

REPUBLIC OF TURKIYE
MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE
General Directorate of Construction Affairs

EMERGENCY EARTHQUAKE DISASTER RECONSTRUCTION PROJECT
(TK-P24)

TERMS OF REFERENCE FOR
RECRUITMENT OF FINANCIAL EXPERT
(REF: EEDRP/INDV-FE-01)

1. BACKGROUND

Türkiye was hit by a series of debilitating earthquakes in February 2023. On February 6, 2023, two major earthquakes hit Türkiye, with the epicenters in Pazarcık (Mw 7.7; focal depth: 8.6 km) and Elbistan (Mw 7.6; focal depth: 7 km) districts of Kahramanmaraş, at 04:17 and 13:24 local time, respectively. On February 20, 2023, another earthquake with a magnitude of Mw 6.4 occurred, with the epicenter of Yayladağı, Hatay, at 20:04 local time. The area affected by these earthquakes was 11 provinces in southeastern Türkiye. Particularly in some of the affected areas, such as Hatay and Kahramanmaraş provinces, entire towns were completely demolished. The earthquake caused damage of a magnitude unseen in recent years.

To meet immediate rural shelter needs after the earthquake, Ministry of Interior, Disaster and Emergency Management Presidency (AFAD) has tasked the General Directorate for Construction Affairs (GDCA) of Ministry of Environment, Urbanization and Climate Change (MoEUCC) to reconstruct immediately 50 percent of collapsed rural housing amounting to US\$ 10.2 billion.

The objective of the Project is to stabilize the lives of residents in Southeastern Türkiye earthquake affected, by reconstructing disaster and climate resilient and energy efficient rural housing and village infrastructure, thereby improving the socio-economic growth in the areas.

Ministry of Treasury and Finance (MoTF), applies for financing from Japan International Cooperation Agency (JICA) toward the cost of the rural housing, livelihood structures (barns and workplaces) and village infrastructure. The Project Implementation Unit (PIU) formed under GDCA of MoEUCC for the management and / or implementation of the Projects and the relevant coordination of all the stakeholders, within the framework of the Loan Agreement. In order to strengthen the capacity of PIU, the MoEUCC is recruiting individual consultants for the necessary consulting services (“the Services”) on the basis of the Projects.

2. OBJECTIVES

The main objective of the Consultant's services under this Terms of Reference (ToR) is to employ an Financial Expert as an individual consultant who will work full-time in the Project Implementation Unit (PIU) to assist in the project implementation activities, provide services for the monitoring of the activities planned under Project.

3. SCOPE OF THE SERVICES

The Consultant shall;

- a. The consultant shall have responsibility for project financial management and disbursement activities under the Emergency Earthquake Disaster Reconstruction Project, as required in the Loan and grant agreements;
- b. Ensure JICA's financial management, disbursements, and auditing guidelines are followed;
- c. Advise the Project Coordinator and Finance Department of MoEUCC on all legal and financial management aspects of the Project, with an emphasis on strategic issues, financial reporting, planning and budgeting, and flow of funds to meet overall Project objective;
- d. Execute all necessary work related to budgeting, accounting, disbursements, payments, and banks in coordination with MoEUCC and the Ministry of Treasury and Finance (MoTF);
- e. Establish internal control procedures to ensure that the project funds are used for the purposes intended;
- f. Utilize Designated Accounts and monitor the financial flows resulting from the realization of contracts and implementation of individual activities;
- g. Maintain the Project's accounting books and records through the use of accounting software and ensure that there is proper and adequate documentation to support all of the project's transactions;
- h. Advise on legal aspects, contractual procedures across the implementation of projects;
- i. Ensuring that reliable accounting records are maintained and auditable financial statements required by the JICA procedures are prepared;
- j. Preparation of management accounting information required for managing and monitoring the Project;
- k. Preparation and analysis of financial tables;
- l. Prepare Withdrawal Applications and supporting documentation to secure funds from JICA for financing of project expenditures. Coordinate closely with the MoEUCC/PIU and Ministry of Treasury and Finance (MF) in securing authorizations and processing payments;
- m. Preparation of payment documents required for payment of project expenditures financed from the loan fund;
- n. Regular preparation of budgets, cash flows and investment program related documents;
- o. Monitoring the financial aspects of contracts awarded for the packages foreseen in the procurement plan, including following up of payment documents and ensuring timely execution of payments to suppliers, contractors and consultants in accordance with contract conditions;
- p. Preparation of the quarterly Interim Un-audited Financial Reports and submission of these reports to the JICA on a timely basis;
- q. Coordinating with other departments within the Project Implementation Unit in providing financial information relating to the reports they prepare including procurement reports and disbursement projections;
- r. Ensure safekeeping of project assets, financial documentation, records and reports for review by JICA missions and external Auditors;
- s. Maintain complete project records and files. These documents should be made available to JICA missions and auditors;
- t. Provide access to reports and other necessary documents for auditing by the independent auditors;
- u. The Consultant shall conduct other activities in project financial management and disbursement activities entrusted by the GDCA's PIU;

4. REPORTS

The Consultant shall submit brief monthly progress reports summarizing the Project related activities, issues, and recommendations during the assignment.

5. DURATION OF THE SERVICES

The services will be required on a full-time basis for an expected duration of the project based in Ankara. The Consultant is expected to commence work from September 2024, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

6. QUALIFICATION REQUIREMENTS

- University/higher education in economics, financial or business administration, accountancy, public administration or related discipline relevant for the project;
- At least 5 years professional experience in financial management/administrative level in a development organization, commercial organization or public administration organization preferably with an auditing background;
- Preferably have experience in projects financed by the international investment and development institutions;
- Preferably experience in implementing JICA financial management and disbursement procedures;
- Familiarity with Government of Turkey administrative and bureaucratic procedures, especially relating to implementation of foreign financed projects;
- Demonstrated skills in accounting and financial reporting;
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, LOGO
- Fluency in English (both oral and verbal) is a requirement,
- Excellent interpersonal skills demonstrated ability to communicate effectively and strong writing/reporting skills

7. METHODOLOGY

The consultant will be hired following the Guidelines for the Employment of Consultants under Japanese ODA Loans. The contract will be signed between the General Directorate of Construction Affairs of MoEUCC or his designee and the consultant.

8. APPLICATION

Curriculum vitae (CV) in English in the format given below together with a one-page application letter must be delivered to the address below in person or by e-mail, indicating the title and the reference code of the applied position in the subject line. **The deadline for application is August 26, 2024; 4:00 p.m. Türkiye local time.** Confirmation will be shared upon receipt of application.

Ministry of Environment, Urbanization and Climate Change
General Directorate of Construction Affairs

Internationally Funded Seismic Retrofitting Department
Attn: Önder Yurdakul (Project Director)
Mustafa Kemal Mahallesi, 2082. Cadde, No:52, 06510 Çankaya / Ankara
E-mail: ihale.desyap@csb.gov.tr

CURRICULUM VITAE

Name of Staff :
Profession :
Date and Place of Birth :
Civil Status :
Home Address :
Phone **home** :
 mobile :
E-Mail :
POSITION APPLIED :

KEY QUALIFICATIONS

Specific experience in:

-
-
-
-

EDUCATIONAL BACKGROUND

-
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-
-

PROFESSIONAL EXPERIENCES

(Employment Record)

-
-
-

Language Proficiency :

1.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

2.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

3.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

Computing Knowledge :

Experience in:

-
-
-

Membership of Professional Societies :

References and transcripts : AVAILABLE UPON REQUEST

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

Signature

Date