Mediterranean), Osmaniye (East Mediterranean), Kahramanmaraş (East Mediterranean), Diyarbakır (Karacadağ) and Şanlıurfa (Karacadağ) as depicted below.

Figure 1: Target Provinces and Development Agencies



Table 1: Refugees by Province and by Share to total Population

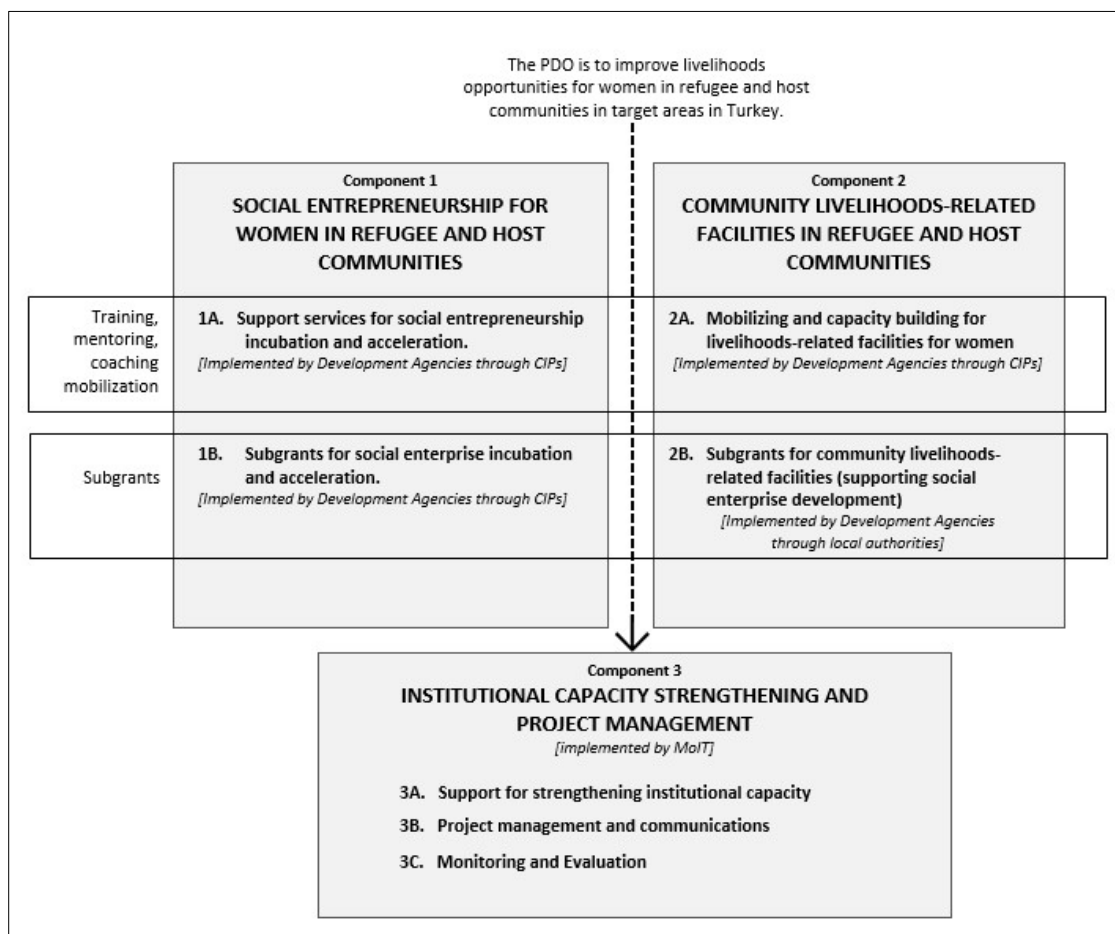
Province	Number of Syrian Refugees August 2019	Share of Refugees to Total Population (%)
Adana	240,870	10.85
Mersin	201,291	11.09
Gaziantep	443,290	21.85
Adıyaman	24,951	4.00
Kilis	116,037	81.41
Mardin	87,217	10,52
Hatay	429,923	26.67
Osmaniye	49,254	9.22

Kahramanmaraş	89,553	7.82
Diyarbakır	33,389	1.93
Şanlıurfa	430,537	21.15

Source: Ministry of Interior, Presidency of Migration Management

The project will be implemented through three components, as described in below.

Figure 1. Project Diagram



Component 1: Social Entrepreneurship for Women in Refugee and Host Communities

Component 1 will finance activities to support social entrepreneurship in refugee and host communities in the selected target provinces abovementioned. This component will directly benefit those receiving start-up support services, subgrants and employment in social enterprises; indirect beneficiaries are the buyers of goods and users of services provided by the social enterprises.

Subcomponent 1A will finance support services for social entrepreneurs and subcomponent 1B will fund the subgrants for incubation or acceleration of social enterprises. The elements of this approach aim to maximize the potential for success of the project-supported social enterprises and enables the participation of less privileged women and youth in social entrepreneurship.

The program of incubation support services will target approximately 2,200 beneficiaries and accelerator support services 190 (refugee and host community members in equal numbers), 1,800 new social enterprises will receive subgrants and 180 existing enterprises will receive acceleration sub-grants. At least 70 percent of beneficiaries of social entrepreneurship support services and subgrants will be women, 30 percent will be youth (both women and men, aged 18-29).

