



**Regional Activity Centre  
for Sustainable Consumption  
and Production**

Regional Activity Center for

Sustainable Consumption and Production (SCP/RAC)  
UN Environment/ Mediterranean Action Plan

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**TÜRKİYE CUMHURİYETİ  
ÇEVRE VE ŞEHİRCİLİK  
BAKANLIĞI**

## **Terms of Reference (ToR) – National Expert/consultancy to Support the Development of a Roadmap to integrate Sustainable Consumption and Production within the Housing and Construction Sector for the Ministry of Environment and Urbanization of the Republic of Turkey.**

## About the position

The Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC) is seeking a national independent expert/consultancy to support SCP/RAC in the development of activities focusing the housing and construction value chain in Turkey. This will contribute to the Sustainable Consumption and Production National Action Plan of Turkey. In particular, the expert will analyze the construction and demolition value chain of Turkey in order to inform the preparation of a national roadmap to move towards a sustainable housing and construction sector. He/she will also contribute to the organization of a public event. The Activity will be development under the guidance of SCP/RAC and the Ministry of Environment and Urbanization of the Republic of Turkey.

The consultancy will finalize at the end of 2021.

## Background

### **Reasons behind the Request for Support for the Development of a Sustainable Housing and Construction sector in Turkey**

Sustainable Consumption and Production (SCP) is considered as one of the key themes to achieve sustainable development in the context of the implementation of the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (in short Barcelona Convention) and its related Protocols, to which Turkey is a party.

Since 2005, SCP has been progressively integrated within the regular implementation programmes of the Convention and many actions have been developed to provide capacity building and technical assistance to the countries of the Region, in particular through the EU funded [SwitchMed Programme](#). In 2016, a specific [“Regional Action Plan on Sustainable Production and Consumption \(SCP\) in the Mediterranean”](#) was adopted by all the parties including Turkey at the 19<sup>th</sup> Meeting of the Contracting Parties to the Barcelona Convention. The plan was structured around 4 main areas, namely "food, fishing and agriculture", "housing and construction", "consumer products manufacturing" and "tourism".

In the context of the Barcelona Convention, Turkey requested technical support to SCP/RAC to support the development of a “National Action Plan and Roadmap for Sustainable Consumption and Production (STÜ-UEP)”. The work with the Ministry of Environment and Urbanisation (MoEU) started in 2019 and after a analysis of the priority value chains, it was decided to focus on a specific setor and give priority to the "Electric Electronic Goods Value Chain" in the consumer products manufacturing sector.

The graph below summarizes the different value chains initially considered:

| Level    | Guiding Principles  | Food & Agriculture | Buildings & Construction | Consumer Goods & Manufacturing | Tourism |
|----------|---|--------------------|--------------------------|--------------------------------|---------|
| Global   | Contribution to achievement of the SDG12 and other SDGs   | High               | Low                      | Medium                         | High    |
| Global   | Alignment with the UNEA-4 decisions   | High               | Medium                   | High                           | Medium  |
| Global   | In line with the UN Environment SCP Hotspot Analysis  | Medium             | High                     | Low                            | Low     |
| Europe   | In accord with the EU Circular Economy Package and the EU Product Policy Framework contributing to Circular Economy | High               | High                     | High                           | Low     |
| Med.     | In line with the Mediterranean Strategy for Sustainable Development and Mediterranean Regional Action Plan on SCP   | High               | High                     | High                           | Medium  |
| National | In line with the Green Economy related strategies and roadmaps prepared for Turkey                                  | High               | High                     | High                           | Low     |
| National | Potential of the life-cycle to create opportunities for socio-economic development in Turkey                        | High               | Medium                   | High                           | Medium  |
| National | Utilisation of key materials for Circular Economy transition in the value chain                                     | High               | High                     | High                           | Medium  |
| National | Relevant divisions and capacity of the Ministry of Environment and Urbanization                                     | High               | High                     | High                           | Medium  |
| National | Confirmation by key stakeholders  | High               | High                     | High                           | Medium  |

*Evaluation of Selected Priority Value Chains for the SCP NAP of Turkey*

Building upon the success of this previous collaboration, the MoEU has requested SCP/RAC to give continuity to the work carried out and focus on the Housing and Construction value chain.

The housing and construction sector is one of the key sector of the Regional Action Plan for SCP in the Mediterranean and it is directly related to the extraction of raw materials, production of materials, construction, demolition and reconstruction of materials, air pollution, and the impact of noise and vibration, disposal of hazardous and solid wastes, treatment and removal of wastewater in the habitat. While the sector consumes a significant amount of energy and water, it is seen as a high consumption and production area with a high potential to achieve a significant reduction in greenhouse gas emissions.

