

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 PROCUREMENT EXPERT
(REF: EEDRP/INDV-PE-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 Kahramanmarash 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 the body of 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 a Procurement 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 provide procurement management services to the GDCA's PIU during the course of procurement process and ensure that the requirements of the JICA Procurement Regulations are satisfied.
- b) The Consultant shall prepare procurement advertisements and all sorts of bidding documents for consulting services, goods, works and non-consulting services in accordance with the JICA Procurement Regulations stipulated in the Legal Agreements, for all selection methods (RFP, RFB, RFQ etc.) and review the completeness of the document before submission of the document to the JICA.
- c) The Consultant shall prepare and review all parts of the procurement documents, including, cost estimates, sections such as technical specifications, BOQs, TORs, etc. of the bidding documents and check the consistency of these sections with the other sections of the standard or sample bidding documents of the JICA and make necessary recommendations for changes where required.
- d) The Consultant shall provide assistance to the PIU during the evaluation of bids/proposals to ensure that are submitted in accordance with the requirement and shall prepare the standard evaluation report accordingly.
- e) The Consultant shall assist the GDCA's PIU in finalization of contract negotiations and prepare the "Memorandum of Understanding" which is part of the contract. The Consultant coordinates the PIU to complete the contracting process timely.
- f) The Consultant shall support the GDCA in the management of the signed contracts. In this regard, the Consultant (i) will establish and monitor key performance indicators with necessary reporting obligations (reports to be prepared by the contractors and also the Consultant); (ii) will support the PIU in the interpretation of the contract clauses; (iii) support the PIU in case dispute matters arise between PIU and contract parties; and (iv) control the delivery of goods, works and services, in a satisfactory manner, and, upon completion of the services and/or works and/or delivery of goods, s/he shall prepare a "control report" to coordinate with the Finance Expert towards initiating the payment process.
- g) The Consultant shall ensure the files and documents related to procurement are recorded and organized rigorously. The Consultant will keep the recording of all procurement-related documents in hard and soft copies and in an orderly manner to meet the requirements of the Treasury and the JICA to be ready for the annual audits. S/he shall support the GDCA with providing justifications and explanations as requested during the regular audits of the project.

A detailed list of services will be provided to the Procurement Expert upon contract of employment.

4. REPORTS

The Consultant shall submit brief monthly progress reports at the end of each month summarizing the Project related activities, the monthly procurement activities, problems encountered in the implementation of procurement plan during the subject month and procurement activities planned in the next two months.

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

- At least bachelor's degree in Engineering, Law, Economy, Finance, Business or Commerce; or bachelor's degree from any other discipline with at least 5 years practical experience in JICA procurement implementation in similar works;
- Minimum five (5) years of general experience in the procurement of goods, works, and services;
- At least three (3) years of experience in the procurement of international financing institutions preferably JICA;
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, have a strong client orientation;
- Fluency in both written and oral English and Turkish 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

-
-
-
-

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