

Terms of Reference

Consultancy Services for Türkiye Earthquake Recovery and Reconstruction Project Project Management Consultant

1. Background:

As part of a broader package of the World Bank (WB) support to the Government of Türkiye (GoT) after the February 2023 earthquakes, the Türkiye Earthquake Recovery and Reconstruction Project (TERRP) will provide a portion of the massive financing needed to support recovery and reconstruction efforts in priority areas identified in the GoT needs assessment (i.e., health, municipal services, rural housing), complemented with capacity building and technical assistance. TERRP will support both activities addressing urgent health needs (such as provision of temporary health care facilities) as well as activities tackling equally critical municipal services needs but whose delivery will take longer due to their complexity and scale (such as reconstruction of municipal water and sanitation infrastructure). It will also support the second stage of housing reconstruction in affected rural areas. Moreover, TERRP has the potential to be a framework to crowd in additional financing for resilient recovery of disaster-affected areas from other development partners of the World Bank and international financial institutions (IFIs).

Within the scope of WBG Country Partnership Framework (CPF) for Türkiye for FY18-21, which was extended to cover the FY22-23 period through the Performance and Learning Review, TERRP will contribute to goals set out in Türkiye's 12th National Development Plan 2024-2028 (NDP) and is aligned with the government's post-earthquake recovery strategy set forth in the Government's earthquake assessment report.

TERRP was designed as an emergency reconstruction loan. Due to the impacts of the earthquake on the capacity of the municipalities in the earthquake affected cities, for this specific project, the Borrower is the GoT (through the Ministry of Treasury and Finance) and a portion of the Loan proceeds is allocated to İLBANK as the Project Implementing Agency to carry out Component 1 and 4.1 of the Project. Therefore, the Loan Agreement for the TERRP loan no.9580-TR for EUR 910,50 million between the WB and the GoT, and the Project Agreement between the WB and İLBANK were signed on 01/09/2023. The Project closing date is June 30, 2028.

The loan amount allocated to Components 1 and 4.1 implemented by İLBANK is EUR 388,32 million and will be used to finance the reconstruction and rehabilitation of municipal infrastructure, assets, and goods destroyed or damaged by the February 2023 earthquakes and related project management costs. The municipalities located in the eleven provinces declared as disaster zones after the February 2023 earthquakes will be eligible under Component 1 (Adana, Adıyaman, Diyarbakir, Elazığ, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, and Şanlıurfa, i.e., the earthquake-affected provinces).

1.1 Project Area:

The February 2023 earthquakes affected 14 million people in the eleven earthquake-affected provinces. As a result, urgent interventions in municipal infrastructure are required to recover and reconstruct the damaged systems. TERRP was designed as an emergency reconstruction loan. Due to the impacts of the earthquakes on the capacity of the municipalities in the earthquake-affected provinces, ILBANK will assume responsibility for implementation of Project activities. The Project aims at restoring access to essential municipal services, particularly reconstruction and rehabilitation of damaged water supply, wastewater, sewerage and stormwater management facilities in the earthquake-affected provinces.

Following the February 2023 earthquakes, ILBANK conducted a municipal damage and needs assessment in the eleven earthquake-affected provinces, in close coordination with the relevant municipal authorities and other stakeholders. Based on the findings from this assessment, priority investments to restore access to essential municipal services were identified for the eleven earthquake-affected provinces. The overall priority investment pipeline is estimated at nearly EUR 1.7 billion. ILBANK plans to finance about EUR 380 million of this under TERRP focusing on investments in Kahramanmaraş and Adana Provinces, but other provinces such as Hatay may also be added under TERRP financing going forward. The remaining investments are planned to be covered under similar loans from other International Finance Institutions.

The geographical scope of this Project Management Consultancy Contract will cover selected earthquake-affected provinces where TERRP will finance investments TERRP as detailed in the further sections of this Terms of Reference (TOR). Currently, this includes Kahramanmaraş and Adana, but investments in additional provinces may be included and financed under TERRP. The following figure shows all earthquake-affected provinces that are eligible under TERRP, including the location of Adana and Kahramanmaraş.



Figure-1: TERRP Project Cities

1.2 Description of Project Components 1 and 4.1

Component 1: Restoration of Municipal Infrastructure and Services aims at restoring access to municipal services in the earthquake-affected provinces.

Component 1 will finance civil works (including demolition as applicable), goods, consulting, and non-consulting services needed to restore access to critical municipal services of affected people while enhancing disaster and climate resilience. This will include the medium-term rehabilitation and reconstruction of critical municipal infrastructure and facilities such as water, sanitation, stormwater drainage, municipal transport infrastructure, municipal solid waste management facilities, and fire and emergency response services. The component will also finance purchasing of equipment and vehicles in the short-term to restore municipal capacity for the provision of essential services. The component will also finance the preparation and/or review of related studies and construction supervision, which will include carrying out of local soil surveys, assessing climate-related hazards (e.g., flooding), and identifying options as needed/feasible for site selection and materials to ensure long-term resilience of the reconstructed municipal infrastructure to both seismic and climate risks.

The main activities that will be executed within the scope of the Component 1 of the Project is classified under two sub-components:

Subcomponent 1.1: Resilient rehabilitation and reconstruction of municipal infrastructure

(i) This subcomponent can finance rehabilitation and reconstruction of existing municipal water, sanitation, wastewater, drainage, and solid waste management infrastructure damaged by the February 2023 earthquakes, considering site-specific disaster and climate risks and design strengthening for extreme weather-related events; said activities include, inter alia:

- (a) preparing and reviewing related studies for said works, including assessment, feasibility, and design studies with due consideration for climate and disaster risks, and including damage and needs assessments of, inter alia, below-ground water and sewage infrastructure; and carrying out construction supervision for said works;
- (b) repairing and reconstructing damaged water and sewage networks, wastewater collector lines, water transmission lines under the responsibility of municipalities/utilities, water treatment plants, wastewater treatment plants, and stormwater drainage to be more disaster and climate resilient, including, inter alia, adaptation to climate change and/or integration of climate-smart and/or nature-based technologies and solutions for climate change mitigation, as relevant;
- (c) installing temporary water and sanitation facilities for communities living in prefabricated container homes, including package wastewater treatment plants, solar thermal hot water collectors, and portable rainwater storages, as needed; and
- (d) Rehabilitating or reconstructing damaged municipal solid waste management facilities.

