

T.C.  
SANAYİ ve TEKNOLOJİ BAKANLIĞI

**TÜRKİYE’DE MÜLTECİLER VE EV SAHİBİ TOPLULUKLAR ARASINDA SOSYAL GİRİŞİMCİLİK,  
GÜÇLENDİRME VE UYUM PROJESİ (SEECO-SOCIAL ENTREPRENEURSHIP, EMPOWERMENT AND  
COHESION PROJECT) KAPSAMINDA DANIŞMANLIK HİZMETLERİ ALIM DUYURUSU**

**İLGİ BİLDİRİMİNE DAVET**

**Proje No:** P171456

**Proje Adı:** Türkiye’de Mülteciler ve Ev Sahibi Topluluklar Arasında Sosyal Girişimcilik, Güçlendirme Ve Uyum Projesi

**Başvuru Numarası:** Alımı yapılacak danışmanlık hizmetlerinin adı, sayısı ve sözleşme numaraları aşağıdaki tabloda yer almaktadır:

POZİSYON	SAYI	REFERANS SÖZLEŞME NUMARASI
Çevre Uzmanı	1	MoIT/GDDA.IDNV-PIU.21
Sosyal Uzman	1	MoIT/GDDA.IDNV-PIU.22

**İlgi Bildirimi Yayınlanma Tarihi (web):** 19.06.2023

**Son Başvuru Tarih ve Saati:** 02.07.2023 Saat 17:00

T.C. Sanayi ve Teknoloji Bakanlığı, Türkiye’de Mülteciler ve Ev Sahibi Topluluklar Arasında Sosyal Girişimcilik, Güçlendirme ve Uyum Projesi (SEECO) kapsamındaki harcamaları finanse etmek üzere Avrupa Komisyonu Kalkınma Fonundan bir hibe sağlamıştır. Dünya Bankası; sağlanan hibenin yönetimini sağlamaktadır. Bu Hibenin bir bölümü bu İlgi Bildirimine Davetin düzenlendiği alıma ilişkin sözleşmenin ödemelerinde kullanılacaktır.

Bu kapsamda, T.C. Sanayi ve Teknoloji Bakanlığı Kalkınma Ajansları Genel Müdürlüğü’nde istihdam edilmek üzere 1 Çevre Uzmanı, 1 Sosyal Uzman alınacaktır. Danışmanlar Proje süresince tam zamanlı olarak istihdam edilecektir. Sözleşmeler İdarenin ihtiyacına, danışmanın performansına ve finans kaynağının durumuna göre Proje süresince yıllık olarak yenilenebilecektir. İşin süresi ilk sözleşme dönemi için yaklaşık 6 ay olup, 15/07/2023 tarihinde başlatılması planlanmaktadır.

T.C. Sanayi ve Teknoloji Bakanlığı Kalkınma Ajansları Genel Müdürlüğü uygun bireysel danışmanları, yukarıda belirtilen hizmetleri sağlamak üzere ilgi bildiriminde bulunmaya davet etmektedir. İlgi bildiriminde bulunmak isteyen bireysel danışmanların, aranan nitelikleri ne oranda taşıdıklarını, İş Tanımında “**aranılan nitelikler**” başlığı altındaki sıralamaya uygun olarak gösteren, Ek’te yer alan örneğe uygun olarak Türkçe hazırlayacakları özgeçmişlerini en geç **02.07.2023 tarihinde saat 17.00’ye** kadar aşağıdaki sistem üzerinden ulaştırmaları gerekmektedir. Ayrıca mülakata çağrılacak adaylardan özgeçmişlerinde atıfta bulunulan diploma, sertifika, referans mektubu, vb. belgelerin birer fotokopisi talep edilecektir.

İlgi bildirimlerine yönelik başvurular yalnızca e posta adresi üzerinden ([seecoihale@sanayi.gov.tr](mailto:seecoihale@sanayi.gov.tr)) gerçekleştirilecektir.

Danışman seçimi, Dünya Bankası’nın Kasım 2020 versiyon tarihli “DÜNYA BANKASI IPF Borçluları için Satın Alma Düzenlemeleri - Yatırım Projesi Finansmanında Satın Alma Tedarik, Yapım İşleri, Danışmanlık Dışı Hizmetler ve Danışmanlık Hizmetleri” (**Satınalma Düzenlemeleri**)’ne uygun olarak yapılacaktır. Yalnızca kısa listeye girebilen adaylara geri bildirimde bulunulacaktır.