Component 2: Community livelihoods-related facilities in refugee and host communities

To address gaps in facilities, support the efforts of refugee and host community women to earn-income, and promote dialogue and engagement of refugees, host communities and municipal authorities around social enterprises, component 2 will finance: (i) the capacity building and facilitation activities for refugees and host communities to engage in participatory decision-making processes over local needs and priorities for livelihoods-related facilities; and (ii) the cost of establishing/renovating selected livelihoods-related facilities.

A minimum allocation for facilities will be EUR 100,000 and the maximum will be set at EUR 300,000. Depending on final subproject selected and costs, a target of approximately 70 facilities has been set benefiting around 7,000 refugees and host community members.

This component will have additional measures and support to facilitate community engagement especially with civic technology solutions under the COVID-19 pandemic circumstances, where preventive public measures are taken such as limiting physical distancing and introducing localized quarantine measures, enforced by Ministry of Health and Provincial Governors as required.

Component 3: Institutional Capacity Strengthening and Project Management

This component will finance project management, M&E and communications (and visibility) as well as targeted capacity building of national (MoIT, DAs) and local actors (municipalities, local authorities, NGOs, other stakeholders) to strengthen their capabilities to support women's livelihoods development in this project and in the future.

The Ministry of Industry and Technology will be the recipient and implementing agency for the project, delegating responsibilities for the implementation of Components 1 and 2 to five DAs.

3. OBJECTIVES AND SCOPE OF SERVICES

The main objective of this assignment is the "Consulting Services on Design and Supervision for Social Entrepreneurship Centers Renovation Works" under the SEECO Project. All the final and detailed designs of the social entrepreneurship centers, technical specifications, and tender/contract documents for the procurement of the works shall be prepared by the Consultants with due care and diligence. Related tender process for renovations will be the responsibility of the local authorities where the service is provided. The Consultant shall continue to be responsible for the design, supervision and control of the works during course of minor construction or renovations and also during the Defects Liability Period (DLP) for the buildings.

The Consultant will be required to carry out minor construction or renovation supervision and, supervise remedial works to rectify defects and ensure the high quality of the works to be undertaken. In all process, the Local Authorities which are the owner of buildings will be responsible for tender evaluation and sustainability.

4. DESCRIPTION OF THE CONSULTANTS' TASKS

4.1 PREPARATION OF DESIGNS

The selected Consultant will perform the following activities:

Carry out the detailed designs for the renovation of the idle 13 buildings in 11 Cities to turn them into social entrepreneurship centers for the target groups. The works will be carried out in accordance with Turkish and international standards and meet the technical requirements and the specific functions of the units as well as the requirements of Related Authorities for all the architectural, structural, mechanical and electrical designs. The particular purposes of this activity are to have the drawings and to define the detailed bills of quantities, specifications of which to be included in the works bidding documents.

During this stage, the Consultants are responsible for the establishment of a design team experienced in the preparation of architectural, structural (if required), electrical, mechanical, and inner infrastructure of public buildings. Therefore, the Consultants shall separately indicate the staff to be assigned in the preparation of designs and documents by indicating positions planned to be assigned for each staff in their proposal.

The Consultants shall prepare and complete all designs of the buildings which are selected among idle facilities to renovate including all required calculations, drawings, specifications and budgeting of the works submit to the Client for approval. Consultant is expected to focus on works which are needed for renovation in the building by client.

A. Data Collection Stage

Before the commencement of the design works, the Consultants will be responsible to collect the existing inputs and examine the construction sites together with the documents and information in order to make required analyses and evaluations.

The Consultant is expected to examine the sites and collect the required inputs and existing building designs to make the required analyses, evaluations and new renovation design. In addition, the consultants shall prepare designs considering the requirements and the needs of related institutions to assure the usage purpose of Facilities.

B. Concept Design Stage and Programming

The Consultants shall prepare concept designs of renovations of facilities in selected buildings considering Turkish Standards and the international standards and relevant regulations taking into account and as a result of the orientation, site investigation and negotiation with the Client and the related Authorities. After that the Consultant shall submit concept designs of the public buildings to Client for approval (in 1/500 or 1/200 scale). Concept design will include at least the following:

1. **Site Layout:** Preliminary site planning, including the required security, locations of the buildings, site access, functional and beneficiary needs. Needs will be informed by the needs assessments conducted by MOIT and the DAs, and confirmed through focus group meetings with key stakeholders.

2. **Interior Space Layout:** Basic planning of the interior spaces of the buildings, including the relationships between functional areas and consideration of security requirements together with the need of reception area, workshops maker-spaces, common area, child friendly spaces, kitchen and toilets and other necessary functions. The structural features of the buildings in 11 different provinces are separate from each other, and interior designs (including furnishing planning) will be made in a way to create a common corporate identity in the designated parts of the relevant buildings. Under this task the contractor is expected to determine the minimum equipment list for all facilities.

3. **Exterior Elevations:** Preliminary elevations of all facades and sketches indicating the building mass of concept for the facilities in the selected buildings.

4. **Principal Minor Construction Drawings:** Preparation of all related principal minor construction drawings considering technical requirements, (structural, architectural, mechanical, electrical, electronics and communication, and infrastructural drawings etc.) in compliance with related standards.

5. **Cost Estimation:** Based on findings and information gathered during the site visit, the Consultant will prepare a basic construction/works cost analysis and a "Market Survey and Local Construction Environment Profile" for design concept.