(ii) The subcomponent also can finance rehabilitation and reconstruction of municipal roads, bridges, underpasses, and associated infrastructure damaged by the February 2023 earthquakes. To improve accessibility and mobility, the reconstruction efforts will also seek to incorporate dedicated spaces/laneways for pedestrians and cyclists to travel safely. Said activities include:

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- (a) preparing and reviewing related studies for said works, including assessment, feasibility, and design studies with due consideration for future climate and disaster risks, soil deformations, the use of high-performance water and weather resistant materials, and nature-based solutions, as relevant; and carrying out construction supervision for said works; and
 - (b) based on the studies and designs prepared under (ii)(a), repairing and reconstructing the damaged roads and associated infrastructure.

Subcomponent 1.2: Resilient recovery of municipal service facilities.

This subcomponent can finance:

(i) the rehabilitation and reconstruction of municipal service buildings damaged by the earthquakes to at least Turkish Class C Energy Performance Certification standards with functional upgrades like energy-efficient insulation and rooftop solar to reduce gas, electricity, and water consumption; said activities include, inter alia:

- (a) installing prefabricated facilities to provide critical municipal services, including fire and emergency services during transition periods and ensure continuity of services, as needed;
- (b) repairing and strengthening of lightly damaged municipal service buildings, including fire stations and municipal utilities buildings; and
- (c) earthquake and climate resilient and energy efficient reconstruction of destroyed, heavily damaged, and moderately damaged municipal service buildings, including, inter alia, municipal fire stations and municipal utilities buildings, in-situ or in new locations with lower exposure to geological and climate-related hazards (i.e., flooding, landslides).

(ii) Acquisition of emergency response and municipal services equipment and vehicles to restore municipal capacity to provide essential services impacted by the February 2023 earthquakes (including, inter alia, firefighting and rescue vehicles and equipment, solid waste collection vehicles, buses, street sweeping vehicles).

Component 4.1. Project Management, Monitoring and Evaluation will finance consulting and non-consulting services, goods, training, and operating costs for supporting ILBANK in project management and implementation activities under the Project, including for, but not limited to, monitoring and evaluation, reporting, procurement, financial management, environmental and social management, grievance redress mechanism, citizen engagement, and project communication and outreach. It will also support consulting services and training to strengthen ILBANK's capacity to mainstream climate mitigation and adaptation in project activities.

This sub-component can also support technical assistance and capacity strengthening for beneficiary municipalities/ affiliated utilities to facilitate the sustainable operation of the reconstructed/rehabilitated municipal infrastructure and facilities.

1.3 Institutional Roles:

ILBANK has established a new Project Implementation Unit (PIU) under its International Relations Department that is exclusively tasked with the implementation of Components 1

and 4.1 of this Project. The PIU is directly responsible for procurement, financial, contract, environmental and social management, as well as monitoring, evaluation and reporting for all activities under Components 1 and 4.1 of the Project in line with the Loan Agreement signed between the GoT and WB, the Project Agreement between WB and ILBANK, the Project Operations Manual, and the Environmental and Social Framework (ESF) documents for the Project¹. The new ILBANK PIU is led by a Project Manager and composed of staff exclusively dedicated for the implementation of Components 1 and 4.1 of the Project. The ILBANK PIU will also be supported by individual consultants and the Field Project Management Consultant (PMC) whose scope is covered under this TOR. It is also envisaged to hire an overall PMC Contract at ILBANK Headquarters under a EU grant covering all IFIs.

