**REPUBLIC OF TÜRKİYE**

**MINISTRY OF ENVIRONMENT, URBANIZATION and CLIMATE CHANGE**

**General Directorate of Infrastructure and Urban Transformation Services (GDIUTS)**

**ClImate and DIsaster ResIlIent CItIes Project**

**(P173025)**

**TERMS OF REFERENCE**   
**FOR A** 

**Procurement Consultant (National)**

**(Ref:** **TCDRCP-INDV-PROC-01)**

**BACKGROUND**

The Ministry of Environment, Urbanization and Climate Change (MoEUCC) has applied for financing from the World Bank to finance the Climate and Disaster Resilient Cities Project and intends to apply part of the proceeds for consulting services. The implementation period will end on Nov 31, 2028. Financed by the proceeds of the Loan Agreement signed between the Ministry of Treasury and Finance and World Bank, the Project holds a budget of EUR 330.500.000

The project development objective is to increase access to seismic and climate resilient housing, municipal infrastructure and services in selected provinces in Türkiye, and to respond promptly and effectively in the event of an Eligible Crisis or Emergency. The project will support the development of a pilot program to support the roll out of the urban transformation strategy that also addresses key policy and sector bottlenecks through technical assistance and capacity building.

The implementation of the project will follow World Bank’s (WB) fiduciary, environmental, and social policies and national requirements.

The project will be implemented through five components, namely: (1) Institutional strengthening to enable conditions for urban resilience, (2) Expanding access to resilient housing, (3) Investments in climate and disaster resilient municipal infrastructure, (4) Project management, monitoring and evaluation, and (5) Contingent emergency response component.

Component 1: Institutional strengthening to enable conditions for urban resilience: Component 1 will provide technical assistance to MoEUCC and metropolitan municipalities of the selected local pilot provinces as well as additional municipalities vulnerable to disaster risks, to strengthen their capacity to develop, implement, and monitor green and resilient urban transformation programs.

Component 2: Expanding access to resilient housing: Component 2 will provide demand-side support for resilient housing in the Project provinces by financing sub-loans at below-market conditions for eligible owners to retrofit or reconstruct their housing or commercial units in risky residential or mixed-use buildings to meet resilient building code and energy efficiency standards.

Component 3: Investments in climate and disaster resilient municipal infrastructure: Component 3 will support ILBANK to on-lend loans with longer maturities and lower interest rates than the comparable domestic market to metropolitan municipalities of the Project selected pilot provinces and their affiliated utilities to undertake infrastructure investments that increase resilience against the impacts of climate-related and/or seismic hazards.

Component 4: Project management, monitoring and evaluation: Component 4 will have two sub-components that finance Specialist and non-consulting services, goods, training, and operating costs as required by ILBANK and MoEUCC to implement the project per Bank policies and guidelines, including but not limited to monitoring and evaluation, reporting, procurement, financial management, and disbursement, environmental and social management, grievance redress mechanisms, as well as communication and outreach activities especially for Component 2 to ensure potential beneficiaries, in particular women and lower-income households, are aware of the resilient housing program and its benefits.

Component 5: Contingent emergency response component: This Component is included to the Project in accordance with OP/BP 10.00 (Investment Project Financing), paragraphs 12 and 13, for contingent emergency response through the provision of immediate response to an Eligible Crisis or Emergency, as needed.

Project locations: Tekirdag, Kahramanmaras, Izmir, Manisa and Istanbul will be the pilot locations for the Project. These provinces are geographically dispersed across Turkey and represent a large segment of the population, including two of the largest cities in the country (Istanbul and Izmir).

Project Implementation arrangements: MoEUCC’s General Directorate of Infrastructure and Urban Transformation Services (GDIUTS) established a project management unit (PMU) which is responsible for managing the overall implementation of the Components 1, 2, 4a, and 5 of the project.

Within the framework of the CLIMATE AND DISASTER RESILIENT CITIES PROJECT (CDRCP), a Procurement Consultant (TCDRCP-INDV-PROC-01) will be employed at the PMU of the GDIUTS.

**OBJECTIVE**

The main objective is to employ (1) procurement specialist to assist MoEUCC PMU in the project implementation activities as indicated below.

**SCOPE OF THE SERVICES**

a. The Consultant shall provide procurement management services to the MoEUCC’s PMU during the course of procurement process and ensure that the approved Procurement Plan is followed, and the requirements of the World Bank Procurement Regulations are satisfied.

b. The Consultant shall support PMU for the preparation of Project Procurement Strategy for Development (PPSD) and Procurement Plan, and its updates, including necessary market sounding.

c. The Consultant shall support PMU to record all Project procurement actions in the World Bank’s Electronic Planning and Tracking tool (STEP).

d. 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 World Bank 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 World Bank for “no objection”.

e. 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 World Bank and make necessary recommendations for changes where required.

f. The Consultant shall provide assistance to the PMU during the evaluation of bids/proposals to ensure that are submitted in accordance with the requirement and shall prepare the standard evaluation report accordingly.

g. The Consultant shall assist the MoEUCC's PMU in finalization of contract negotiations and prepare the “Memorandum of Understanding” which is part of the contract. The Consultant coordinates the PMU to complete the contracting process timely.

h. The Consultant shall support the MoEUCC 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 PMU in the interpretation of the contract clauses; (iii) support the PMU in case dispute matters arise between PMU 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.

i. 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 World Bank to be ready for the annual audits. S/he shall support the MoEUCC 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 Consultant upon contract of employment.

**REPORTS**

The Consultant shall submit monthly progress reports at the end of each month summarizing 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.

**DURATION OF THE SERVICES**

The position will be based in Ankara as a member of the PMU. The project has a 6-year duration. The planned duration of service of the Procurement Specialist is foreseen to start in the end of 2022 and will end in the fırst quarter of 2028 corresponding to the closure of the Project or on the project’s extended closure date. The Procurement Specialist will be required on a full-time basis. Two-month probation period will be applied, by renewable 1-year contracts, till the end of the implementation, if performance is satisfactory.

**QUALIFICATION REQUIREMENTS**

* University degree in Engineering, Law, Economy, Finance, Business or Commerce; or bachelor's degree from any other discipline with at least three (3) years practical experience in World Bank procurement implementation,
* Minimum 5 years of general work experience in the procurement of goods, works, and services,
* Minimum 8 years of general work experience.
* Knowledge of Turkish public procurement rules is an asset,
* Knowledge of using the World Bank’s Systematic Tracking of Exchanges in Procurement (STEP) is an asset;
* Fluency in written and oral English and Turkish,
* Profıciency in key computer applications, e.g., MS Office.
* Ability to travel without restriction,
* Teamwork skills,
* Analytical thinking and problem-solving skills,
* Completed military service for male candidates.

**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 Consultant of MoEUCC 's PMU in Ankara. The contract will be signed between the General Directorate of Infrastructure and Urban Transformation Services (GDIUTS) of MoEUCC or his designee and the consultant.

**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 May 29, 2023; 18:00 p.m. local time**.

Ministry of Environment, Urbanization and Climate Change

General Directorate of Infrastructure and Urban Transformation Services

Department of Transformation Areas 4

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SAMPLE 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