Sorular ve tereddüt edilen konular ile ilgili [seecoihale@sanayi.gov.tr](mailto:seecoihale@sanayi.gov.tr) adresine e-posta iletilir.

**EKLER:**

- İş Tanımı (Sosyal Uzman)
- İş Tanımı (Çevre Uzmanı)
- Başvuru Mektubu Örneği
- CV Formatı

**SOCIAL ENTREPRENEURSHIP, EMPOWERMENT AND COHESION IN REFUGEE  
AND HOST COMMUNITIES IN TURKEY PROJECT**

MOIT/GDDA.IDNV-PIU.22

**Terms of Reference  
SOCIAL SPECIALIST**

**Scope and Objective**

In the scope of the Social Entrepreneurship, Empowerment and Cohesion in Refugee and Host Communities in Turkey (SEECO) Project, a Social Specialist will be assigned to;

- (i) manage implementation of the procedures and management plans related to labor, working conditions, stakeholder engagement, grievance redress mechanism, and community health and safety;
- (ii) ensure that the community-citizen engagement objectives are fully designed and implemented; and
- (iii) oversee other social aspects such as gender and social inclusion.

The Social Specialist will work **full time** for the Project and will be located in **Ankara**. However, since the implementation area of the Project covers 11 provinces, the job requires some travel throughout these provinces in Turkey.

**Background**

The SEECO Project is a project implemented by Ministry of Industry and Technology (MoIT) administered by the World Bank and financed by the European Union.

The proposed project of 39.5 Million EUR aims to support women and youth within refugee and host communities' transition into sustainable economic opportunities and increased social cohesion through the micro-grant support provided by the selected 5 Development Agencies (DAs) covering 11 provinces (Adana, Mersin, Gaziantep, Adıyaman, Kilis, Mardin, Hatay, Osmaniye, Kahramanmaraş, Diyarbakır, and Şanlıurfa), where vulnerable refugees mostly reside. The project aims at: (i) expanding economic opportunities for mostly women refugee and host communities through support for social enterprises and vital livelihoods facilities; and

(ii) improving social cohesion among refugees and host communities through enterprise development and participatory engagement in livelihoods facilities.

The project will be implemented through three components, namely as (i) Social Entrepreneurship for Women and Youth in Refugee and Host Communities, (ii) Community Livelihoods-related Facilities in Refugee and Host Communities and (iii) Institutional Capacity Strengthening and Project Management.

Component 1 will finance activities to support social entrepreneurship in refugee and host communities in the target provinces. The project defines a social enterprise to include profit-making businesses that prioritize social or environmental impact while reinvesting profit primarily in their mission and/or benefitting target social groups through employment or

other activities that may increase their income. For the purposes of the project, this includes, inter alia, businesses that are established with the mission of employing, or self-employing, refugees and other vulnerable members of the community (e.g. disabled, at-risk youth, etc.).

This component will directly benefit those receiving startup 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 subgrants for the 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.

In order to develop sustainable microenterprises, women (and other vulnerable) social entrepreneurs supported under Component 1 will need to access a range of supporting facilities. The development and survival of the business is not only a function of business and technical skills; women face a number of other constraints to their successful engagement in livelihood opportunities. While some of these are addressed in Component 1 through support services (training, mentoring, and coaching), others require local community-level, small-scale investments, without which social enterprises will flounder and/or be unsustainable, and social cohesion outcomes will not be achieved.

While the neighborhoods in the local authorities covered by the project are generally provided with basic services and infrastructure (such as roads, water, sewerage, and solid waste management), other services that would support women's participation in social enterprises are either unavailable or only partially available in most of the project locations. Such services include childcare facilities or kindergartens, access to community-based workshop facilities or maker-spaces, and access to local marketplaces.

To address these 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 under Subcomponent 2A; and (ii) the cost of establishing/renovating selected livelihoods- related facilities under Subcomponent 2B.

