

**REPUBLIC OF TÜRKİYE**  
**MINISTRY OF ENVIRONMENT, URBANISATION AND CLIMATE CHANGE**  
**GENERAL DIRECTORATE of CONSTRUCTION**  
**Internationally Funded Seismic Retrofitting Department**

**TÜRKİYE EARTHQUAKE RECOVERY AND  
RECONSTRUCTION PROJECT (P180849)**  
**TERMS OF REFERENCE FOR**

**RECRUITMENT OF FINANCIAL EXPERT**  
**(Ref: TERRP/INDV-FE-01)**

**1. BACKGROUND**

The Ministry of Environment, Urbanization and Climate Change has received financing from the World Bank toward the cost of the Türkiye Earthquake Recovery and Reconstruction Project (TERRP) and intends to apply part of the proceeds for consulting services.

General Directorate of Construction Affairs (GDCA) of The Ministry of Environment, Urbanization and Climate Change (MoEUCC) will serve as the main implementing agency for the Project. The overall objective of the Project is to support the enormous reconstruction and recovery needs in Türkiye after the devastating February 2023 earthquakes, to adopt a “build back better” approach to the rehabilitation and reconstruction of damaged rural houses, livelihoods and associated infrastructure.

The Component 3 –Rural Housing Reconstruction and Recovery is composed of following subcomponents:

- Subcomponent 3.1: Resilient rural housing and village reconstruction
- Subcomponent 3.2: Capacity building for resilient recovery and post-disaster housing support

The General Directorate of Construction Affairs (GDCA) established a project implementation unit (PIU) which is responsible from overall implementation of the project.

Within the framework of the Türkiye Earthquake Recovery and Reconstruction Project, (TERRP), a Recruitment of Financial Expert (TERRP/INDV-FE-01) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment, Urbanization and Climate Change (MoEUCC).

**2. OBJECTIVES**

The main objective is to employ an experienced Financial Expert who will work in the Project Implementation Unit (PIU) to support implementation, co-ordination and supervision of the Project and ensure that the World Bank financial management guidelines and local financial management requirements have been complied with, as follows:

**3. SCOPE OF THE SERVICES**

- a) The consultant shall have responsibility for financial management and disbursement activities under the Project as required in the Loan agreements;
- b) Ensure Bank`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) To prepare the financial management manual to follow the internal control procedures of the project.
- g) Utilize Designated Accounts and monitor the financial flows resulting from the realization of contracts and implementation of individual activities;
- h) 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;
- i) Advice on legal aspects, contractual procedures across the implementation of projects;
- j) Ensuring that reliable accounting records are maintained and auditable financial statements required by the World Bank procedures are prepared.
- k) Preparation of management accounting information required for managing and monitoring the Project;
- l) Preparation and analysis of financial tables;
- m) Prepare Withdrawal Applications and supporting documentation to secure funds from IBRD for financing of project expenditures. Coordinate closely with the MoEUCC/PIU and Ministry of Treasury and Finance (MF) in securing authorizations and processing payments.
- n) Preparation of payment documents required for payment of project expenditures financed from the loan and grant funds.
- o) Regular preparation of budgets, cash flows and investment program related documents;
- p) 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.
- q) Preparation of the quarterly Interim Un-audited Financial Reports and submission of these reports to the World Bank on a timely basis.
- r) 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.
- s) Ensure safekeeping of project assets, financial documentation, records and reports for review by Bank missions and external Auditors.
- t) Maintain complete project records and files. These documents should be made available to Bank missions and auditors.
- u) Provide access to reports and other necessary documents for auditing by the independent auditors.
- v) The Consultant shall conduct other activities in project financial management and disbursement activities entrusted by the GDCA's PIU.

#### **4. REPORTS**

The Consultant shall participate in the preparation and update of all progress reports and comment on any activity reports due to WB. He/she will fill in detailed time sheets on his/her activities and comply with his/her contract's requirements in terms of payment/time justification in the context of high accountability under IBRD financing. The reports prepared by the Consultant will be submitted to GDCA PIU.

#### **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 June 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 World bank financial management and disbursement procedures
- Familiarity with Government of Turkey administrative and bureaucratic procedures, especially relating to implementation of foreign financed projects;
- Preferably having an Independent Financial Advisor certificate.
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, LOGO
- Have good interpersonal skills and experience in working in teams,
- Ability to speak written and spoken English fluently. Having a valid language document that can document this situation, preferably within the last 3 years,

## 7. METHODOLOGY

The Consultant will be hired following the guidance of the World Bank's "Procurement Regulations for IPF Borrowers" – November 2020 ("Procurement Regulations"). 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 Turkish and 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 May 24, 2024, at 4:00 p.m. Türkiye local time.** Confirmation will be shared upon receipt of the application.

Ministry of Environment, Urbanization and Climate Change  
General Directorate of Construction Affairs  
Internationally Funded Seismic Retrofitting Department  
Attn: Mr Önder YURDAKUL (Project Director)  
Mustafa Kemal Mahallesi, 2082. Cadde, No:52, 06510  
Çankaya / Ankara.

**E-mail: [ihale.kadiyap@csb.gov.tr](mailto:ihale.kadiyap@csb.gov.tr)**

**Website: <https://kadiyap.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:

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### **EDUCATIONAL BACKGROUND**

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### **PROFESSIONAL EXPERIENCES**

**(Employment Record)**

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**Language Proficiency\* :**

1.	Excellent	Good	Poor
Reading			
Writing			
Speaking			
2.	Excellent	Good	Poor
Reading			
Writing			
Speaking			
3.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

\* Language proficiency should be demonstrated through recognized language proficiency tests or assessments such as; YDS, TOEFL, IELTS. etc. Language proficiency statements without any proof will not be considered.

**Computing Knowledge :**

Experience in:

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**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