Since the building and construction is an emerging sector in Turkey, integration of life-cycle approach would significantly support the socio-economic development in various aspects. Likewise, researches show that the applications that increase energy efficiency in buildings have positive effects on the happiness, quality of life, economical stress, thermal comfort, social interactions and indoor use of the household (HEAL, 2018).

### **About the Regional Activity Centre for Sustainable Consumption and Production (SCP/RAC)**

The Regional Activity Centre for Sustainable Consumption and Production (hereinafter SCP/RAC) is a centre for international cooperation on development and innovation based on the sustainable consumption and production approach (hereinafter SCP).

SCP is the combination of the implementation of tools and measures geared towards redesigning how goods and services are consumed and produced to drive industrial and socioeconomic development towards non-polluting, no-waste, low-carbon, resource-efficient, socially inclusive and circular economies.

The Centre operates in support of two international treaties: the Barcelona Convention, which brings together the 21 Mediterranean neighboring countries to work together for the protection of the common environment and for sustainable development; and the Stockholm Convention, an international agreement involving 180 countries to fight against the generation of persistent organic pollutants, highly polluting and toxic substances.

The Centre is one of the Regional Activity Centres established in the framework of UN Environment / Mediterranean Action Plan (hereinafter MAP), the programme of UN Environment established to support the member countries of the Barcelona Convention. Under that institutional framework, SCP/RAC has an official mandate from the countries to provide assistance to Contracting Parties in fulfilling their commitments, particularly through the support to the countries to shift to sustainable consumption and production patterns and circular economy.

SCP/RAC fosters the introduction of solutions on eco-innovation, marine litter/plastic pollution prevention, circular economy and safe alternatives to toxic chemicals through the provision of advisory services, technical assistance, innovative training materials, networking services and accompaniment in the implementation of measures. SCP/RAC also leads a comprehensive support programme for the creation and development of green, circular business models and enterprises.

The SCP/RAC was established in 1996 by means of a collaboration agreement between the Spanish Ministry of Environment and the Ecological Transition and the Government of Catalonia, based on the decision agreed by the Contracting Parties to the Barcelona

The Centre is based in Barcelona and it is legally hosted by the Catalan Waste Agency, a public service agency considered a reference organization in waste prevention and management and the promotion of circular economy.

## Objective

The SCP/RAC is looking for a national expert to **support the development of the roadmap for a sustainable housing and construction sector in Turkey, in the context of the National Action Plan on Sustainable Consumption and Production.**

The aim of this study is to analyze the current situation of the value chain and the efforts needs, in particular at the policy level, to adopt a housing, construction and demolition approach that is environmentally friendly and in line with SCP models. For this, the consultant/s will look at circular economy practices, best available techniques (BAT) and best environmental practices (BEP) applications from Turkey, Europe and around the world. Finally, the national expert/s will prepare a draft roadmap to provide guidance on specific steps to be achieved and on the legislation needed. He/she will assist in communication activities related to the project, such as a briefing workshop for policymakers to be organized in Turkey to present and discuss the results of the work.

## Description of work

The expert/s shall undertake the following work:

### **Activity 1. Analysis of the value chain for the construction and demolition sector in Turkey.**

The consultant will analyse the current situation in Turkey, included estimated environmental impact and economic losses of unsustainable practices. A report will be prepared, which will include analysis of land use, current housing stock, resource and energy efficiency, polluting sources (including use of toxic chemicals), transportation and mobility, consumer behavior, etc. Interviews can be carried out as needed. A copy of the initial work carried out in the scoping phase of the preparation of the SCP National Action Plan can be provided on demand.

The consultant will use sex-disaggregated data whenever possible and will apply a gender analysis in the research, considering the differences between the conditions, needs and interests of women and men in the housing and construction sector. An emphasis should be made on intersectionality and the diversity of voices. This approach will help identify gender trends and gaps in the construction sector and adapt the national roadmap accordingly.

### **Activity 2. Analysis of best practice examples from Turkey and around the world.**

The consultant will review the main international and national projects on the instruction of sustainable/circular practices in the housing and construction sector. He/she will contact relevant organisations and compile recent publication and guidance in view of identifying relevant environmental policies, world, European and Turkish good practices, and Circular Economy policy trends. Selected best practices will be delivered in a factsheet format and will amount to 10.

### Activity 3. Preparation of draft roadmap for the development of specific legislation

Based on the information gathered through the value chain analysis and best practices study, the consultant shall start drafting the national roadmap document to provide guidance on the different steps to be achieved by the Ministry of Environment and Urbanization, including specific legislation needed for the housing and construction sector.

### Activity 4. Facilitation of communication activities and online event to share and discuss the findings

A half-a-day briefing workshop will be organized in order to promote the findings among stakeholders to be invited by the MoEU. The consultant will support the preparation of the contents and shall assist in any communication activities related to the project.

## Deliverables and timeline

The Consultant will start the work after the validation of the submitted offer by the contractor.

