

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

PUBLIC AND MUNICIPAL RENEWABLE ENERGY PROJECT
(P179867)

TERMS OF REFERENCE FOR
RECRUITMENT OF A FINANCE SPECIALIST
(REF: PUMREP/WB/IND-FS-01R)

1. BACKGROUND

The Ministry of Environment, Urbanization and Climate Change has received financing from the World Bank toward the cost of the Public and Municipal Renewable Energy Efficiency Project (PUMREP) and intends to apply part of the proceeds for consulting services. The implementation period will end on July 31, 2028. Financed by the proceeds of the Loan Agreement signed between the Ministry of Treasury and Finance, the Project holds a budget of USD\$549 million IBRD loan, US\$3 million Energy Sector Management Assistance Program (ESMAP) grant. The overall objective of the Project is to increase the use of renewable energy (RE) through self-generation in public facilities.

The Project will support investments in central government and central-government-affiliated facilities (e.g., public buildings under central ministries, universities, dormitories and hospitals) and will be implemented by the General Directorate of Construction Affairs (GDCA) under the Ministry of Environment, Urban and Climate Change (MoEUCC). Buildings will be identified through the application list of public buildings, which can then be prioritized based on eligibility criteria.

The Project will include three components: (i) RE investments in central government buildings, to be implemented by MoEUCC; (ii) RE investments in municipal buildings, to be implemented by İlbank; and (iii) technical assistance (TA) and implementation support, for both MoEUCC and İlbank.

The General Directorate of Construction Affairs (GDCA) established a project implementation unit (PIU) which is responsible from implementation of Component 1, 3a and 4a of the project such as selection of the facilities, procurement of the various consultants and contractors (e.g. feasibility studies, energy audits, technical designs, installation of RE systems, renovation works, construction supervision, savings verifications, technical assistance or consultancies, etc.).

Under Component 1 investments in RE technologies, primarily solar Photovoltaic (PV) will be supported. RE installations will be primarily used to offset the facilities' electricity (i.e. for self-consumption purposes rather than to generate power to sell to the grid). An initial pipeline of about 291 subprojects in central government facilities (e.g. state universities, sports buildings and hospitals) distributed across most provinces in the country and amounting to a total generation

capacity of nearly 136 MW has already been identified. This pipeline includes rooftop, car park canopies and ground mounted solar PV installations, ranging from a few kW to several MW. RE technologies other than solar PV are also eligible under this subcomponent, as per the eligibility criteria.

Within the framework of the Public and Municipal Renewable Energy Efficiency Project, a **Finance Specialist** (PUMREP/WB/IND-FS-01R) 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 of the consultant's services under this Terms of Reference (ToR) is to employ a Finance Specialist as an individual consultant who will work full-time in the Project Implementation Unit (PIU) to assist the Financial Expert.

3. SCOPE OF THE SERVICES

The Financial Analyst will support and perform all activities in coordination with the Finance Specialist. The scope of the services are:

- a. Execute all necessary work related to budgeting, accounting, disbursements, expenditures and payments under the Project as required in the Loan and grant agreements
- b. Ensure adequate use of funds and financial resources according to the Loan and grant agreements
- c. Keeping records through the use of table-sheets (i.e. excel) and ensure that there is proper and adequate documentation to support all of the project's transactions
- d. Ensure safekeeping, organizing, provide access and follow the signature and approval processes of various documents and official letters
- e. Prepare biannual financial progress reports on the disbursement, status of financial management (FM)
- f. Prepare Financial Monitoring Reports (FMRs), Bank's Mission documents/presentations and any other report requested by the independent auditors
- g. Conduct other activities in project financial management and disbursement activities entrusted by the GDCA's PIU.

4. DURATION OF THE SERVICES

The services will be required on a full-time basis. The Consultant is expected to commence work from April 2025, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

5. QUALIFICATION REQUIREMENTS

- University/higher education in economics, financial or business administration, accountancy, public administration or related discipline relevant for the project;
- At least three (3) years of general professional experience at a financial level with an audit

background in a development organisation, commercial enterprise or public administration organisation;

- Familiarity with Government of Turkey administrative and bureaucratic procedures, especially relating to implementation of foreign financed projects;
- Having at least 2 years of experience in projects financed by international investment and development organizations;
- Having experience in the implementation of World Bank financial management and payment procedures, knowledge of using the Client Connection system;
- Having experience in accounting and financial reporting;
- Being proficient in basic computer applications such as Word, Excel, PowerPoint and having a good knowledge of the LOGO accounting program.
- Good interpersonal skills and experience in working in teams,
- Fluency in written and oral English (having at least B2 level) and Turkish.

6. METHODOLOGY

The consultant will be hired following the guidance of World Bank's "Procurement Regulations for IPF Borrowers" – November 2020 ("Procurement Regulations"). The contracted position will be the Procurement Expert of GDCA's PIU in Ankara. The contract will be signed between the General Directorate of Construction Affairs of MoEUCC or his designee and the consultant.

7. 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 March 10, 2025; 5:00 p.m. local time.** A confirmation will be shared upon receipt of application.

Ministry of Environment, Urbanization and Climate Change
General Directorate of Construction Affairs
External Investments Department
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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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-
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PROFESSIONAL EXPERIENCES
(Employment Record)

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-
-
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Language Proficiency :

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|----------|-----------|------|------|
| 1. | Excellent | Good | Poor |
| Reading | | | |
| Writing | | | |
| Speaking | | | |

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| 2. | Excellent | Good | Poor |
| Reading | | | |

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| Writing | | | |
| Speaking | | | |

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| 3. | Excellent | Good | Poor |
| Reading | | | |
| Writing | | | |
| Speaking | | | |

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