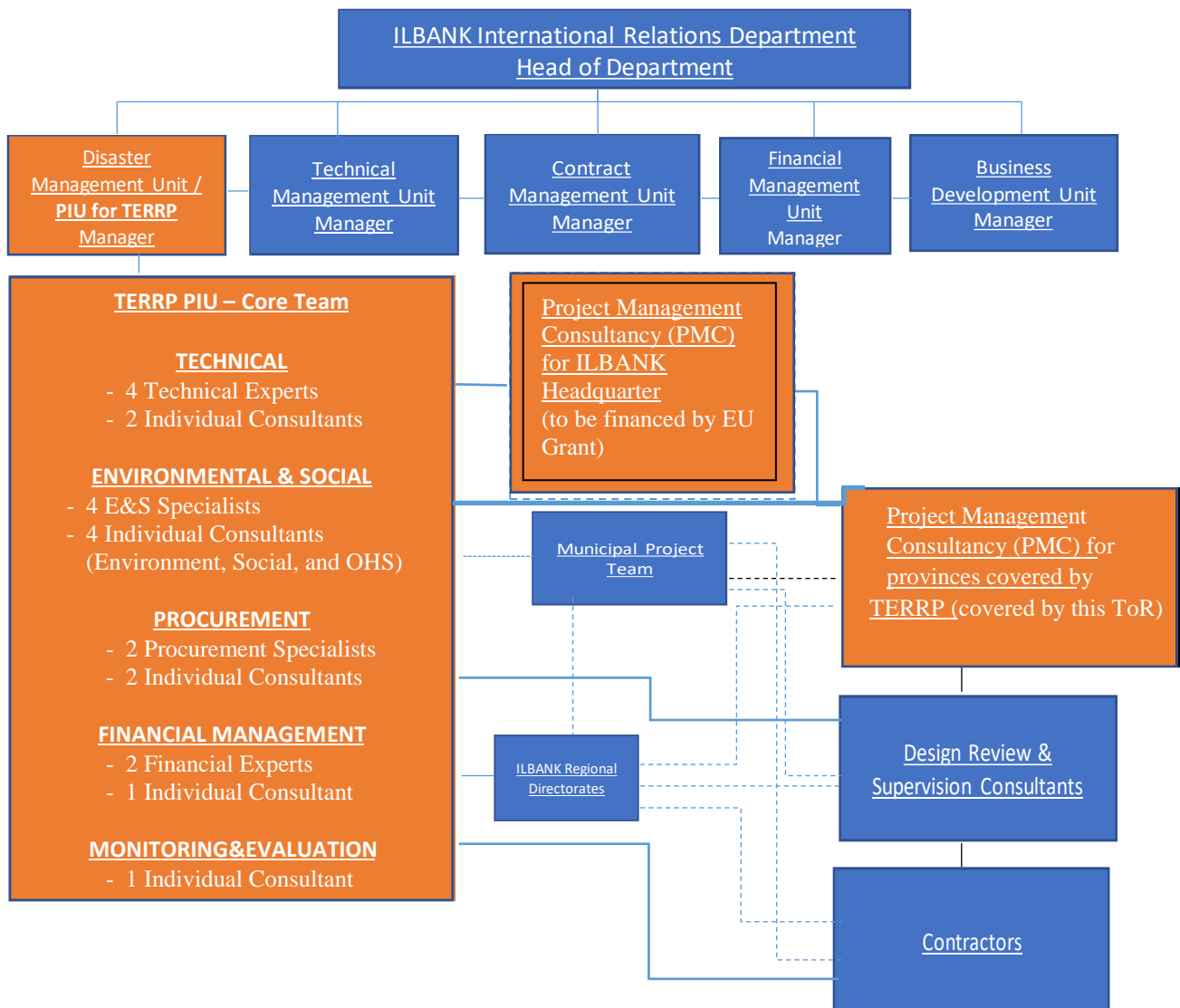
For the execution of the municipal infrastructure reconstruction investments in selected earthquake-affected provinces under TERRP, the ILBANK PIU will mobilize contractors and consultancy services for design/design review, procurement implementation support, preparation of environmental and social (E&S) documents, and construction supervision (Design Review & Supervision Consultants) in line with the World Bank's Procurement Regulations.

ILBANK will sign Protocols with Municipalities / Affiliated Utilities that will benefit from investments financed under Component 1 of TERRP. These Municipalities / Affiliated Utilities are required to assemble a Municipal Project Team within 30 days following the signing of the Protocol. This Municipal Project Team will consist of technical and social staff of the Municipality / Affiliated Utility directly related to the subproject investments and administrative staff to sustain coordination between the Municipality / Affiliated Utility and the ILBANK PIU related to technical aspects, resettlement activities (if any), and implementation of the grievance mechanism of the Project. The Municipal Project Team will not have direct implementation responsibility (this responsibility lies with the ILBANK PIU) but will coordinate/collaborate with the ILBANK PIU as reasonably required by the ILBANK PIU in line with the signed protocols.

See Figure 1 for an organogram of the institutional arrangements for implementation of Component 1.

¹ The ESF documents were published on ILBANK's website at <https://www.ilbank.gov.tr/uidb/turkiye-earthquake-recovery-and-reconstruction-project/accordion/197>

Figure 1: Implementation arrangements for Component 1/TERRP



2. Objectives of the Assignment:

The overall objective of these consultancy services for project management are to support the ILBANK PIU in the effective and efficient implementation of municipal infrastructure rehabilitation and reconstruction investments under Component 1 of TERRP.

The PMC (the Consultant) is expected to mobilize key experts to work as part of the ILBANK PIU's extended team to be based in earthquake-affected provinces where municipal infrastructure rehabilitation and reconstruction investments financed under TERRP will be executed.

Further details of the Scope of Services shall be outlined in the proceeding Sections of this TOR.

2.1 Investments expected to be covered by Assignment :

The municipal investment pipeline under Component 1 of TERRP currently includes the following environmental infrastructure investments in Kahramanmaraş and Adana provinces. Additional eligible investments in other earthquake-affected provinces may be included under Component 1 of TERRP going forward.

- Adana Elevated Water Reservoirs Reconstruction comprised of 15 reservoirs between 50-500 m³
- Rehabilitation of the Kahramanmaraş-Ayrancı Transmission Line- Ilıca Water, Sewerage and Stormwater Network comprised of approximately 80,500 meters of water transmission main, 28,700 meters of sewerage network,
- Rehabilitation of the Kahramanmaraş-Elbistan Sewerage and Stormwater Network comprised of approximately 312,500 meters of sewerage lines and 53,250 meters of stormwater lines
- Rehabilitation of the Kahramanmaraş-Kale Sewerage and Stormwater Network comprised of approximately 57,000 meters of sewerage lines and 11,000 meters of stormwater lines 30.800 meters water network
- Rehabilitation of the Kahramanmaraş-Pazarcık Sewerage and Stormwater Network comprised of approximately 120,400 meters of sewerage lines and 18,500 meters of stormwater lines
- Rehabilitation of the Kahramanmaraş Centrum Water Supply, Sewerage and Stormwater Network comprised of approximately 1.038.000 meters of sewerage lines, 1.175.000 meters of water network lines, 33.250 meters transmission lines and 134,000 meters of stormwater lines.

2.2 Information/Data to be provided to the Consultant:

ILBANK will sign protocols with the municipalities benefitting from investments under TERRP. The template protocol as well as the protocols signed with municipalities (when available) will be shared with the Consultant in electronic format as part of this TOR. The Project Appraisal Document prepared by the WB, the Loan Agreement, the Project Agreement, and the Project Operations Manual will also be shared with the Consultant in electronic format as part of this TOR.

