

REQUEST FOR PROPOSALS

SELECTION OF INDIVIDUAL CONSULTANT FOR

OCCUPATIONAL HEALTH AND SAFETY (OHS)

TERMS OF REFERENCE

ILBANK DEPARTMENT OF INTERNATIONAL RELATIONS MUNICIPAL SERVICES IMPROVEMENT PROJECT (MSIP)

TERMS OF REFERENCE FOR OCCUPATIONAL HEALTH AND SAFETY CONSULTANT (Ref: IBRD/PMU-IND 09)

1. BACKGROUND

The ILBANK received financing from the World Bank “the Bank” toward the cost of the “Municipal Services Improvement Project” (the Project) which will be jointly financed by the Bank and the European Union (EU) through an International Bank for Reconstruction and Development (IBRD) loan to ILBANK, guaranteed by the Republic of Turkey, and a grant from the European Commission Development Fund (ECDF)'s Facility for Refugees in Turkey (FRIT). ILBANK intends to apply part of the proceeds for consulting services.

The overall objective of the Project is to contribute to the improvement of the living conditions of host communities and Syrians under Temporary Protection (SUTPs) in five (5) selected municipalities; Adana, Kahramanmaraş, Kayseri, Konya, and Osmaniye, in dealing with the increased pressure on defined municipal services, in particular water supply, sanitation and solid waste management, in a sustainable and equitable manner.

The specific objectives are as follows:

- (i) Provide access for host communities and Syrians under Temporary Protection to safely managed drinking water, wastewater and solid waste management services.
- (ii) Participate in the protection of the region's environment and, in particular, of its resources in fresh water, under stress due to climate change.
- (iii) Support the municipalities and Water and Sewerage Administrations (SKIs) in achieving operational and financial sustainability in water, sanitation and solid waste management services.

The Project would be implemented through three components:

- 1) Environmental infrastructure investment (Component 1)** including; water, sanitation and solid waste management, comprising fourteen (14) projects located in five (5) provinces stated previously.
- 2) Technical assistance for Project Management and Supervision, Capacity Building, Communication and Citizen Engagement (Component 2)**, including in particular accompanying measures to improve the performance of water, sanitation and solid waste operators (municipalities and metropolitan municipality water and wastewater administrations called "SKIs"), and to support ILBANK in sub-project management of the Project. This component will also consist of related communication and

visibility actions.

3) Monitoring and evaluation of the Trust Fund financed portions of the Project (Component 3); Provision of assistance to carry out monitoring and evaluation of activities implemented under the Trust Fund financed portions of the Project, including data collection and preparation of reports in support of the related results framework under the Facility for Refugees in Turkey.

ILBANK will act as the Financial Intermediary (FI) to transfer funds to participating municipalities or utilities that are the main Beneficiaries and implementing agencies of the Project, in the selected provinces within the scope of Component 1 (environmental infrastructure investments); in addition, ILBANK will directly procure some tenders in relation with Component 2 (consultancy services such as audit of the project's account, communication and visibility services and external supervision for works).

To be able to achieve these tasks, ILBANK has set a Project Management Unit (PMU) within its International Relations Department which will be responsible for coordinating and supervising overall implementation of the Project at central level. Participating municipalities/utilities will be responsible for sub-project investment implementation and will set up municipal project implementation units (PIUs) at local level to ensure effective sub-project implementation. As owners of the assets to be financed as part of Component 1 (environmental infrastructure investments), the targeted municipalities and SKIs will be the primary entities responsible for contract management and ILBANK's PMU will provide assistance for project management to the final beneficiaries (with particular attention to those which are not used to working with international donors). ILBANK's PMU will also be directly responsible for the procurement activities within the scope of project.

Within the framework of the Project, an Occupational Health and Safety (OHS) Consultant will be employed in Project Management Unit of the General Directorate of ILBANK.

2. OBJECTIVES

The main objective is to employ an experienced consultant as an OHS Consultant to follow up OHS procedure, implementation and other activities in World Bank (WB) "Municipal Services Improvement Project" and required other OHS related works in PMU.

3. SCOPE OF THE SERVICES

The Consultant shall provide OHS services to the ILBANK PMU during the course of projects preparation and implementation. The scope of the services of the Consultant is to provide assistance and consultancy for the identification and management of all OHS issues related to the Project, and in particular:

- a. Support PMU specialists to define project environmental and social risk level identification through screening process;
- b. Identify/anticipate OHS risks of the Sub-projects and define measures;
- c. Review all the project related documentation such as contractors' and supervision consultants' ToRs, contracts for ensuring that sufficient OHS capacity is ensured and roles and responsibilities regarding implementation, monitoring and supervising and reporting are clearly described in the sub-project specific documentation;
- d. Review all OHS documents/reports/plans (such as Environmental and Social Impact Assessment (ESIA) reports, as Environmental and Social Management Plans (ESMPs), Labor Management Plans, Occupational Health and Safety Plans, Community Health and Safety Plan, Emergency Preparedness and Response Plans, Accident/Incident/Near

Miss Reports, etc.) and ensure that those are in line with the WB requirements, prepare comments/recommendations to the PMU's and PIU's management and/or relevant parties, and follow-up the implementation