The implementation of the proposed project will follow World Bank Policies and EU Requirements. Component 3 will finance project management, monitoring & evaluation, and communications (and visibility) as well as the targeted capacity building of national (MoIT, DAs) and local actors (local authorities, NGOs, other stakeholders) to strengthen their capabilities to support women's livelihoods development in this project and in the future.

### **Qualifications and Skills**

- University degree in Psychology, Sociology, Law or any other field related with social sciences,
- 3 years of relevant work experience in internationally funded projects, at least with 2 years of experience in internationally funded projects in areas such as migration, social policy, entrepreneurship or other related fields,
- Knowledge and preferably relevant work experience on the Social requirements/policies/standards of the IFIs (e.g. WB, IFC, EBRD)
- Direct experience of citizen engagement/community participation including the

mechanisms for beneficiary feedback on project design and implementation, grievance handling mechanisms, participatory planning and monitoring, and measurement,

- Demonstrated knowledge of other aspects of social inclusion and marginalized groups (gender, youth, disabilities),
- Knowledge and experience on stakeholder engagement and management, grievance management, labor rights of refugees and workers in Turkey is preferable,
- Familiarity with issues of refugee employment and access to services in Turkey is asset,
- Experience in working with public institutions and international organizations,
- Capacity to communicate orally and in writing in both Turkish and English languages,
- Excellent interpersonal and communications skills,
- Demonstrated ability to work in a team,
- Have no restriction for travel,
- Teamwork skills,
- Analytical thinking and problem-solving skills,
- Adaptability to flexible working hours,
- Completed or postponed military service for male candidates (for Turkish citizens).

### **Duties and Responsibilities**

- Manage, monitor and report on implementation of the procedures and management plans related to labor, working conditions, stakeholder and community engagement, social and socio-economic impacts, gender, social inclusion, grievance mechanism, community health and safety,
- Conduct social risks and impacts reviews, internal supervision of project operations and contractors' activities to ensure compliance with the Project's disclosed Environmental and Social Management Framework (ESMF), Labor Management Procedures (LMP), Stakeholder Engagement Plan (SEP) procedures that are part of the Environmental and Social Commitment Plan (ESCP) as per the World Bank ESF and applicable national laws, regulations and standards,
- Provide leadership on the citizen engagement/community participation aspects of the project, ensuring that refugee and host communities are actively engaged in all aspects of the project and that project decision-making is community led in order to meet community needs; and ensuring their active role in the monitoring activities developed under the project,
- Ensure that contractor(s) hired under the Project are compliant with labor management procedure, national employment, health and safety laws and relevant mitigation measures included in the ESMF,
- Ensure that labor management procedure and age verification procedure is adequately implemented for the Project workers defined in the Project's LMP,
- Ensure operationalization of workers' grievance mechanism,
- Coordinate and oversee the implementation of citizen engagement framework of the project,

- Supervise, monitor and guide DAs to help them monitor and report on compliance of the contractors, and project beneficiaries participating in the project activities under Component 1 and 2,
- Ensure ESMP checklists that are required as part of subgrants are filled out adequately by the beneficiaries and guide DAs on how to support grant beneficiaries to comply with the mitigation measures in ESMF, LMP and SEP,
- Monitor and report on training of the project workers on OHS,
- Ensure that procurement documents include all necessary requirements to be consistent with ESF requirements, with special focus on social/labor elements,
- Provide corrective actions to social monitoring concerns and findings. Track corrective and preventive actions taken in response to internal and external audit/inspection findings,
- Provide guidance and direction to MoIT PIU management and MOIT and DA personnel for achieving compliance with all applicable ESF social standards and requirements,
- Act as MoIT representative to communities for social issues, especially related to labor and stakeholder engagement issues,
- Maintain and manage all procedures related to the proper functioning of the Project and Workers' Grievance Mechanism, as well as other procedures related to social incidents, including reporting and participation in route/cause analysis, recommendations to address identified issues,
- Oversee social incident/non-compliance investigations,
- Record and respond to grievances that are directed to MoIT,
- Maintain awareness of regulatory changes and informs MoIT PIU relevant personnel,
- Inform MoIT PIU about the need to update LMP when/if necessary in the course of implementation of the Project, as well as in case of the domestic legislation changes,
- Implement social and labor-related training and provides knowledge transfer to staff members and teams as necessary,
- Liaise and coordinate with Environmental Specialist and Communications Consultant for the implementation and monitoring of ESMF/ESMPs and SEP,
- Together with the Communications consultant, ensure communication materials and content developed under the Project take into the considerations and needs of the stakeholder groups that are identified under the SEP,
- Replicate all tasks assigned to him/her for selected DAs under the Project if and when necessary. Support each and every DA in the whole process of their project related social issues and ensure that they are carried out by the DAs in line with the Bank's requirements and principles,
- Travel to project location sites as required to fulfill the relevant tasks of this assignment,
- Prepare monthly reports to MoIT on the implementation of LMP, SEP, Grievance Redress Mechanism and any other management plans,
- Contribute to Environmental and Social monitoring reports to World Bank as required in the timeline of the ESCP,

