

**The Scientific and Technological
Research Council of Türkiye (TÜBİTAK)
Project Implementation Unit (PIU) for the
TÜRKİYE GREEN INDUSTRY PROJECT**

**TERMS OF REFERENCE
MONITORING AND EVALUATION CONSULTANT
(Ref: TÜBİTAK CS-INDV-2)**

Country: **Türkiye**
Duty Station: **Ankara**
Type of Job Posting: **External**
Employment Type: **Project-Full-time**
Application Deadline: **26/03/2024**
Type of Consultancy: **Individual Consultancy**

BACKGROUND

“**Türkiye Green Industry Project (TGIP)**” is a project implemented by Ministry of Industry and Technology (MoIT), the Small and Medium Enterprises Development Organization of Türkiye (KOSGEB) and the Scientific and Technological Research Council of Türkiye (TÜBİTAK) financed through World Bank. The project is designed to accelerate the green transformation in industry and thus intensify decarbonization efforts. The project duration is six years and the project implementation entities are MoIT, KOSGEB and TÜBİTAK. The Project will be implemented through four components:

Component 1: Support industrial SMEs improve their energy and resource performance and reduce their carbon emissions, which will be managed by KOSGEB and aims to provide reimbursable financing for investments in solar energy, resource efficiency, and circular economy.

Component 2: A Contingent Emergency Response Component to be managed by KOSGEB in the event of an eligible crisis or emergency, in line with World Bank Policy: Investment Project Financing

Component 3: Support the Green Innovation of Industrial Enterprises, which will be managed by TÜBİTAK and aims to provide matching grants and reimbursable financing for green firm-level and platform-level innovation (product and process).

Component 4: Project management and institutional development, which will be managed by DGI of MoIT and aims to coordinate project activities, define an eligible green technology taxonomy, provide technical assistance to MoIT and partners, qualify and certify green transformation experts, establish a green knowledge management system for industries, and provide awareness to firms about the project’s activities and results.

TÜBİTAK will manage **Component 3** that includes four subcomponents, targeting different levels of Türkiye’s R&D and innovation ecosystem. With this component, TÜBİTAK will provide matching grants, and reimbursable financing to private enterprises and service providers to finance of their green innovation subprojects. Projects that will be supported through R&D and innovation support programs carried out by TÜBİTAK within the scope of the TGIP are defined as “subprojects”.

In line with the existing international definitions, green innovation support would include the creation, adoption and adaptation of new or significantly improved products (goods and services), and business processes, which will improve sustainable development and lead to more efficient and responsible use of natural resources and positive impacts on the environment (including energy savings, pollution reduction or prevention, waste recycling, resource efficiency, etc.).

The four subcomponents that will be carried out by TÜBİTAK are given below:

Name of the Subcomponent	The Aim of the Subcomponent
Subcomponent 3.1: Climate-informed and Green Innovation Technology Extension Program¹	To support technology and innovation needs assessments at the firm level and at exploring possible solutions based on an expert diagnosis.
Subcomponent 3.2 Green Transformation in Industry Program²	To support climate-informed and sustainable green innovation by R&D and innovation subprojects of private sector firms including consortia of firms and/or technology providers, research centers, and universities.
Subcomponent 3.3: Industrial Innovation Networks (SAYEM) Green Transformation Program³	To support formation of networks of multiple stakeholders to engage holistically in the development of climate-informed, green innovation solutions for industry.
Subcomponent 3.4: Capacity Building and Technical Assistance to TÜBİTAK	To support the capacity building of TÜBİTAK in assistance of the implementation of the Project

JOB DESCRIPTION

We are looking for a Monitoring and Evaluation (M&E) Consultant responsible for designing, implementing, and managing a monitoring and evaluation system for the **TGIP Component 3**. The primary purpose of M&E Consultant is to assess the effectiveness, efficiency, and impact of interventions, policies, or initiatives. The primary purpose of monitoring and evaluation is to report regularly the outputs, outcomes and impacts of the Project. The M&E Consultant will play a crucial role in ensuring that the Project team achieves its goals, makes data-driven decisions, and continuously improves its operations and will report to the Project Management Unit of the TÜBİTAK Project Implementation Unit (PIU).

DUTIES AND RESPONSIBILITIES

The Monitoring and Evaluation (M&E) Consultant will be expected to perform and deliver the following tasks:

Designing M&E Frameworks

- Ensure that the monitoring, evaluation and reporting obligations of the Project are fulfilled in terms of TÜBİTAK.
- Design and implement an M&E system aligned with the project development objectives, intermediate results and performance indicators outlined in the project document.
- Continuously review and enhance the M&E framework to adapt to changing project dynamics and evolving performance indicators, guaranteeing the ongoing relevance and

¹ Subcomponent 3.1; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1831-climate-informed-and-green-innovation-technology-extension-program>

² Subcomponent 3.2; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1832-call-for-green-transformation-in-industry>

³ Subcomponent 3.3; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1833-sayem-green-transformation-call>

effectiveness of the monitoring and evaluation system.

- Contribute to the development and updating of the Project Operation Manual.

Data Collection and Analysis

- Determine the data sources to be used in monitoring project objectives and performance indicators, ensure an efficient system of data collection to contribute to studies on data transfer from beneficiaries of subprojects and relevant institutions,
- Ensure the quality, accuracy, and completeness of collected and reported data.
- Generate statistics, information and documents for inclusion in project reports.