The ILBANK PIU prepared Project Identification Documents (PIDs) for the above-mentioned investments and full designs/drawings are available for most of them. The Design Review & Supervision Consultants that the ILBANK PIU is mobilizing will review the existing designs and prepare missing designs as needed. Available PIDs and designs/drawings of the planned investments will be provided to the Consultant as part of this TOR in electronic format. The TOR for the Design Review & Supervision Consultants will also be shared in electronic format with the Consultant.

An Environmental and Social Management Framework (ESMF), Labor Management Procedures (LMP), Resettlement Framework (RF), and Stakeholder Engagement Plan (SEP) were prepared for the Project in line with the World Bank's ESF. The Consultant can access these documents on ILBANK's website: <https://www.ilbank.gov.tr/uidb/turkiye-earthquake-recovery-and-reconstruction-project/accordion/197>. In line with the ESMF, the ILBANK PIU is conducting E&S screenings of the planned investments. Depending on the screening results and the E&S risk category assessed for each investment, required E&S documents will be prepared for the investments by the Design Review & Supervision Consultants, including e.g., Environmental and Social Management Plans (ESMP), Environmental and Social Impact Assessments (ESIAs), and/or Resettlement Plans (RP). These E&S documents for specific investments will be shared with the Consultant when available.

3. Scope of the Services:

The goal of Component 1 of TERRP is to restore access to essential municipal services in provinces affected by the February 6th, 2023, earthquake. The focus is on reconstructing or rehabilitating damaged municipal infrastructure, particularly for water and sanitation, using a "building back better" approach – delivering safe, disaster and climate change resilient and functional infrastructure on time and within budget. The Consultant (PMC) will act as a part of ILBANK PIU to successfully implement Component 1 of TERRP in compliance with the requirements of the Project documents. The Consultant is expected to bring to the table the following:

- **Quality & Oversight:** Provide technical support/assistance to ILBANK in monitoring the work of Design Review & Supervision Consultants and the Contractors to guarantee projects meet the highest standards.
- **Seamless Coordination:** Facilitate clear liaison and collaboration between the ILBANK PIU in Ankara and the Municipal Project Team and ILBANK's regional office (if applicable).
- **Project Lifecycle Expertise:** Provide technical support/assistance to ILBANK in managing all project phases (preparation, bidding, contracts, supervision), aligning with the implementation plan and ensuring on-time start and completion. A realistic timeline will be established considering initial project scope.
- **Reporting & Transparency:** Provide regular reports to ILBANK PIU on project progress, technical, environmental, and social considerations covering various investments in different project provinces and supporting regular information to stakeholders at the local level.
- **Meetings & Collaboration:** Facilitate regular meetings to keep everyone on the same page and ensure smooth project execution.

In short, the Consultant shall act as trusted advisor of ILBANK, ensuring high-quality, timely, and environmentally responsible reconstruction. The following provides further details regarding the main tasks of the Consultant as a part of the ILBANK PIU in the management

of project activities to be implemented in the earthquake-affected provinces covered by TERRP.

3.1 General Obligations and Tasks of the Consultant:

- Carry out all the Services with due diligence, care, and in timely manner so as not to cause any delay. It is deemed that the Consultant familiarized itself with the nature of TERRP and is expected to take all sorts of precautions during the performance of Services to fulfil its tasks in a timely manner.
- Monitor the implementation of project activities in the earthquake-affected provinces covered by TERRP on behalf of the ILBANK PIU in line with the requirements of the Loan Agreement, Project Appraisal Document, Project Operations Manual, ESF documents, and other project documentation.
- Co-operate with the Design Review & Supervision Consultants and join the meetings whenever required by the ILBANK PIU.
- Coordinate closely with the Municipal Project Team and, when required, with the ILBANK Regional Office.
- Assist / support the ILBANK PIU in updating the procurement plan for Components 1 and 4.1 of TERRP as per the approved/revised work contracts, including the bundling of the Procurement Packages wherever possible.
- Be in regular contact with the ILBANK PIU and make adjustments according to their feedback. They will collaborate on identifying the priority order for each subproject, considering the time flow, and ensuring timely completion.
- Provide technical support/assistance to ILBANK in managing interdisciplinary interfaces during design review, procurement and construction.

Establish clear communication channels with ILBANK PIU and provide regular reports on findings and recommendations regarding technical, environmental, social, and procurement aspects.

ILBANK has the right to request less or more personnel from the Consultant, which is described in Section 7 of these TOR. Any approval, check, consent, instruction, notice or similar act by ILBANK (including absence of disapproval) shall not relieve the Consultant from any of its responsibilities under the Contract including responsibility for errors, omissions, discrepancies, and non-compliances.

3.2 Provide Assistance for E&S Compliance of the Investments

All the investments within the scope of TERRP will be carried out in compliance with the WB ESSs and in accordance with the Project-level ESMF, LMP, RF and SEP.

The ILBANK PIU is responsible for preparation of investment-specific E&S risk screening documents, ESMPs, ESIAs, and RPs, recording results of E&S monitoring, and reporting on these results as part of reporting on the overall progress of TERRP. E&S documents are to be prepared fully in line with the project-specific ESMF (available at: https://www.ilbank.gov.tr/storage/uploads/uidb/ilbank_terr_esmf_wb_comments_01032024_tr_pdf_1709909725.pdf.) Types of E&S instruments and timing of their development and implementation are defined in the Environmental and Social Commitment Plan (ESCP) (available at https://www.ilbank.gov.tr/storage/uploads/uidb/annex_3_terr_escp_negotiated_7_june_202

[3_clean_1686684750.pdf](#)). The ILBANK PIU will mobilize Design Review & Supervision Consultants to prepare the E&S instruments required for the various investments based on the results from the E&S screenings conducted by the ILBANK PIU.

