

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

SEISMIC RESILIENCE AND ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT
TERMS OF REFERENCE FOR
RECRUITMENT OF FINANCIAL EXPERT
(Ref: WB/INDV-FE-02)

1. BACKGROUND

The Ministry of Environment, Urbanization and Climate Change has received financing from the World Bank toward the cost of the Seismic Resilience and Energy Efficiency in Public Buildings Project (SREEPBP) and intends to apply part of the proceeds for consulting services. The implementation period will end on June 30, 2027. Financed by the proceeds of the Loan Agreement signed between the Ministry of Treasury and Finance, the Project holds a budget of USD 265.000.000.

The overall objective of the Project is to improve disaster resilience and energy savings in selected central government buildings and to strengthen the policy framework and institutional capacity to develop, finance, and implement resilient and sustainable public buildings in Türkiye.

The Project will promote a national strategic approach to increase energy efficiency and seismic performance in public buildings through an integrated approach that creates a demonstration effect and builds the foundations critical to reach scale and improve the vast building stock in Türkiye (estimated at more than 9 million public and private structures). Such an approach is expected to yield the following benefits: (i) reduction in total cost through shared labor and complementary concurrent investments; (ii) sustainability of EE improvements through the building lifetime and payback period by ensuring investment in earthquake resistant buildings; (iii) functional upgrades such as autonomous energy (e.g. solar panels), which are crucial to ensure energy supply and continuity of service in the aftermath of an earthquake where energy service can be disrupted for days or weeks; (iv) strengthening of roofs associated with EE that can also increase the performance of building during disasters; (v) assessing the full economic case for building improvement through strengthening and renovation versus demolishing and rebuilding for both disaster risk management (DRM) and EE objectives; (vi) increasing the efficiency of public service investments in structural improvements and EE through more rapid and lower cost testing of critical materials and equipment and by testing and scaling innovative approaches; and (vii) minimizing disruption to building occupants and government services.

Project includes three components: (i) investments in central government buildings for seismic strengthening and EE improvement; (ii) advanced technical assistance (TA) and capacity building; and (iii) project implementation support.

The General Directorate of Construction Affairs (GDCA) established a project implementation unit (PIU) which is responsible for the overall implementation of the Project, such as the selection of the buildings, procurement of the various contractors (e.g., structural studies, energy audits, technical designs, renovation works, construction supervision, savings verifications, technical assistance or consultancies, etc.).

Within the framework of the Seismic Resilience and Energy Efficiency in Public Buildings Project

(SREEPBP), a Financial Expert (WB/INDV-FE-02) will be employed at the 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 project financial management and disbursement activities under the SREEPB Project as required in the Loan and grant 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) 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) Advice 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 World Bank 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 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.
- m) Preparation of payment documents required for payment of project expenditures financed from the loan and grant funds.
- 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 World Bank 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 Bank missions and external Auditors.
- s) Maintain complete project records and files. These documents should be made available to Bank 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 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 September 2023, 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;
- Demonstrated skills in accounting and financial reporting;
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, LOGO
- Have good interpersonal skills and experience in working in teams,
- Fluency in written and oral English and Turkish,

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 August 31, 2023, 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
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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:

-
-
-
-

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			

* 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:

-
-
-

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