6. **Utility Services:** All existing off-site and on-site public utility support services shall be identified. All additional off-site and on-site utility support services shall be identified, including the public utility support services used and connected to, and all other utility support services that must be developed as part of this project.

7. **Site Visit Report:** A written narrative report with appropriate photographic material discussing the feasibility of the project, specific issues and opportunities.

8. **Landscaping:** Completed space plan will be extended to total gross area. The landscaping planning should be designed as the most efficient arrangement that includes recreation places, etc.

The Client may require the Consultant to revise designs or provide an additional design to reflect comments and recommendations. This part of the normal development of the project and no additional cost to the Client. Finally, concept design from presentations will be chosen and approved by Client for refinement and development.

C. Preliminary Design Stage

In the scope of this stage, the Consultant shall prepare the preliminary designs of facilities in selected buildings (architectural, structural, mechanical, electrical) of selected public buildings. Together with the preliminary design for the infrastructure connections if necessary (electricity, communication, water supply, sewerage, storm water, natural gas etc.) considering available service units and submit to the Client for approval (in 1/200 or 1/ 100 scale). This submission shall also include a detailed preliminary design stage report giving all details of studies. At this stage, the Consultant shall submit the 3D visuals of the interior designs of the building with alternatives for the approval of the Client. The Client reserves the right to accept or reject the studies.

The Consultants shall also collect relevant data, contact with the relevant Authorities and get their pre-consent for preliminary designs of infrastructure improvements of the subject building, if necessary, before submitting the designs for approval to the Client.

After the Clients approval, the Consultant shall have obtained the consent/approval of the relevant Authorities and/or their local branches (Related Metropolitan Municipality and Municipalities for building permits, Fire Department for fire protection, etc.) to proceed the final design stage.

D. Final Designs and System/Detailed Drawing Stage

The Consultants shall prepare the final designs and system/detailed drawings for all architectural, structural, electrical, mechanical, communications and information, fire protection heating, lightning, air conditioning, infrastructure connection etc. components of selected facilities in accordance with the approved preliminary designs and submit to the Client for approval together with the required calculations, reports and implementation details considering technical requirement and international and national specifications (eg. recent regulations about the heat insulation, access of handicapped people) in compliance with the building codes including the design code for disaster areas with the revisions (18/03/2018). Submitted architectural drawings shall have been furnished with a complete finishing list. The materials and equipment's described in the finishing list shall not address only one brand and should be satisfied by at least three brands within the required quality standards preferably national products.

The Consultants are required to make necessary site surveys and mapping for a complete final design of the infrastructure connections (electricity, telephone, water supply. Sewerage, storm water, natural gas. etc.) of the buildings in case the renovation works requires additional infrastructure loads to be determined. The Consultants shall have obtained the consent/approval of the relevant Authorities and/or their local branches to the final infrastructure connection designs before submitting those for approval to the Client.

The final design should cover the economical solution respecting the handling and commissioning costs.

4.2 IDENTIFICATION OF ENVIRONMENTAL AND SOCIAL RISKS AND PREPARATION OF ESMPCs

Identify World Bank's environmental and social risks and prepare Environmental and Social Management Plan Checklists (ESMPCs)

- Identify environmental and social risks associated with the building renovation, including identifying presence and quantity of any hazardous materials (specifically asbestos and mercury containing light bulbs) that would have to be removed as part of the renovation works.
- **Prepare site specific Environmental and Social Management Plan Checklists (ESMPCs):** Prepare site-specific Environmental and Social Management Plan Checklists (ESMP Checklists) in line with the Environmental and Social Management Framework (ESMF) developed for the Project and submit them to the PIU to be finalized and integrated into construction contractor bidding documents. The ESMF of the project entails an ESMP

format, which shall be deployed in development of ESMP Checklists for renovation activities. In addition, the consultant shall update ESMP Checklists during implementation/construction in consultation with the construction contractors, during construction, if required. The ESMP Checklists shall include specifications and bill of quantities for removal, packaging, transport and disposal/interim storage of hazardous materials, personal safety equipment, monitoring requirements (the Environmental Mitigation and Monitoring Measures based on the Environmental and Social Management Framework) and estimate of costs for the measures. This will also include the location where the asbestos can be disposed and the interim storage location for the mercury containing lightbulbs as per ESMF and Turkey legislation. The Consultants shall also liaise with MoIT in order to finalize the ESMP Checklists with World Bank's approval and help MoIT organize disclosure and consultation for the ESMP Checklists with the public, stakeholders who might be affected from the renovations.

- Each of the ESMP Checklists will be made publicly available on MoIT's website and the physical copies will be accessible by the public at the offices in the construction yard during the construction activities. In this manner, all stakeholders will have full access to the ESMP Checklists which provides information regarding the potential environmental and social impacts and the details of the mitigation measures to be taken. The Consultant will make sure that both site specific ESMP Checklists will be publicly available at the construction sites, and easily accessible places within the local area.

4.3 THE PREPARATION OF BIDDING DOCUMENTS FOR WORKS CONTRACTS

The Consultants shall prepare complete bidding documents related with the construction contract in accordance with World Bank's applicable Procurement Regulations and Standard Bidding Documents in parallel to the previous stages stipulated above. Bidding documents shall include but not limited to the Conditions of Contract, Form of Bid, Technical Specifications, BoQs, final designs, system/detailed drawings, ESMP Checklist and other specific environmental, social, and OHS issues, etc.