The Consultant (PMC) will assist the ILBANK PIU to ensure that all investments in earthquake-affected provinces under TERRP are implemented in fully compliance with E&S, including Occupational Health and Safety (OHS) and Community Health and Safety (CHS), with respect to Project level E&S documents (ESMF, RF, LMP, SEP), investment-specific E&S documents (ESMPs, ESIAs, RPs) and WB ESF on site via the following sub-tasks:

- Where none exists, conduct E&S screenings for investments included under TERRP in accordance with the project-level ESMF.
- Review the E&S documents for investments prepared by the Design Review & Supervision Consultants to ensure their compliance with the project-level ESMF and WB ESF.
- In coordination with the ILBANK PIU and the relevant municipal/ affiliated utilities, support stakeholder consultation meeting on ESMPs/ESIAs that received the WB's no-objection and incorporate feedback received during the consultations into the final ESMP/ESIAs.
- Ensure that completed ESMPs/ESIAs are integrated to the bidding documents and contracts as an annex and relevant responsible parties including the awarded contractor will be responsible for the implementation of the related ESMPs/ESMP Checklists.
- Review and endorse Environmental and Social Monitoring Report (ESMR) reports prepared by the Contractors monthly during the construction and as reviewed by the Design Review & Supervision Consultants.
- Coordinate with the Design Review & Supervision Consultants, Contractors—and/or if any, external E&S consultants—for collection of the monitoring data and compilation of or providing input to periodic monitoring reports as necessary and appropriate.
- Prepare the 6-monthly E&S reports to be incorporated in the progress reports and submit to ILBANK PIU for submission to WB semi-annually.
- Support and monitor the grievance redress mechanism (GRM) process; monitor the status of each grievance, including actions taken, pending actions, and resolution status, ensure that the Project Implementation Unit (PIU) is regularly updated on the status of the GRM identifying any gaps or areas for improvement.
- Conduct regular site visits and audits to verify the implementation of ESMPs/ESIAs and OHS measures. This should be documented in the E&S reports submitted to ILBANK for submission to the WB.
- Conduct non-routine site visits/audits in case of E&S issues or non-compliances identified in subprojects or if requested by PIU (e.g., untreated wastewater discharge, incidents or accidents resulting in fatalities or serious injuries of subproject personnel or third-parties, significant grievances, etc.)
- Ensure implementation of corrective actions in case of E&S non-compliances in coordination and agreement with ILBANK PIU over reasonable timeframes
- Notify PIU (in coordination with the supervision consultant) of any significant E&S incident or accident within 24 hours of becoming aware of such incident or accident.
- Ensure submission a detailed E&S Incident Investigation Form, supplemented by a Root Cause Analysis (RCA) to be conducted pursuant to good international industry practice, to ILBANK within 30 days of the accident/incident date for significant accidents or incidents (in line with the template to be provided by ILBANK).

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- Provide trainings as required and not limited to on legal and regulatory compliance, social and community engagement, sustainability and environmental compliance, quality management, Occupational Health and Safety (OHS), Health, Safety and Environment (HSE) to the Design Review & Supervision Consultants and the Contractors.

3.3 Provide Procurement Implementation Support

The Consultant shall review Bidding Documents (BDs), Clarifications, Addendums, Bid Evaluation Reports, and Contracts prepared by the Design Review & Supervision Consultants. This review shall focus on ensuring consistency and identifying and correcting inconsistencies, discrepancies, or restrictive features within the documents.

- Identify potential risks associated with the procurement process and propose mitigation strategies.
- Update the bid schedule for ILBANK's works projects in accordance with the approved/revised work schedules,
- Ensure that items within procurement documents do not contradict each other and material specifications comply with Turkish and/or international standards.
- Review/provide recommendations on the BDs prepared by the Design Review & Supervision Consultants. This review shall include, but not be limited to, the designs, technical specifications, subsurface investigations and information, estimated costs, Bill of Quantities, and the BDs as a whole with all its sections for consistency. This review process by the Consultant is aimed to streamline the review process of the BDs by ILBANK PIU from both technical and procurement perspectives and shall provide/identify any of the inconsistencies, discrepancies, restrictive features etc. in the BDs to the consideration of ILBANK PIU for a smooth, transparent procurement process to be carried out under TERRP.
- Attend any meetings convened by ILBANK PIU to further discuss the findings of its review with the Design Review & Supervision Consultants on the BDs and any other procurement documentation prepared by the same.
- Review/provide recommendations on the Clarifications, Addendum, assist in Bid Evaluation Report/s as may be required, Contract/s drafted by the Design Review & Supervision Consultants for review by the ILBANK PIU,
- Provide hands-on procurement implementation support to ILBANK PIU for any activity under TERRP that is not under the responsibility of the Design Review & Supervision Consultants.
- Review the technical specifications including E&S clauses, Price Schedules, BDs, and all additional documents, in such a way that the necessity for variation orders during the construction/supervision stage is minimized. The Consultant shall propose any reasonable modification to documents, reports, etc. irrespective of its/their being approved by the ILBANK or WB depending on the review level during the various stages of approval. Documents shall comply with WB Procurement Regulations.
- Review submitted procurement-related complaints ~~bid claims~~, ensuring they adhere to established procedures and timelines. Based on its review, the Consultant shall provide recommendations to ILBANK PIU regarding the validity of the claims and potential solutions.

The responsibility of the Consultant for this task shall continue until the successful completion of the bidding process for each contract.

If for any reason any of the contract/s could not be concluded for the first round of the bidding, the Consultant shall provide all procurement related support specified under this Task 3.3 to the ILBANK PIU for the subsequent round/s of rebidding where the Consultant shall not be entitled for any compensation or payment during such period since the process should normally flow without any disruptions with all efforts, double layered preparation/review processes introduced in the procurement implementation by the Design Review & Supervision Consultants and the PMC.