- Perform other qualified duties as assigned in this Terms of Reference.

**Duration**

The project has a 1,5-year duration. The planned duration of service of the Environmental Specialist is foreseen to start in July of 2023 until the project's extended closing date which is last quarter of 2024. Due to the phasing of the financing, a contract will be signed with the preferred candidate in two stages Two-month probation period will be applied by renewable 1-year contracts and additional input days will be requested from time to time till the end of the implementation, if performance is satisfactory.

EK-3

T.C. SANAYİ VE TEKNOLOJİ BAKANLIĞI

KALKINMA AJANSLARI GENEL MÜDÜRLÜĞÜNE

Sosyal Girişimcilik, Güçlendirme ve Uyum Projesi (SEECO) kapsamında danışman istihdamına yönelik davetinize istinaden **MoIT/GDDA.IDNV-PIU.22 / MoIT/GDDA.IDNV-PIU.22** ihale No'lu **Sosyal Uzman/Çevre Uzmanı** pozisyonuna başvuruda bulunmaktayım.

Başvuruma yönelik istenilen belgeler ekte yer almaktadır.

Saygılarımla,

Tarih

Ad-

Soyadı

İmza

**Ek:** CV (1 Sayfa)

**İletişim Bilgileri:**

Adres :

GSM :

E-posta :

TC Kimlik No:

#### EK-4: Örnek CV Formatı

**Açıklama:** Sisteme yüklenecek olan CV'nin asgari olarak aşağıda iletilmekte olan örnek formattaki bilgileri kapsayacak şekilde olması gerekmektedir.

#### Bireysel Danışmanların Seçimi - Örnek Özgeçmiş Formatı (CV)

Adı ve Soyadı: \_\_\_\_\_  
Mesleği: \_\_\_\_\_  
Doğum tarihi: \_\_\_\_\_  
Uyruğu: \_\_\_\_\_  
Mesleki topluluklara üyeliği: \_\_\_\_\_

İletişim Bilgileri: Telefon, E-posta, Adres

#### Ana nitelikler:

[Üstlendiğiniz göreve ilişkin olarak sahip olduğunuz eğitim ve deneyimi yazınız. İlgili geçmiş görevlerde üstlendiğiniz sorumluluk derecesini tanımlayınız, tarih ve yer veriniz. Bir sayfanın yarısını kullanınız.]

#### Eğitim:

[Yüksekokul/üniversite ve diğer uzmanlık eğitimlerini özetleyiniz ve gittiğiniz okulların adlarını, ilgili tarihleri ve alınan dereceleri belirtiniz. Bir sayfanın çeyreğini kullanınız]

#### İstihdam Sicili:

[Şu anki görevinizle başlamak üzere, çalıştığınız her bir işi geriye dönük olarak listeleyiniz. Mezuniyetinizden itibaren çalıştığınız tüm işleri, tarihleri, işveren kurum/kuruluşları, görev unvanlarını ve görev yerlerini belirtiniz. Son on yıldaki deneyimler için, gerçekleştirilen çalışmaların çeşitlerini ve mümkün olduğunda işveren referanslarını da ekleyiniz. Yaklaşık iki sayfa kullanınız.]

#### Diller:

[Her bir dil için yeterlilik derecesini bildiriniz: mükemmel, iyi, orta ve zayıf, konuşma, okuma ve yazma]

#### Beyanname:

İşbu belgeyle, yukarıdaki bilgilerin beni ve deneyimlerimi doğru bir şekilde tanımladığını beyan ederim.

İsim – Soyisim

Tarih