The Consultants shall prepare the bidding documents in close cooperation with the Client and with due care and diligence. Any of the items in these documents shall not contradict with each other and all material specifications shall be in accordance with the specifications of the Turkish standards and/or international standards.

The Consultant shall prepare the designs, plans, technical specifications, BoQs, ESMP Checklists, bidding documents etc. and all additional documents, detailed designs in such a way that the necessity for variation orders during the construction stage is minimized.

The Consultant shall make any reasonable modification to documents, reports, etc. as may be approved by the Client during the various stages of approval.

4.4 SUPPORT DURING THE BID EVALUATION / CONTRACT (CONSTRUCTION CONTRACT) SIGNING STAGE

Upon the completion and approval of the design studies, ESMP Checklist and bidding documents stated above, the prospective Contractors will be invited with an advertisement for

the submission of proposals by the Client in accordance with the standard form of bidding documents.

The Consultants shall be responsible for assistance to the Client for the acquisition of all required documents for contractors' questions about the construction Works during the tendering stage.

During above-mentioned processes, the Consultant will be responsible for the adverse consequences that arise as a result of their slow action, delay, omission, etc.

4.5 SUPERVISION OF CONSTRUCTION WORKS AND ENGINEERING SERVICES

The Consultant shall be responsible to carry out all the duties envisaged in World Bank's Standard Bidding Documents applicable for the Project. The Consultant shall also be responsible to amend designs, provide details and instruct the contractors whenever it necessitates, during the course of works. Significant issues shall be subject to approval of the Client.

4.5.1 Construction and Construction Supervision

- The Consultants shall be responsible to check all the information required for accurate setting-out of the works and obtain additional information from the related authorities before the Contractors set out the Works and supervise all the setting-out studies by the Contractors. The boundaries of the available construction site shall also be compared with the project layout.
- During the supervision, if any alteration is deemed necessary in any of the contract drawings, documents based on the actual findings of the construction excavation for the foundations of buildings, the Consultant shall immediately inform Client by providing all data for redesign and amend foundation and related designs, provide details and perform redesign if existing contract drawings prepared by the Consultant are not applicable without any cost to Client.
- Consultants shall supervise and oversee all aspects of the construction and installation of the various components of the works to ensure strict compliance with the drawings and contract documents, subject to any express or implied terms contained in any Conditions of Contract entered into between the Employer (Client) and the Contractors.
- The Consultant shall provide sufficient, qualified and experienced staff to ensure proper site supervision of the works and engineering services during the construction period and during the Defects Liability / Maintenance period.
- The Consultant shall also be responsible to amend designs, provide details and instruct the contractors whenever it necessitates, during the course of works. The Consultants will be responsible from the adverse consequences arise as a result of their slow action, delay, omission, etc.
- If it is necessary to make amendments to the design during the course of the contract, the site supervisory staff must be fully qualified to carry out any such amendments.

- The Consultant shall prepare the necessary documents required for obtaining the Construction Permit from the Municipality or other relevant authority and assist the Client /the Contractor for obtaining the Construction Permit.
- The Consultants will be responsible for supervising the inner demolition, construction and installation of the Works as well as for the inspection and conduct of testing of all materials, plant and equipment both during the inner demolition and construction period and for any works that have to be completed during the Maintenance/Defects Liability Period. The Consultants shall maintain effective liaison with the Client on all aspects of the inner demolition/construction/installation, including the performance of the Contractor and shall submit the reports specified later in Section 6 and envisaged in the Contractors contracts in a timely manner and to the required details.
- The Consultants are required to arrange a proper transportation program for the assigned staff in supervision services.
- The Consultants shall fully inform the Client about the cost and time impact or any other consequences of their proposals (such as revision, recommendation, etc.). The Client shall not be responsible for the consequences of the fact which the Client is not informed of in advance.
- The Consultant shall prepare the energy performance certificates after the minor constructions or renovation works are completed.
- It is the duty of the Consultants to interpret the drawings and specifications and to consult with the Contractors as required to ensure compliance with the Contract Documents and the construction/installation program.
- The Consultant shall arrange weekly and monthly meetings with contractors, inform the Client about progress of the work and activities, attend any meetings reasonably convened by the Client and provide any information or evidence reasonably required by the Client at any public meetings or inquiries which might be held in connection with the Project.
- If the similar construction works are supervised by other Consultants in other sites, the Consultants shall co-operate with the other Consultants and join the meetings whenever required by the Client.
- The Consultant shall take necessary measures, continuously monitor and supervise the Contractor's operations for environmental, social, occupational health and safety aspects.
- In this context the most recent Turkish environmental and safety regulations are required to be taken into consideration particularly during the supervision of the construction works. Within this scope, the Consultant shall also be responsible for the supervision of the Contractors' onsite environmental management practices (waste management, noise, etc.) and report to the Client in their monthly progress reports. Consultant shall have the responsibility for relevant supervision and instruction of the applications to the Contractor.
- The Consultant shall supervise and monitor the Contractor on behalf of the Client for performing and implementation of all Occupational Health and Safety (OHS) activities in accordance with the enforcement of the related Turkish Laws and legislations, and measures

specified in the project Environmental and Social Management Plans (ESMP) Checklists. The consultant duties and responsibilities shall include:

- i.** Conduct regular visits to all construction sites to check the contractor's OHS documents and compliance, provide on-the job trainings, ensure compliance of the works with OHS practices and regulations, and issue non-compliance notices to the contractor and report the same to the Client.
 - ii.** Ensure that the workers are provided OHS training and have complete health records and personal files in accordance with pertinent legal requirements, and avoid access of the access of workers to work site if there any non-compliance
 - iii.** Make available an OHS expert in high-risk worksites (e.g.: high elevations scaffolds, confined space, crane works, digging works, etc.).
 - iv.** Check conformity of equipment/ machines on worksites with national standard, and avoid their use in case of non-compliances
 - v.** Report on the near-miss and accident to the Client immediately and make follow up on related investigations.
 - vi.** Participate in the contractor's regular OHS meetings and provide input for needed improvements.
 - vii.** Provide the contractor with a copy of key OHS documents (Law 6331 on OHS Code, 5510 Social Security and General Health Insurance Law, 4857 Labor Code and also ESMP Checklist, World Bank Environmental and Social Framework (ESF) indicating applicable Environmental and Social Standards (ESS), the project Environmental and Social Management Framework (ESMF), Labor Management Procedure and Stakeholder Engagement Plan and check the compliance.
- The Consultant shall ensure that the Contractor's activities are following the ESMP Checklist. The Consultant shall supervise and monitor the Contractor's implementation of environmental and social mitigation measures as identified in the ESMP Checklist. The Consultant should support the Contractor on establishing a Grievance Mechanism both for its workers and other external stakeholders. Also, the Consultant should ensure that the Project's Grievance Mechanism (GM) set forth by MoIT is utilized and made available, accessible and visible in Project site.
 - The Consultant shall ensure that the Contractor records any grievance received by local community or worker and report it in regular ESMP Checklist monitoring reports to MoIT Project Implementation Unit (PIU).
 - The Consultant shall be responsible for the compilation and submission of site-specific information to the Client, through regular progress reports. These reports will include an update on the status of implementation of the respective ESMP Checklist, OHS compliance, and also outline any environmental, social and OHS problems being encountered, as well as any grievances received by nearby communities and/or workers, and give recommendations on how these problems may be overcome.
 - The Consultant shall ensure that Contractors' activities are in compliance with the project's Labor Management Procedure, and that Contractors are meeting obligations towards contracted and sub-contracted workers in line with the World Bank's ESS2 and national labor code.

- The Consultant shall provide feedback and give notice to the MoIT regarding environmental and social issues at sites.
- The Consultant shall be responsible for assisting the Client with supervision of the implementation of environmental and social aspects of the project as part of its overall supervision responsibilities, in accordance with ESMP Checklist.
- If the Contractor is found to be non-compliant with the Environmental, Social and OHS requirements, the Consultant shall file a non-conformity report and any relevant payment orders should be put on hold, until non-compliance issues are remedied satisfactorily or issue a fine in consultation with MoIT.
- The Consultant shall attend toolbox to be organized by the Client that may be related to the project implementation, environmental and social safeguards, occupational health and safety, communication and public information, and grievance mechanism.
- The Consultant shall ensure that brochures, posters, grievance forms and other visual communication products to be provided by the Client are available and properly displayed at construction sites from beginning to end of the construction work.

4.5.1.1 *Payment to Contractors, Variations*

- The Consultant shall check the Contractor's valuations for payment on account and issue certificates according to the Conditions of Contract used and shall also be responsible for agreeing with the Client on each payment certificates in payable amount. The actual procedure and presentation of the certificates, supporting documents, etc. shall be discussed and agreed with the Client. If payment certificate is not prepared by Contractor, Consultant will prepare payment certificate on behalf of Contractor.
- The Consultant shall review the designs, plans, technical specifications, Bill of Quantities (BoQs), etc. and prepare all additional documents and detailed designs during the first month of their assignment as mentioned in the above paragraphs, in such a way that the necessity for variation orders during the construction/installation stage is minimized as mentioned in Phase I. If it is considered necessary by the Consultant or the Client that any alterations in any of the Contract Documents, Plans or Specifications are advisable, the Consultant shall prepare and submit such alterations to the Client for approval, in a timely manner, supported by the necessary calculations, details and, time and cost implications. The Consultant shall state whether the alterations will cause any delay in the work program, and therefore the contractor(s) to be entitled any time extension or not, supported by necessary documentation. On receiving written approval from the Client, the Consultant shall promptly amend the existing designs or supply any additional designs, plans, drawings and specifications where required or found necessary for the satisfactory completion of the works. Furthermore, the Consultant shall review and approve Contractor's and manufacturer's drawings and where appropriate incorporate these drawings into the overall design and review alterations which might be requested by the Contractors during the course of Works. The Consultant shall fully inform the Client about the cost and time impact and any other consequences of his any sort of proposals (such as revisions, recommendations, etc). The Client shall not be responsible from the consequences of the fact of which the Client is not informed in advance.

4.5.1.2 Accounts, Claims

- In any case, all the correspondences received from the contractor shall be reviewed, evaluated and responded within one week. Any claim from the contractor(s) under the construction contracts shall be evaluated by the Consultant and necessary recommendation shall be made the latest within two weeks, as well.
- The Consultant shall review and report on any financial claims submitted by the Contractors within 2 weeks of receipt of such claims.

4.5.1.3 Disputes

- The Consultant shall assist in the setting of all disputes or differences, which may arise between the Client and the Contractors, in a timely manner. In the case of litigation and arbitration the Consultant shall assist the Client in the preparation of the documents needed by the Client.