3.4 Provide Project/Contract Management and Monitoring Support

The Consultant shall provide comprehensive project-contract management, on-site monitoring, and quality assurance support to the ILBANK PIU to ensure the successful execution of investments in the earthquake-affected province under Component 1 of TERRP. This will include the following key tasks and responsibilities:

3.4.1 Project Management & Quality Assurance:

Develop and implement Project-Contract Management, Quality Management, and other relevant manuals to establish consistent project-wide standards. Utilize standardized checklists and templates for efficient communication and documentation.

3.4.2 Progress Monitoring & Reporting on Site:

- Prepare regular progress reports, identifying and resolving issues proactively.
- Conduct frequent site visits to verify adherence to construction schedules, contract provisions, and E&S (see above for more details on E&S compliance).
- Promptly report any delays, non-compliances, E&S concerns, or potential risks, proposing corrective actions.
- Attend to ILBANK and WB missions, prepare reports (including the pre-mission reports) and presentations as required.
- Review the supervision consultant's progress reports

3.4.3 Collaboration & Communication:

- Collaborate with Design Review & Supervision Consultants to address identified issues.
- Establish effective communication with the Municipal Project Team and ILBANK Regional Directorates.
- Maintain close coordination with ILBANK PIU as per their guidance.

3.4.4 Contract Management:

- Approve Design Review and Supervision Consultants' payments and monitor Contractors payments, ensuring timely and accurate disbursements based on contract milestones and deliverables.
- Review any contractual matters that requires ILBANK PIU's approval as specified in the Special Conditions of Contract (SCC) of any specified works contract/s awarded under this Project (TERRP) including but not limited to the Interim Payment/s of Contractors, any Variation Order/s etc. as further outlined to be the contractual obligations of ILBANK as the Client of any works Contract/s under this Project.

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- Establish and maintain documentation and record keeping system and hand over to ILBANK PIU at the completion of services.
 - Facilitate the processing and resolution of variations, claims, and disputes arising during project execution.
 - Assist in the preparation of punch lists, provisional and final takeover processes in coordination with the Design Review & Supervision Consultants.
 - Act as a liaison during the defect liability period, promptly reporting defects and following up for timely rectification.

3.4.5 Monitoring & Evaluation:

- Prepare progress monitoring reports as per ILBANK PIU requirements.
- Conduct final monitoring and evaluation, preparing a comprehensive report summarizing project performance, achievements, and lessons learned.
- Specific tasks during supervision will be defined in consultation with ILBANK PIU.
- Frequency of site visits and reporting will be established for optimal oversight.

4. Locations of Services and Logistics

The Consultant (PMC) is expected to provide the services under this TOR in Kahramanmaraş and Adana and/or other provinces as may be extended. Details regarding the expected location of specific key experts are indicated section 7 below. PMC Team leader and Technical and ESF key experts/team shall mainly be positioned in Kahramanmaraş city center with regular site visits to other TERRP investment locations In Kahramanmaras and Adana provinces. ILBANK will arrange the BDs for the Civil Works Contractors to incorporate clauses to provide office area to the Consultant as well as the Design Review and Supervision Consultants at the construction sites depending on the size and location of the construction site. The size and number of rooms shall be jointly determined by the İLBANK PIU, Design Review and Supervision Consultants and the Consultant (PMC) considering the needs of the İLBANK PIU as well. However, these will be constructed by the Contractors and will take some time. The Consultants will be fully responsible for providing their central office in Kahramanmaraş until the contractors are in place to make these site offices available. The central office shall be furnished and equipped by the Consultant (PMC), whereas the site offices shall be furnished by the Contractor. All sort of running expenses except water and electricity (to be provided by the contractor) shall be under the Consultant's (PMC) responsibility.

Any need for support staff like interpreters, project assistants, drivers, etc., travel (onsite or intercity), cars, accommodation and all associated costs requirements shall be provided by the Consultant (PMC).

5. Time Schedule:

The above-listed services shall be provided throughout the duration of project implementation, i.e., for 44 months with an expected contract start date in October 2024 until June 30, 2028.

The below table provide the completion schedule for the Consultant's Contract as well as currently planned Work Contracts.

TIME TABLE

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6. Contract Type

The Consultant shall have a time-based contract.

7. Team Composition & Qualification Requirements for the Firm & Key Experts

The Consultant (PMC) shall comprise of a firm with experience in project management for municipal infrastructure projects and experience with IFI financing and preferably operating in Türkiye.

The Consultant's team shall include at least the following suitably qualified professionals who are competent to carry out the duties as key staff described within this document. The number of staff will be determined by the Consultant (PMC) and approved by ILBANK PIU to comply with the strict duration limitation of the contract. The Consultant is free to propose additional professional experts as deemed necessary for successful completion of the assignment. The Consultant shall provide adequate staff in terms of expertise and time allocation, as well as needed equipment in order to complete the activities required under the scope of work and to finally achieve the objectives of the project in terms of time, costs and quality.

The minimum required number and experience of proposed professional staff for K.Maraş and Adana are:

KEY STAFF	Total Estimated Staff- Months	Professional Experience (Years)	Specific Experience on the Related Assignment (Years)	Main Location(s) to be Positioned
Project Team Leader	44	>15	>5	K.Maraş
Procurement/Contract Management Expert	40	>10	>5	K.Maraş (50 %)+Ilbank Ankara Premises (50%)
Technical Expert1 (Civil Engineer)	40	>10	>5	K.Maraş
Technical Expert1 (Civil Engineer)	24	>10	>5	K.Maraş/Adana
Occupational Health and Safety Specialist	40	>10	>10	KMaraş/ Adana
Social Specialist	8	>10	>5	KMaraş/Adana
Environmental Specialist	8	>10	>5	KMaraş/ Adana
TOTAL ESTIMATED KEY STAFF- MONTHS	204			
NON-KEY STAFF				

Design Review Engineers (Civil, Electrical, Mechanical, Geotechnical)	12	>10	>5	PMC Head Office/Sites
TOTAL ESTIMATED NON-KEY STAFF- MONTHS	12			
TOTAL ESTIMATED STAFF- MONTHS	216			

* There will be an addendum for covering other locations if included under the project. This addendum or any other addendum shall also take into account any scope reduction in K.Maraş and Adana, if any.