Performance Monitoring and Evaluation

- Compile progress reports and other periodic/ad-hoc reports for monitoring and evaluating the Project, and assist in preparation of information notes on the Project.
- Track subcomponents within the project scope according to the defined target groups.
- Monitor and evaluate indicator measurement accuracy and the effective functioning of project parties.
- Identify and advise on any issues, risks, or bottlenecks impacting project progress and recommend corrective actions.
- Compare implementation progress with the plan, report major deviations to the Project Management Unit of the PIU, and suggest revisions and actions.
- Design and develop research methodologies for monitoring and evaluating project performance, interpret and present research results.
- Evaluate and prepare research methods related to monitoring, evaluating and reporting project activities, monitoring their implementation and interpreting research results,
- If necessary, support the relevant units of the PIU in planning and organizing on-site visits within the scope of monitoring and evaluation activities, participate and prepare visit reports which will contribute to the overall assessment of project implementation.
- Assist external auditors in supervising the project.

Reporting

- Prepare monitoring and evaluation quarterly reports at intervals and submitting these reports to the Project Management Unit of the PIU,
- Prepare reports regarding monitoring and evaluation, including Project/Progress Reports and other needed management reports/non-financial reports,
- Ensure that information, documents and documentation regarding monitoring, evaluation and reporting activities are kept physically and digitally and to establish the necessary archiving and filing system and order,
- Receive and review reports, studies and other relevant project documentation from all project parties and provide meaningful overviews.
- Prepare information and documents, including statistics, to be included in project reports,
- Being responsible to the Project Management Unit of the PIU and making the necessary reports.

Other Responsibilities

- Actively engage with and build M&E capacity of project stakeholders, including government agencies, donors, and beneficiaries, to solicit feedback and ensure

transparency in the M&E process.

- Prepare presentations for the project and contribute to the project website.
- Collaborate and coordinate with the Heads of the PIU and Project Management Unit of the PIU, and provide support when necessary.
- Cooperate and coordinate with the PIU staff and other relevant units.
- Carry out other duties that may arise within the scope of this Job Description.

REQUIRED SKILLS AND EXPERIENCE

Education

- Bachelor's degree in Statistics, **Econometrics, Mathematics, Economics, Business Administration, Industrial Engineering** or a related field. A Master's degree in the relevant field would be considered an asset.

Experience

- Minimum 3 (three) years of work experience in monitoring and evaluation.
- It is preferable to have minimum 2 (two) years of experience in data collection, management, analysis, monitoring, evaluation and reporting activities in projects financed by the International Financing Institutions and development organizations.

Languages

- Proving English proficiency with the score obtained from one of the exams below (No validity period is required for the scores obtained from the exams specified in the table).

Exam Type	KPDS UDS YDS YÖKDİL	TOEFL IBT	TOEFL CBT	TOEFL PBT	FCE	CAE	CPE
Required Minimum Score	80	96	241	588	C	A	C
<ul style="list-style-type: none">• An English proficiency score is not required from candidates who prove that they took 100% of all courses in English during their undergraduate education (approved document from the University), except for courses that are not related to the main field such as Turkish, History of Revolution.• In a country where the official language is English; English proficiency score is not required for those who have received a bachelor's or master's degree.							

KPDS	: Public Personnel Foreign Language Exam
ÜDS	: Interuniversity Board Foreign Language Exam
YDS	: Foreign Language Proficiency Test
YÖKDİL	: Higher Education Institutions Foreign Language Exam
TOEFL IBT	: Test of English as a Foreign Language – Internet-Based Test
TOEFL CBT	: Test of English as a Foreign Language – Computer-Based Test
TOEFL PBT	: Test of English as a Foreign Language – Paper-Based Test
FCE	: First Certificate in English
CAE	: Certificate in Advanced English
CPE	: Certificate of Proficiency in English

Other

It is preferred that candidates have the following skills:

- Experience in World Bank project operations will be an asset.
- Experience in working with public agencies and institutions is an asset.
- Experience in World Bank projects is an asset.
- Experience in impact evaluation design and implementation will be an asset.
- Having experience in reporting and statistics.

- Having PMP, PCM certificates will be an asset.
- Preferably, to be experienced in the design and implementation of information systems related to monitoring and evaluation.
- Having computer skills, including Office Suite (Excel, Word, PowerPoint, Outlook),
- Proficiency in using software tools like Microsoft Excel, statistical packages (e.g. SPSS, R), and database systems for data collection, storage, and analysis.
- Proficiency in data visualization tools such as Tableau, Power BI, or similar software for presenting complex data.
- Knowledge of impact assessment methodologies.
- Understanding project management concepts, including planning, implementation, and coordination.
- Effective collaboration with project teams, partners, and stakeholders to ensure alignment and shared understanding of M&E processes and goals.
- Strong analytical, communication, and interpersonal skills.
- Highly organized in both time and in resources, with the ability to work efficiently to meet strict deadlines.
- Ability to effectively communicate findings and recommendations through well-structured reports, presentations, and visual aids.
- Ability to travel without restriction.
- Adaptable to flexible working hours.

DURATION AND LOCATION OF EMPLOYMENT

- The Monitoring and Evaluation (M&E) Consultant will be based in Ankara as a member of the Project Implementation Unit of the TÜBİTAK. The Project has a 6-year duration. The planned duration of service of the M&E Consultant is foreseen to start in the second quarter of 2024. The M&E Consultant will be employed on a full-time basis. Contracts will be issued annually and there is a 2- month trial period. Contracts may be renewed depending on the needs of the Administration, the performance of the Consultant and the status of the financial source.