**REPUBLIC OF TÜRKİYE**

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

**General Directorate of Infrustructure and Urban Transformation Services**

**THE CLİMATE AND DİSASTER RESİLİENT CİTİES PROJECT**

**(P173025)**

**TERMS OF REFERENCE**

**FINANCIAL MANAGEMENT SPECIALIST(Local)**

**(REF: TCDRCP-INDV-FIN-01 )**

1. **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 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.

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 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. 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 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 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.

The General Directorate of Infrastructure and Urban Transformation Services (GDIUTS) 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, GDIUTS will sign protocols with selected commercial banks to serve as loan servicing agencies on behalf of MoEUCC 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 Ministry.

1. **Objectives**

The main objective is to employ a financial management specialist who will work full-time in the Project Management Unit (PMU) within MoEUCC’s General Directorate of Infrastructure and Urban Transformation Services to assist PMU.

**Scope of The Services**

As part of the financial management of the project, the Specialist is responsible for duties related to the use of project funds, budgeting, bank accounts, expenditures, accounting, internal controls, financial reporting and external auditing, which must be performed in accordance with local legislation, World Bank procedures, policies and Project Operations guidelines. It will carry out these tasks in coordination with the PMU.

The scope of the services are:

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

a) To act in accordance with the current regulations and the principles and procedures determined by the World Bank regarding the withdrawal and use of money to the project Designated Account opened by the Ministry of Treasury and Finance.

b) To plan the periodical cash flows, to request cash through the Client Connection system of the World Bank, to prepare the relevant documents, to ensure the flow of funds to the project Designated Account and to follow up the funding sources.

c) To notify the World Bank of the expenditures made within the scope of the project, by using the Client Connection system, within the period determined in DFIL.

**2) Duties of the Preparation of the Project Budget**

d) To prepare the annual budget proposal for the loan budget within the scope of the central government together with the PMU.

e) To follow up the appropriations of the project budget.

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

f) According to the nature of the transaction and current legal regulations; To prepare the payment documents and bank instructions for the expenditures foreseen within the scope of the components under the responsibility of the Ministry and submit them to the signature and approval of the authorities.

g) To ensure that the documents in the payment files are correctly transmitted to the Central Accounting Directorate.

h) To ensure that payments are made to the bank branch and beneficiaries from the project Designated Account through the accounting unit of the Ministry.

**4) Duties of Accounting Transactions**

i) To create a chart of accounts for the Project in accordance with the structure of the project components (also suitable for the management and monitoring of sub-credits under Component 2).

j) To make data entries of income, expense and other financial movements (including the monitoring of contracts) by using the accounting software that will be purchased for maintaing the Project’s accounts.

k) To design and maintain Excel spreadsheets to keep temporary records of income, expense and other financial movements that will occur until the accounting software is purchased and functional

l) Ensuring that the information in the accounting program or Excel tables are backed-up safely on the Ministry’s server or external disk on a monthly basis and stored securely.

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

m) To prepare quarterly Interim Un-audited Financial Statements (IFRs) and to submit them through the World Bank's Client Connection system.

n) To prepare the financial statements and reports requested by the World Bank, the Ministry of Treasury and Finance and the Administration and send them to the relevant places in due time.

**6) Duties of Internal Control Services**

o) To ensure that the funds provided for the project are used for the purposes intended, and to contribute and make recommendations for the design and implementation of the corresponding internal control procedures.

p) To reconcile the balances in the World Bank Loan Account and the Project Designated Accountwith the project accounting records maintained at the PMU .

r) To make final checks before processing the payments made to suppliers, contractors, consultants and households in accordance with the terms of the contract, to prepare the contract monitoring tables, to keep their records and to monitor their financial movements.

s) To inform the PMU by evaluating risky transactions and corrective measures if there is deviation as a result of the comparison of financial planning and practices.

t) To ensure the conformity and adequacy of the documents of all financial transactions made within the scope of the project; (the documents shall be decribed in the FM Manual);

**7) Filing and Archiving Duties**

u) To ensure that accounting and payment documents are kept in separate files according to their relevance and that these files are archived when the time comes.

**8) Audit Duties**

v) During the audits to be carried out by the internal auditors of the Institution, auditors of the Court of Accounts, Treasury Controllers of the Ministry of Treasury and Finance To provide and support auditors with easy and fast access to payment documents, accounting records, reports and other necessary documents.

y) Preparing or contributing to the findings in the audit reports.

z) Helping to ensure communication between PMU and auditors during audits.

**9) Other Missions**

aa) To follow the legislative changes related to the financial issues related to the project.

bb) To review the financial management part of the POM in collaboration with the PMU as necessary.

cc) Assisting and advising the Project Coordinator of the PMU on strategic issues, financial reporting, planning, budgeting, funding flow and achieving overall project objectives

dd) To carry out all necessary work related to sub-credits, budgeting, accounting, payments and banks under Component 2, in coordination with the MoEUCC.

gg) Coordinating with other units in the PMU like procurement, monitoring reporting departmentswithin the Project Management Unit (PMU) in providing financial information regarding the reports prepared, including procurement reports and payment projections

hh) Contributing to the work on the information system carried out by the MoEU, including control, monitoring and providing feedback.

1. **Duration And Location of The Services**

The specialist will be based in Ankara and be employed full-time as a member of the Project Management Unit. He/she is expected to commence work in two months’ probation period and a renewable 1-year contract, if performance is satisfactory. The service is foreseen to end in the last quarter of 2028 corresponding to the closure of the Project or on the project’s extended closure date.

1. **Qualifıcation Requirement**

University degree in economics, financial or business administration, accountancy, public administration or related discipline; an advance degree will be asset,

* At least 1 year relevant work experience with financial management in aWorld Bank financed project or at least 2 year financial management experience in a project funded by an international finance institutions,
* Working experience with or within public institutions will be an asset,
* Auditing background will be an asset,
* At least 5 years of work experience in financial management, accounting and reporting,
* Familiarity with Government of Turkey administrative and bureaucratic procedures, especially relating to implementation of foreign financed projects,
* Demonstrated experience in the accounting software and the design of financial system
* Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, LOGO or similar software
* Teamwork and managing skills,
* Completed military service for male candidates,
* Fluency in written and oral English and Turkish,
* 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 General Directorate of Infrustructure and Urban Transformation of MoEUCC and the specialist.

1. **Specialist’s Obligations**

The specialistwill 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 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

Attn:

Mustafa Kemal Mah. 2082. Cadde No: 52 Kat: 11

Çankaya / Ankara

Tel: 0312 410 77 07

E-mail: donusumpyb@csb.gov.tr

web-site: kentseldirenclilik.csb.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