Project Team Leader

The Project Team Leader is the central figure, leading and managing the consultancy team while ensuring smooth communication with stakeholders. Provide technical expertise and quality assurance, overseeing all project phases and acting as the main point of contact for ILBANK PIU. This leadership role demands strong communication, collaboration, and accountability skills to guarantee project success.

Ideal candidate should meet the following qualifications:

- University degree in Civil Engineering,
- Has a minimum of 15 years of overall professional experience with a specific focus on serving as a Project Manager for the past 5 years, preferably in similar water and wastewater projects.
- Possess a strong understanding of the design and technical documentation requirements for similar water and wastewater projects,
- Have a good knowledge of requirements of Turkish legislation concerning designs, construction, engineering, environmental and social issues,
- Proven experience in collaboration with government institutions including municipalities and/or utilities and international financial institutions,
- Fluent in both written and spoken English

Procurement/Contract Management Expert

The Procurement/Contract Expert will ensure the project's procurement and contractual integrity by meticulously reviewing all documents, identifying potential risks and opportunities, and ensuring strict adherence to regulations and agreed-upon terms. Help to monitor the Design Review and Supervision Consultants' and Contractors' performance against the respective contracts, proactively address potential issues, and act as a problem solver and negotiator when contractual disputes arise.

The ideal candidate/s should possess the following qualifications:

- Holds a suitable graduate degree in engineering or related fields in the scope of this project. (Preferably engineering or law)
- A minimum of 10 years of professional procurement experience, with a minimum of 5 years of comprehensive experience and understanding of IFI's Procurement Rules and Procedures, especially WB is preferable.
- Familiarity with the concepts, principles, and methodologies that govern global procurement, coupled with the capability to transform these ideas into practical actions. This includes, but is not limited to, achieving cost-effectiveness, sustainable procurement, strategic sourcing, market analysis, and proficient contract management.

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- Proven experience in collaboration with government institutions including municipalities, utilities and/or international financial institutions is desirable.
 - Fluent in written and spoken both English and Turkish

Technical Experts (Civil Engineers)

The Technical Experts safeguard project quality through rigorous inspections, accurate measurement verification, and timely payment processing based on completed work. They monitor progress against established schedules, identify and address potential delays, and provide regular and ad-hoc reports to ensure program execution remains on track and with high technical quality.

They will hold a suitable undergraduate degree (BS or above) and have at least 10 years professional experience. They shall have minimum 5 years of specific experience in supervision stage as planning & progress control, review and organize documentation (work plan, actual progress, as built drawings, regular reports) preparation of reports. The Technical Experts shall be preferably fluent in written and spoken English.

Occupational Health and Safety Expert

The OHS Expert ensures that a safe and healthy work environment is implemented by enforcing OHS policies and procedures. A crucial role in identifying and mitigating workplace hazards, promoting safe work practices, and fostering a culture of safety awareness within the project.

- Minimum of 10 years of experience as an OHS Officer or a related field.
- Strong understanding of OHS legislation and regulations.
- Proven ability to identify and assess workplace hazards.
- Excellent communication and interpersonal skills, with the ability to effectively communicate safety information to stakeholders at all levels.
- Ability to develop and implement OHS programs, including training materials and procedures.
- Proficient in conducting safety inspections and audits.
- Experience in investigating workplace incidents and accidents.
- Excellent written and verbal communication skills.
- Knowledge of emergency response procedures.
- Possession of a valid OHS certificate.

Environmental Expert

The environmental expert shoulders the responsibility of ensuring environmental compliance throughout the project's lifespan. This encompasses reviewing documentation, monitoring reports, actively monitoring environmental parameters, liaising with relevant authorities, reporting on environmental performance to the ILBANK PIU and relevant stakeholders, and collaborating with contractors, supervising consultants to seamlessly integrate environmental considerations into project design, construction, and operation.

S/he shall be a suitable undergraduate degree (BS or above / preferably Environmental Engineer) and have at least 10 years professional experience. S/he shall have minimum 5 years of specific experience as Environmental Expert or equivalent position in the Supervision stage

of projects, preferably in sewerage, stormwater and drinking water sector. The Environmental Expert shall be preferably fluent in written and spoken English.

Social Expert

The social expert plays a pivotal role in ensuring social compliance throughout the project lifecycle. This encompasses reviewing social impact assessments, resettlement action plans, and other relevant documentation; monitoring social performance indicators and grievance mechanisms; actively engaging with affected communities; liaising with relevant authorities; reporting on social performance to the ILBANK PIU and stakeholders; and collaborating with contractors, supervising consultants to seamlessly integrate social considerations into project design, construction, and operation. S/he shall have a suitable undergraduate degree (BS or above) and have at least 10 years professional experience. S/he shall have minimum 5 years of specific experience as Social Expert or equivalent position in the Supervision stage of projects, preferably in sewerage, stormwater and drinking water sector. The Social Expert shall be preferably fluent in written and spoken English.

Design Review Engineers

They will be responsible for infrastructure projects that are earthquake resilience, ensuring adherence to updated seismic codes. Conduct thorough analysis of submitted designs, identifying potential vulnerabilities, and recommending improvements. Liaise with Design Review and Supervision Consultants to ensure designs meet safety standards and reconstruction goals.

They will hold a suitable undergraduate degree (BS or above) and have at least 10 years professional experience. S/he shall have minimum 5 years of specific experience in sewerage, stormwater and drinking water sector design. Design Review Engineers shall preferably be fluent in written and spoken English.