The deliverable should be written in a very concise manner, limiting the number of pages, highlighting key facts and main messages.

| Activity   | Deliverable   | Deadline   |
|--|---|--|
| <b>#1. Analysis of the value chain for the construction and demolition sector</b>              | Initial analysis Report   | Mid- November  |
| <b>#2. Analysis of best practice examples from Turkey and around the world (including EU).</b> | 10 Best practice Factsheets   | Mid-November   |
| <b>#3. Preparation of draft roadmap for the development of specific legislation</b>            | Roadmap proposal  | First week of December   |
| <b>#4. Facilitation of communication activities and online event to promote findings</b>       | Draft Agenda<br>Workshop materials<br>Notes taken during the workshop | 1 month before the workshop (November)<br>3 days before the workshop (December)<br>3 days after the workshop |

## Means and modalities of work

- The expert will start the work after the validation of the offer by the contractor.
- The expert will work under the supervision and coordination of the Policy Area team of SCP/RAC and representatives of the Ministry of Environment and Urbanization of Turkey. Regular calls will be organized to follow-up the work.
- The expert will work with his/her own means and should be based in Turkey, with availability to conduct meetings with key national stakeholders.
- Working languages will be English (with SCP/RAC) and Turkish (with national stakeholders).
- All the deliverables will have to be presented in English and validated by the Contractor before moving to the next step of the assignment. SCP/RAC will provide translation of the document in Turkish.

## Eligibility and selection criteria

Applicants must fulfill the following requirements:

- Be an individual expert, consultant, firm or association based in Turkey;
- Be able to comply with national fiscal context and rules for receipt of international funds;
- Have a bank account whose holder must be the same as the applicant;
- Have strong technical background on implementation of SCP tools and approaches within the private sector (Resource Efficiency and Cleaner Production, Industrial Symbiosis, Life Cycle Assessment, Eco-design, Circular Economy business models, etc.)
- Have excellent national level of knowledge and experience on implementation of SCP tools and approaches in Turkey;
- Have past project experience together with or work experience within the construction value chains in Turkey;
- Have very good level of knowledge on SCP/circular economy policy instruments (especially regarding the European context such as the Circular Economy Package) and best cases in implementation;
- Have experience with workshop moderation especially those involving public institutions;
- Have experience in international projects;
- Preferably located in Ankara or Istanbul;
- Fluent communication in English (oral and written) and mother tongue in Turkish.

## How to apply and selection process

Candidates should submit the following documents:

- 1) **Technical proposal** (maximum 2 pages): A conceptual note based on the activities and deliverables listed above.
- 2) **Profile and project references** (maximum 2 pages): A brief explanation of the candidate, including CVs as annex, and project reference on the topic.

- 3) **Financial offer:** A financial cost estimation including a break out for each activity. The time dedication must be expressed in days (1 day = 8 working hours). All amounts should be expressed in Euro. It is recommended to prepare the budget using the attached economic model (Annex II). The maximum amount considered is **14.900€ (all taxes included)**.

**Important information regarding the consideration of the added-value tax (VAT):**

1. **Applicants legally registered in Spain:** This is a provision of services and therefore VAT applies. Offers must include Spanish VAT number, and financial offer clearly indicate total before VAT, VAT amount, and total including VAT. This information should be equally reflected in the invoices.
2. **Applicants legally registered in a EU Member State, other than Spain:** they must be registered in the VIES registry (VAT Information Exchange System). Offers must include EU VAT number (including country code), and financial offer indicate total before VAT, along with the statement "both provider and client are registered in the VIES system and therefore VAT is not included in the offer". This information should be equally reflected in the invoices.
3. **Applicants legally registered in a EU Member State exempted of VAT:** they must submit official proof of exemption of VAT. Financial offers must include the statement "the provider is exempted of VAT as for [legal document]". This information should be equally reflected in the invoices.
4. **Applicants legally registered in a non-member country of the EU:** The provider is liable for paying taxes related to the provision of services as per tax regulations in its country. Financial offer must comprise that cost, and invoices submitted with all taxes included.

**Additional information to be carefully considered:**

- The header for the technical and financial bid **must clearly mention the applicant's details (name of the company or expert presenting the bid, address, country, telephone and tax ID number, VAT number or other official number)** and those of the recipient as follow: **'Regional Activity Centre for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer Dr. Roux nº 80 / 08017 Barcelona, Spain / NIF: Q-5856373-E'**
- In case the candidate is a team of independent experts, the contract will be established with only one expert which will have to coordinate with the other experts.
- The financial bid must not include the purchase of material.

- 4) **Bank form** filled in, signed and stamp by the bank (see form as Annex III – this can be submitted once the consultant is short-listed). If the stamp is not possible, the candidate will annex a digital certificate.