4.5.2 Defects Liability Period

The Consultant shall continue to be responsible for the supervision and inspection of the construction and completion of the Works during the Defects Liability Period as defined in the construction contracts. The level of supervision shall be appropriate to the scale of the works being carried out. The Consultant will provide adequate number of technical staff acceptable to the Client on each construction site during the Defects Liability Period. These inspections and supervision are to ensure that works, agreed to be carried out during the Defects Liability Period, are properly carried out and have been completed and that any failure of any part of the Works has been rectified. If any defect is discovered, during this period, the Consultant shall promptly investigate the reason for it, report to the Client and take required actions to rectify the defect. A report of these inspections shall be submitted to the Client, which shall include all details of any defects, faults, accidents or breakdowns, which have occurred together with the estimated costs of repair and the time scales within which they will be completed. Moreover, the Consultant shall submit quarterly reports summarizing all the activities during subject quarter of Defects Liability. A final report shall be submitted at the end of the Defects Liability Period giving full details of all works carried out during that period. This report shall be submitted by the Consultant to the Client at least 30 days prior to the Consultant's issuing Defects Liability Certificate for the completed Works. The Consultant will provide minimum number of technical staff acceptable to the Client on each construction site during the Defects Liability Period.

5. DELIVERABLES

The Consultants shall prepare and submit to the Client various reports, drawings and document that are specified in or that are implied from these Terms of Reference in respect of various components of the Projects as described in the Terms of Reference.

These reports, drawings and other documentation relate to the various stages of the Consultants' Services including, but not necessarily limited to;

- Inception Report (Assessment)
- Preliminary Designs of Renovations
- Final Designs of Renovations
- ESMP Checklists
- Preparation of Bidding Documents, Technical specifications (including BoQs and cost estimates)

In addition, the consultants shall prepare and submit a report satisfactory to the Client quarterly, including progress charts and photographs in colors giving all information regarding the progress of the Services, actual extent and nature of the Services completed as well as details of any delay in the Services substantiating documentation if required. The Consultants shall also clearly indicate in the report whether the delay (if any) of any part of the works will cause any delay in the completion of the whole services and works.

The quarterly report shall be submitted to the Client by the tenth day of following month. Any comment by the Client on the report shall be reviewed and the report shall be modified and re-submitted to the Client within 7 (seven) calendar days. The report shall also include the percentages of the work items completed and planned, and also the actual and planned cash-flows for each work item as of the reporting period prepared in the project planning tools (such as Ms Project, Primavera, Asta, etc....) accepted by the MoIT.

The report shall also include test records of materials, equipment and plant tested with copies of the test results and statistical evaluation of the test results in table and graphical form. Action taken with regard to poor results shall be stated.

The report shall give a detailed review of the Works to be performed during the following month and a general listing of the works to be performed during the following two months. The report shall also give information about personnel employment status of the Consultants.

The report shall also include OHS, environmental and social management practices followed for mitigation of environmental and social impacts of the works, including any grievances received from public and also from workers and the overall compliance with the ESMP Checklist.

The report shall be submitted to the Client by the tenth day of following month. Any comment by the Client on the report shall be reviewed and the report shall be modified and re-submitted to the Client within 7 (seven) calendar days.

The requirements for the submission of reports, drawings and other documentation are given below. Reports shall be prepared in both Turkish and English languages. The metric system of weights and measures shall be used.

Due to the urgent nature of the project and short construction time, the Consultants shall also prepare a report in table form showing summary of cumulative progress in main work activities on regular basis.

Submission shall be as follows:

1) General

Format of Reports : A4 or A3, including where appropriate drawings reduced to A3 size.

Format of Drawings: A1 and/or A0 size.

A draft copy (Turkish 2, English 2) of all reports shall be submitted to the Client in advance for discussion purposes following which the Consultants shall be required to prepare the final copy, incorporating any amendments arising from such discussions.

2) Design Period for Works Stage:

	Number of copies of report/drawings	Turkish	English	Memory Stick (English and Turkish)
1	Inception Report	2	2	2
2	Preliminary Designs	2	2	2
3	Final Design Report with Final Designs	2	2	2
4	ESMP Checklist Reports	2	2	2
5	Bidding Documents, BoQs, Technical Specs	2	2	2
6	Number of copies of Quarterly Supervision Report	2	2	1

3) Preparation of Bidding Documents, Bidding Procedure and Supervision and Defects Liability Stage

	Turkish	English	Memory Stick (English and Turkish)
Number of copies of Contract Documentation for each Contract for Works Packages (including all subsequent Amendments issued during tender stage)	2	5	25
Defects Liability Period Report(s)	2	2	2

Original of the drawings that shall be submitted to the Client are not included in the above number of copies.

Those of the documents and reports not mentioned above but either specified or implied in the contract shall be submitted in 2 copies in Turkish and English languages each.

In relation to the ongoing stages of the Consultants Services, the submission requirements given above show the type of documentation that will be required by the Client during the performance of the Services. However, the Consultant shall allow in its fee for the submission of all reports, drawings, documents, etc. either specifically requested in these Terms of Reference or those which may be implied there from and the Contractors' contracts. The Client may however vary such requirements during the course of the Services to be performed.