8. Reporting Requirements and Time Schedule for Deliverables:

The Consultant shall prepare and submit to the ILBANK PIU various reports and documents that are specified in or that are implied from these TOR in respect of various tasks as described in the TOR. These reports, documents and other documentation relate to the various stages of the PMC's Services including, but not necessarily limited to;

- Inception Report
- Project Screening Report Review *
- ESMP/ESIA Reports Review *
- Works Contracts Bid Documents Review Reports
- Bid Evaluation Review Reports
- Monthly Monitoring Reports
- Quarterly Progress Review Reports
- Incident Reports
- Provisional Acceptance Review Report
- Project Completion Report

**(Due to project start date limitations, the PMC may not be involved in all initial tasks for the investments in Adana, Kahramanmaraş and other prospective cities. This scope focuses on reviewing*

for remaining investments, along with any potential new subprojects added, before or after the PMC starts full services.)

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

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

A draft copy (3 in Turkish, 1 in English) of all reports shall firstly be submitted to the ILBANK PIU for discussion purposes following which the Consultant shall be required to prepare the final copy, incorporating any amendments arising from such discussions.

No	Report	Last Submission Date	English (hard copy)	Turkish (hard copy)	Soft Copies
1	Inception Report	Within 15 days after contract signature	1	3	1
2	Project Screening Report (Current Situation Analysis of Project Pipeline)	Within 3 days after receipt of documents from ILBANK	1	3	1
3	ESMP/ESIA Review Reports	Within 5 days after receipt of draft ESMP/ESIA report from Design Review & Supervision Consultant	1	3	1
4	Works Contracts Bid Documents Review Reports	Within 7 days after receipt of documents from ILBANK	1	3	1
5	Bid Evaluation Report	Within 7 days after receipt of documents from ILBANK	1	3	1
6	Monthly and Quarterly Monitoring Reports	Within 5 days by the end of period	1	3	1
7	Incident Reports	With immediate effect- ASAP	1	3	1
8	Provisional Acceptance Review Reports	Within 30 days upon receiving of Design Review & Supervision Consultants Reports	1	3	1
9	Project Completion Report	Within 30 days following PMC Contract Completion	1	3	1

Key Points:

The Consultant's reports shall focus on ensuring the project is executed efficiently, effectively, and adheres to established standards and regulations. The reports prepared by the Design Review and Supervision Consultants provide technical expertise and environmental assessments to inform decision-making and safeguard public well-being. The Consultant's review of the reports prepared by the Design Review and Supervision Consultants ensures overall project quality, compliance, and risk mitigation throughout the reconstruction process.

Inception Report:

Defines the project management structure, outlining roles, responsibilities, and communication channels. Establishes project timelines, milestones, and deliverables. Identifies potential risks and mitigation strategies. Outlines budget allocation and resource management plan.

Works Contracts Bid Documents Review Reports:

Reviews bid documents for completeness, ensuring all necessary information is included for fair and competitive bidding. Verifies compliance with WB's procurement regulations and standards. Assesses clarity and ambiguity in bid documents to avoid potential disputes.

Bid Evaluation Review Reports:

Reviews bids submitted by bidders, ensuring adherence to project specifications, quality standards, and earthquake-resistant design principles. Analyzes proposed construction methods, materials, and timelines. Evaluates bidder qualifications and relative experience.

Monthly and Quarterly Monitoring Reports:

Track project progress against established timelines and milestones. Identify any deviations from the project plan and propose corrective actions. Monitor adherence to budget and resource allocation. Document key project activities, decisions, and challenges encountered.

Provisional Acceptance Review Reports:

Review the reports prepared by the Design Review and Supervision Consultants confirming substantial completion of project works, verifying that all major construction elements are finished according to specifications. Identifies any outstanding minor works or defects requiring rectification. Assist in providing formal handover of the project to the relevant authorities.

Project Completion Report:

Review the reports prepared by the Design Review and Supervision Consultants that documents the entire project lifecycle, including a comprehensive overview of completed works. Summarizes achievements, challenges faced, and lessons learned throughout the project. Provides recommendations for future earthquake reconstruction projects.

ESMP/ESIA Review Reports:

Review the reports prepared by the Design Review and Supervision Consultants assessing the potential E&S impacts of reconstruction projects, including: air and water quality, waste management, noise and dust pollution, OHS, CHS, resettlement of affected communities,

near-misses, incidents, and grievance management. Recommends mitigation measures to minimize E&S harm.

Incident Reports:

Review the reports prepared by Design Review and Supervision Consultants. Review documents of any unforeseen events or accidents occurring during the project, including details of the incident, cause, consequences, and corrective actions taken.

All report copies shall be labeled in accordance with the needs of the ILBANK PIU.

9. ILBANK PIU's Input and Counterpart Personnel:

The ILBANK PIU will timely provide to the Consultant (PMC) the inputs and facilities, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

The ILBANK PIU will provide timely and accurate information, data, and requirements to the Consultant (PMC) throughout the project lifecycle. This includes:

- Project objectives, scope, and deliverables as defined in the project documents.
- Key project stakeholders and their contact information.
- Existing project documentation, plans, and reports.
- Any relevant policies, procedures, and guidelines that the PMC needs to adhere to.
- Access to necessary project facilities, resources, and personnel.

The client will designate a primary point of contact (POC) within the PIU who will be responsible for:

- Communicating client requirements and feedback to the PMC.
- Facilitating internal approvals and decision-making processes.
- Attending project meetings and providing input as needed.
- Reviewing and approving PMC deliverables
- Reviewing and approving PMC payment statements

Counterpart Personnel:

- The client may assign counterpart personnel to work alongside the PMC team. These individuals have a strong understanding of the project context, stakeholder needs, and relevant technical aspects.
- Counterpart personnel responsibilities may include:
 - Providing subject matter expertise during project planning, execution, and monitoring.
 - Assisting with data gathering and document preparation.
 - Facilitating communication between the PMC team and internal stakeholders.
 - Participating in project reviews and meetings.
 - Contributing to risk management activities.

The PMC shall return all records to the ILBANK PIU upon the completion of services.