- e. Implement the policies and standards set by the Turkish Legislation, and the relevant Financial Institutions' Standards (such as World Bank's safeguards policies, Environmental and Social Framework [ESF] including but not limited to World Bank Group's General EHS Guidelines, EHS Guidelines on Water and Sanitation and any other relevant sector specific WBG EHS Guidelines with regards to Occupational Health and Safety, Community Health and Safety, Construction and Decommissioning, International Labor Organization [ILO] Standards);
- f. Make sure, in coordination with the work supervisors, that the commitments given in the ESIA's, ESMPs, Occupational Health and Safety Management Plans and respective procedures, all related reports and other relevant management plans (Labor Management Plans, Occupational Health and Safety Plans, Emergency Preparedness and Response Plans, etc.) are finalized, approved and implemented on the field as scheduled;
- g. Following and evaluating the OHS monitoring checklist report received monthly from the PIUs;
- h. In line with internationally recognized OHS standards, develop minimum operating standards on OHS. Establish Key Performance and Core Compliance indicators for monitoring and evaluating the OHS performance of the Projects;
- i. Closely monitor implementation of the approved OHS and Community Health and Safety (CHS) measures in line with the project's approved standards through regular site visits to sites, meetings with the relevant stakeholders, reviewing the monthly reports from the construction sites, follow up with the municipalities on the monitoring findings, non-compliances, trainings etc.
- j. Examine the accident/incident/near miss investigation reports and Root Cause Analysis Reports, check the appropriateness of the measures taken regarding these reports, their applications in the field and the records where these processes are documented, ensure recording and investigation of accident/incident/near miss to be comply with the national requirements and the WB standards;
- k. Support the PMU for the preparation of Progress Reports, Monitoring and Evaluation Activities within the scope of the Project in line with the financial institutions safeguards;
- l. Conduct regular field visits for the project monitoring and visit municipalities/utilities for the assessment of the OHS and CHS issues of the Project and the management of OHS issues, if any; assist/participate in audits/monitoring missions conducted by the Bank/Financial Institutions or the any other authorities including the Ministry of Environment, Urbanization and Climate Change and Ministry of Labor and Social Security;
- m. Design and initiate the implementation of an incident reporting mechanism to enable Contractors and Consultant Firms to collect and collate incident reports and analyze data on work-related incidents. Produce periodic statistics on OHS incidents, analyze trends and recommend focused strategies/measures to prevent work related non-compliances and incidents from re-occurring. Develop accident reviews procedures, forms, and guidelines;
- n. Provide written guidance for contractors on how to undertake risk assessments, rating and prioritizing OHS risks and hazard control plans for the highest risks;
- o. Review the contractors' OHS systems and procedures (such as OHS Management Plans

(OHSMP), Works Methods Statements (WMS) and Risk Analysis etc.) to meet the Applicable HS Standards; and

- p. Conduct “on-the-job” or specific trainings on the OHS issues related to the project scope requested by ILBANK and ensure PMU and PIU teams are well aware of Project’s OHS and CHS standards.

4. REPORTS

The Consultant shall prepare and update all parts related to OHS issues in the reports due as part of the project and comment on any activity reports due to World Bank. He/she will fill in detailed time sheets on his/her activities and comply with his/her contract’s requirements in terms of payment/time justification. The reports prepared by consultants will be submitted to ILBANK PMU.

5. DURATION AND LOCATION OF THE SERVICES

The services will be required on a full-time basis, for an expected duration of one year. The Consultant is expected to commence work from January 2022 with two months’ probation period and a renewable 1-year contract, if performance is satisfactory, until the end of the project(s) lifetime.

The position will be based in Ankara with frequent site visits to ILBANK’s project sites. If required, and with the approval of the Employer, the Consultant shall attend the site visits to municipalities/SKI’s and ILBANK Regional Directorates within the scope of the Project.

6. QUALIFICATION REQUIREMENTS

- a. At least bachelor's degree in Engineering or in acceptable field;
- b. Minimum ten (10) years’ work experience in OHS auditing experience in systems and procedures;
- c. Have a certification in OHS related field (A Class OHS Ministry of Labour and Social Security of Turkey Certificate and one International Certificate (NEBOSH, OSHA, etc.);
- d. Have a complete understanding of ISO 45001, Occupational Health and Safety Law No. 6331 and all relevant applicable regulations of Turkey. ILO Code of Practice, World Bank Operational Policies, Environmental and Social Framework and respective World Bank Group Environmental, Health, and Safety Guidelines or any other internationally acceptable standard;
- e. Being an accredited OHS professional¹ lead auditor of an internationally recognized auditing accreditation body is an asset;
- f. Proficiency in key computer applications (Word, Excel, PowerPoint);
- g. Fluency in written and oral English and Turkish is a must; and
- h. Strong interpersonal and communication skills and ability to work in a team environment.

7. METHODOLOGY

The consultant will be hired following the guidance of World Banks’s Procurement Regulations for IPF Borrowers (Fourth Edition November 2020) (Procurement Regulations). The contracted position will be the OHS Consultant of ILBANK PMU in Ankara.

¹ Certified Safety Professional (BSCP), Safety International Diploma (NEBOSH), Certified Safety Engineer (SAWS or PRC), Master in Occupational Safety and Health (ITC-ILO), etc.

The contract will be signed between the ILBANK Department of International Relations or his designee and the consultant.