Should additional copies be required over to those stated above or specified in these Terms of Reference, these shall be supplied by the Consultants at the cost of reproduction of such documents, reports or drawing. Additionally, after finalizing the reports and “as built” drawings, these shall be submitted to the Client on one (1) set of Memory Stick and in the software format acceptable by the Client. Each copy shall be durably bound in a volume or volumes depending on bulk, and the transparent copies shall have a suitable protective cover/box. All copies shall be labeled in accordance with the needs of the Client.

Upon the completion of Works and Supply Procurement, the Consultants shall submit all the original copies of correspondences, documents, test results and drawings relating to the services and Works, to the Client together with indices in acceptable files and forms by the Client and as archived. The Consultants shall keep the copies of the documents.

6. TIMELINE

During the design a period it should be noted by the Consultants that prepared designs/details/calculations/reports/specifications and other documents submitted to the Client for approval will be reviewed by the Client and approved or returned for revision and/or resubmission in 15 calendar days.

The Consultants shall submit all the documents in a timely manner to complete the services on time without any delay.

The Consultants shall submit all the documents in a timely manner to complete the services on time without any delay. Time schedule for the completion of the consultants’ services for the various parts of the Project is given below;

- **Inception Report:** within 30 calendar days from the Contract signing,
- **Preliminary Designs:** within 90 calendar days from the Contract signing date,
- **Final Design and System/Detail Drawings:** within 120 calendar days from the Contract signing date,
- **Preparation of Bidding Documents:** within 150 calendar days from the Contract signing date,

- **Tender Evaluation and Contract Signing Stage:** The Consultants shall support the Client after the bid opening date.
- **Minor Construction Supervision and Defects Liability Periods:** Under normal conditions, the scheduled minor construction period is 4 months in total and the defects liability period for each group of buildings is 4 months

Task	Deliverable	Submission
Phase 1-Design		
1.1 Inception	Inception Report	30 Days
1.2 Preliminary Design	Preliminary Designs	90 days
1.3 Final Design	Final Designs and Detail Drawings	120 Days
Phase 2-Supervision		
2.1 Preparation of Bidding Documents	Bidding Documents	150 Days
2.2 Tender Evaluation and Contract Signing Stage	Evaluation Report	180 days
2.3 DLP	Last Quarterly Report	300 Days

7. SUPPORT TO BE PROVIDED BY THE CLIENT TO THE CONSULTANTS

All sort of running expenses shall be under the Consultant's responsibility. The Consultant shall not be required to deliver any equipment and materials provided by the reimbursable expenses and which have been used for the Services to the Client.

All local transport for the Consultants staff including the site supervisory staff shall be provided by the consultant and shall be included in the fee proposal submitted.

Subject to availability to Client the following items shall be provided free of charge by the Client to the Consultants if available: The existing maps, topographic plans, development plans, cadastral data, layouts, calculations and reports.

In addition, the Client shall, where possible, assist the Consultants in obtaining approvals, permissions from the Municipalities and other State Authorities in respect of the services to be performed.

The Consultants shall return to the Client all documents received from the Client following the completion of the Services to be performed.

8. TEAM COMPOSITION & QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS

The Consultant is responsible for the establishment of a design group who are experienced in the preparation of inner structural, architectural, electrical, mechanical related works. The Consultant shall separately indicate the staff to be assigned in the preparation of designs and documents by indicating positions planned to be assigned for each staff in their proposal. The consultant is expected to establish a design and survey team.

8.1 Team Composition

The successful fulfillment of the scope of services requires professional qualification in the fields of similar civil engineering works; architectural works, MEP works; construction methods engineering; environmental, social, occupational health and safety, and community safety mitigation; construction and contract management; and related fields.

It is anticipated that key professional staff of the Consultant's team may include a combination of international and Turkish professional or nationals only depend on the Consultants proposal.

The Consultant shall assemble a team capable of implementing an integrated approach to engineering design, and the attainment of desired outcomes in terms of construction quality; technical, social, and environmental risk mitigation; and value-for-money.

The Consultant shall provide adequate staff in terms of expertise and time allocation, as well as needed equipment/services in order to complete the activities required under the scope of work and to achieve the objectives of the project in terms of time, costs and quality.

The team shall have at least the following key positions (or equivalent combination of expertise):

Overall Assignment Leadership

- Project Team Leader - Senior Civil Engineer/Senior Architect (experience in IFI funded projects and public buildings)

Design Phase

- Architect
- Mechanical & Electrical Engineers
- Structural Engineer
- Survey Engineer/Technician
- Cost and Planning Engineer
- Infrastructure Engineer (Civil/Environmental Engineer)

- Environmental and Social Expert/Specialist
- Occupational Health and Safety Specialist

Additional Staff for Minor Construction Supervision Phase

- Deputy Project Manager Senior Civil Engineer/Senior Architect (experience in IFI funded projects and public buildings) (if PM is Civil Eng than DPM should be Architect or vice versa)
- Quality Control and Quality Assurance Engineer

This core team shall be supported by other professionals as proposed by the Consultant.

The list below provides further details on the required qualifications of the core team positions:

The overall **Project Team Leader**, will be responsible for the overall management of the project. (i) Bachelor's degree in Civil Engineering or Architecture (ii) at least 10 years of professional experience (iii) minimum 5 years of working experience in management of projects cooperation with international donors/agencies such as the World Bank, United Nations, EBRD, European Union, and other bilateral and multilateral organizations.