Offers must be sent to [aalonso@scprac.org](mailto:aalonso@scprac.org), cc [moutters@scprac.org](mailto:moutters@scprac.org) with the subject line "Sustainable Construction National Expert – Turkey" before **12<sup>th</sup> October 2021, midnight (CET)**.

All candidates will be notified about the reception of the offers.



Applications who meet the requirements will be assessed and rated in accordance with the following criteria (100 points):

| Points            | Criteria  |
|-------------------|---|
| Maximum 45 points | The extent to which the technical bid is responding to the needs. |
| Maximum 20 points | Financial bid.  |
| Maximum 25 points | Technical expertise in the same type of mission.                  |
| Maximum 10 points | Other qualifications and additional proposals for improvement.    |

The Contractor may contact candidates to convene an interview to facilitate the evaluation.

SCP/RAC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

If you have questions concerning these ToR, please contact [aalonso@scprac.org](mailto:aalonso@scprac.org).

## Selection and payments

The winning candidate will be notified by email on the selection of the offer. From that moment on work can start according to the calendar.

Payments will be done as it follows:

- Submission and approval of deliverables 1 and 2: 65%
- Submission and approval of deliverables 3 and 4: 35%

Payments will be done in a period of 60 days after reception and validation of the invoice. Any transfer costs, bank fees, loss due to exchange rate fluctuation, or other relevant costs will be borne by the contractor.

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## Annex I: Offer template and bank form

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**From:**

**Name:** XXXXXX

**Address:** XXXXXXXXXXXXX

**Country:** XXXXXXXXX

**Phone:**

**VAT n° or Tax ID:** xxxxxx

**To:**

**Regional Activity Center for Sustainable Consumption and Production**

**Agència de Residus de Catalunya**

**C/Dr. Roux núm. 80**

**08017 Barcelona, Spain**

**NIF: Q-5856373-E**

**Offer n° xxxx**

### **1) Tasks description**

Activity 1. Analysis of the value chain for the construction and demolition sector in Turkey.

Activity 2. Analysis of best practice examples from Turkey and around the world.

Activity 3. Preparation of draft roadmap for the development of specific legislation

Activity 4. Facilitation of communication activities and online event to promote findings

### **2) Implementation schedule**

### **3) Financial offer**

### **4) Profile and references**

## Annex II: Economic offer template

|  |                                      |   |                                |                          |                                  |
|--|--------------------------------------|---|--------------------------------|--------------------------|----------------------------------|
| Financial Offer "..."  |                                      |   |                                |                          |                                  |
| <b>FROM:</b> _____<br><b>Name / Company:</b> _____<br><b>Address:</b> _____<br><b>Country:</b> _____<br><b>Phone:</b> _____<br><b>e-mail :</b> _____<br><b>VAT Nº or TAX ID:</b> _____ |                                      | <b>TO:</b><br><b>Regional Activity Center for Sustainable Consumption and Production</b><br><b>Agència de Residus de Catalunya</b><br><b>C/Dr. Roux núm. 80</b><br><b>08017 Barcelona, Spain</b><br><b>NIF: Q-5856373-E</b> |                                |                          |                                  |
| <b>Staff expenses</b>  |                                      |   |                                |                          |                                  |
| Tasks  | Expert                               | Role  | Daily Fee (€)                  | Number of days           | Cost (€)                         |
| 1  | Name                                 |   |                                |                          | 0,00 €                           |
|  | Name                                 |   |                                |                          | 0,00 €                           |
|  | <i>Add/Delete lines if necessary</i> |   |                                |                          | 0,00 €                           |
| 2  | Name                                 |   |                                |                          | 0,00 €                           |
|  | Name                                 |   |                                |                          | 0,00 €                           |
|  | <i>Add/Delete lines if necessary</i> |   |                                |                          | 0,00 €                           |
|  |                                      |   |                                | Total staff expenses (A) | 0,00 €                           |
| <b>Other expenses (travel, production, translation etc.)</b>   |                                      |   |                                |                          |                                  |
| Description  |                                      |   | Unit Cost (€)                  | Unit quantity            | Cost (€)                         |
| <i>Expense 1</i>   | Travel                               |   |                                |                          | 0,00 €                           |
| <i>Expense 2</i>   | Printing                             |   |                                |                          | 0,00 €                           |
| <i>Add/Delete lines if necessary</i>   |                                      |   |                                |                          | 0,00 €                           |
|  |                                      |   |                                | Total Other expenses (B) | 0,00 €                           |
| <b>Total budget</b>  |                                      |   |                                |                          |                                  |
|  |                                      | <b>Total budget without VAT (A+B)</b>   | <b>VAT rate applicable (%)</b> | <b>VAT Amount</b>        | <b>Total budget VAT included</b> |
|  |                                      | 0,00 €  | 21,00%                         | 0,00 €                   | <b>0,00 €</b>                    |

## Annex III: Bank form

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