**URBAN TRANSFORMATION PRESIDENCY**

**THE CLIMATE AND DISASTER RESILIENT CITIES PROJECT**

**(P173025)**

**TERMS OF REFERENCE**

**FINANCIAL MANAGEMENT SPECIALIST(Local)**

**(REF: TCDRCP-INDV-FIN-03 )**

1. **Background**

Urban Transformation Presidency (UTP) 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 Oct 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 Euro 330,500,000.00

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 project will be implemented through five components, namely as (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 UTP 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. This Component 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 UTP 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 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).

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

UTP established a Project Management Unit (PMU) which is responsible from overall implementation of the Components 1, 2, 4a, and 5 of project.

For the implementation of Component 2, UTP will sign protocols with selected commercial banks to serve as loan servicing agencies on behalf of UTP with roles and responsibilities acceptable to the World Bank. The IBRD funds for the sub-loans under Component 2 will be channeled through commercial banks, which will serve as fiduciary agents administering the funds on behalf of the Presidency.

1. **Objectives**

The main objective is to employ a financial management specialist who will work full-time in the Project Management Unit (PMU) within utp to assist PMU.

**Scope of the Service**

The Specialist manages project funds, budgets, bank accounts, expenditures, accounting, internal controls, financial reporting, and external auditing, following local laws, World Bank procedures, and Project Operations guidelines. These tasks are coordinated within the PMU.

The scope of the services are:

**1) Duties of Withdrawal from the World Bank and Notification of Expenditures**

a) Follow World Bank regulations for withdrawal and use of funds in the Designated Account opened by the Ministry of Treasury and Finance.

b) Plan cash flows, request cash via the World Bank's Client Connection system, prepare documents, ensure fund flow to the Designated Account, and track funding sources.

c) Notify the World Bank of project expenditures through the Client Connection system within the period specified in DFIL.

**2) Responsibilities for Project Budget Preparation**

d) To collaborate with the PMU in preparing the annual budget proposal for the loan budget within the scope of the central government.

e) To monitor and manage the appropriations of the project budget.

**3) Duties of Preparation of Payment Documents**

f) Prepare payment documents and bank instructions for expenditures, based on transaction nature and legal requirements, and submit them for approval.

g) Ensure correct transmission of payment documents to the Central Accounting Directorate.

h) Ensure project payments are made from the project Designated Account through the Presidency's accounting unit.

**4) Duties of Accounting Transactions**

i) Create or modify the chart of accounts for the Project in accordance with the structure of the project components, ensuring it is suitable for the management and monitoring of sub-loans under Component.

j) Enter data of income, expenses, and other financial transactions (including contract monitoring) using the accounting software purchased for maintaining the Project’s accounts.

k) Design and maintain Budget Tracking documentation to monitor income, expenses, and other financial movements of the Project.

l) Ensure that information in the accounting software or Excel tables is backed up safely on the Presidency’s server or external disk on a monthly basis and stored securely.

**5) Duties of Preparation of Financial Statements/Reports**

m) Prepare quarterly Interim Un-audited Financial Statements (IFRs) and submit them via the World Bank's Client Connection system.

n) Prepare the financial statements and reports as requested by the World Bank, the Ministry of Treasury and Finance, and the Presidency, ensuring timely submission to the relevant authorities.

**6) Duties of Internal Control Services**

o) Ensure project funds are used as intended and recommend internal control procedures.

p) Reconcile World Bank Loan Account and Project Designated Account with PMU records.

r) Finalize checks before payments to suppliers, contractors, consultants, and households; prepare contract monitoring tables and track financial movements.

s) Inform the PMU of risky transactions and corrective actions based on financial planning comparisons.

t) Ensure documents for all financial transactions are adequate and conform to the FM Manual.

**7) Filing and Archiving Duties**

u) Ensure accounting and payment documents are kept in separate files based on their relevance, and archive these files when appropriate.

**8) Audit Duties**

v) During audits conducted by internal auditors of the Institution, auditors of the Court of Accounts, or Treasury Controllers of the Ministry of Treasury and Finance, facilitate and support auditors in accessing payment documents, accounting records, reports, and other necessary documents quickly and easily.

y) Prepare or contribute to the findings in the audit reports.

z) Ensure effective communication between the PMU and auditors during audits.

**9) Other Missions**

* Monitor legislative changes that might impact the financial management system of the Project.
* Review the financial management section of the POM with the PMU as needed.
* Assist and advise the PMU's Project Coordinator on strategic issues, financial reporting, planning, budgeting, funding flow, and overall project objectives.
* Handle sub-credits, budgeting, accounting, payments, and banking under Component 2 with UTP coordination.
* Coordinate with other PMU units, in particular and very closely with procurement as well as monitoring and reporting specialists to provide financial information for reports.
* Support UTP in information system tasks, including control, monitoring, and feedback.

**Duration And Location of The Services**

The specialist will be based in Ankara, working full-time with the Project Management Unit. Employment begins in 2025 with a two-month probation period. The contract runs until the end of the year, with renewal options subject to satisfactory performance. The service is expected to conclude in late 2028, aligning with the project's closure or any extended closure date.

**Qualification Requirements**

* Bachelor's or Master's Degree in economics, financial or business administration, accountancy, public administration, or a related discipline
* At least 5 years of work experience in financial management, accounting, and reporting, with at least 1 year of relevant work experience with financial management in a World Bank financed project, or at least 2 years of financial management experience in a project funded by an international finance institution.
* Demonstrated experience in using accounting software and designing financial systems
* Proficiency in key software applications, such as Word, Excel, PowerPoint, and LOGO software
* Experience working with public institutions is an advantage
* Auditing background is an advantage
* Completed military service for male candidates
* Ability to travel without restriction when necessary

1. **Methodology**

The specialist will be hired on the basis of the World Bank’s “Procurement Regulations for IPF Borrowers” (July 2016, revised November 2017 and August 2018) (“Procurement Regulations”). The contract will be signed between UTP and the specialist.

1. **Specialist’s Obligations**

The specialist will be responsible for carrying out the services described in these terms of reference. He/she will take all necessary steps to ensure that the work entrusted to him or her is carried out correctly and within the time limits set. He or she shall, among other things:

* Undertake all services with seriousness, in accordance with internationally recognized rules and standards;
* Keep confidential the information obtained and the results of his/her tasks during and after the execution of his/her mandate and, to hand over at the end of his mission, the documents which would have been handed over to him/her.

1. **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 10th of March, 2025 18:00 local time**.

Ministry of Environment Urbanization and Climate Change

Urban Transformation Presidency

Department of External Financing

Attn:

Karakusunlar Mah., Muhsin Yazıcıoğlu Caddesi, no:51/B

Çankaya / Ankara

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web-site: kentseldirenclilik.kdb.gov.tr

**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