Architect - (i) Bachelor's degree in Architecture (ii) at least 10 years of professional experience (iii) construction and/or renovation experience of public buildings

Structural Engineer (i) Bachelor's degree in Civil/Structural Engineering (ii) at least 10 years of professional experience (iii) construction and/or renovation experience of public buildings

Mechanical Engineer - (i) Bachelor's degree in Mechanical Engineering (ii) at least 10 years of professional experience (iii) construction and/or renovation experience of public buildings

Electrical Engineer - (i) Bachelor's degree in Electrical Engineering (ii) at least 10 years of professional experience (iii) construction and/or renovation experience of public buildings

Infrastructure Engineer (i) Bachelor's degree in Civil/Environmental Engineer (ii) at least 10 years of professional experience

Deputy Project Manager (i) Bachelor's degree in Civil Engineer/Architecture (ii) at least 10 years of professional experience (iii) experience in IFI funded projects and public buildings) (if PM is Civil Eng than DPM should be Architect or vice versa)

Cost and Planning Engineer (i) Bachelor's degree in Civil Engineer (ii) at least 5 years of professional experience (iii) at least two years of similar experience

QA-QC Engineer (i) Bachelor's degree in Engineering (ii) at least 5 years of professional experience (iii) at least two years of similar experience.

The **Environmental and Social Expert/Specialist** will be responsible for ensuring that ESMPs are prepared in accordance with national environmental laws and regulations, with international good practice, the World Bank's safeguard requirements as well as World Bank Group's Environmental, Health and Safety guidelines. The Environmental and Social Expert/Specialist is expected to have; (i) Bachelor's degree in Environmental Engineering, (ii) at least 5 years of professional experience; (iii) minimum 2 years of working experience in

management/preparation of ESIA/ESMP studies in the local context and in cooperation with international donors/agencies such as the World Bank, United Nations, EBRD, European Union, and other bilateral and multilateral organizations; (iv) knowledge and experience in addressing issues covered by World Bank's ESF social safeguard policies particularly social assessment, labor and working conditions, community health and safety, stakeholder engagement and grievance mechanisms and (iv) at least one assignment that included similar tasks.

The **Occupational Health and Safety Specialist** will be responsible for supervising and monitoring the occupational health and safety mitigation measures included in the environmental and social management plans and for carrying out risk assessments to identify and mitigate OHS related risks during construction. This staff will have at least Class B Occupational Safety Expert Certificate. The OHS Specialist is expected to have (i) a degree in a relevant discipline (e.g. civil, environmental, mechanical engineering, OHS, etc), (ii) 5+ years of relevant experience in OHS assessment and management in construction sector, and (iii) a good understanding of the World Bank ESF, World Bank Group General Environmental, Health, and Safety Guidelines or any other relevant internationally acceptable standards.

Requirements for The Consultant Firm

- To be a company that has been operating for at least 10 years in the fields of design and supervision in line with international institutions (World Bank, EBRD, United Nations, etc.)
- To have carried out 5 previously approved design or supervision works in the architectural sector in accordance with international standards.
- The consulting firm will document acceptable qualifications and these will include the national and/or international expertise as needed to support the operation.

9. PAYMENT

The payment plan will be paid as 25% after the delivery of the inception report, %25 after the final designs, %25 the preparation of the bidding documents and after the approval of the technical specifications by the administration, and %25 completion after the DLP.

Annex-1**List of Buildings covered under the Assignment**

No	CITY	NAME OF BUILDING	WORKING AREA
1	ADANA	Adana Social Entrepreneurship Center	Located on the 2 nd floor of the 3-storey reinforced concrete building, a total area of approximately 700 m ²
2	MERSİN	Mersin Social Entrepreneurship Center	Located on the 2 nd floor of the 3-storey reinforced concrete building, a total area of approximately 250 m ²
3	ISKENDERUN	İskenderun Social Entrepreneurship Center	Located on the 2 nd floor of the 2-storey reinforced concrete building, a total area of approximately 350 m ²
4	KAHRAMANMARAŞ	Kahramanmaraş Social Entrepreneurship Center	130 m ² area on the ground floor of the 5-storey reinforced concrete building
5	OSMANİYE	Osmaniye Social Entrepreneurship Center	2-storey reinforced concrete structure with a base session of 400 m ²
6	KİLİS	Kilis Social Entrepreneurship Center	320 m ² area with curtain wall located on the ground floor of a 2-storey reinforced concrete building.
7	GAZİANTEP	Gaziantep Social Entrepreneurship Center	425 m ² area on the 4 th floor of a 4-storey reinforced concrete building
8	GAZİANTEP	Nizip Social Entrepreneurship Center	An area of approximately 80 m ² in total, located on the ground floor of the 2-storey reinforced concrete building.
9	ADİYAMAN	Adıyaman Social Entrepreneurship Center	Approximately 5000 m ² area on the ground floor of the 2-storey building
10	DİYARBAKIR	Diyarbakir Social Entrepreneurship Center 1	Approximately 100 m ² area located in the basement of the 3-storey building
11	DİYARBAKIR	Diyarbakir Social Entrepreneurship Center 2	110 m ² area in 900 m ² closed market place with steel construction roof system
12	ŞANLIURFA	Şanlıurfa Social Entrepreneurship Center	500 m ² area on the 4 th floor of the 4-storey reinforced concrete building
13	MARDİN	Mardin Social Entrepreneurship Center	2-storey building, 278 m ² reinforced concrete structure with two separate entrances