**REPUBLIC OF TÜRKİYE**

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

**Urban Transformation Presidency**

**ClImate and DIsaster ResIlIent CItIes Project**

**(P173025)**

**TERMS OF REFERENCE**   
**FOR A** 

**Procurement Consultant (National)**

**(Ref:** **TCDRCP-INDV-PROC-03)**

**BACKGROUND**

The Ministry of Environment, Urbanization and Climate Change (MoEUCC) has mobilized financing from the World Bank to finance the Climate and Disaster Resilient Cities Project and intends to apply part of the proceeds for the consulting services under this Terms of Reference (ToR). The project implementation period will end on 2030. 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 for the MoEUCC part.

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 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. More information on the Project Components can be found in the Project Appraisal Document[[1]](#footnote-1) .

Izmir was chosen as the first pilot province in the project, which is expected to make a great contribution to the urban transformation of Istanbul, Izmir, Manisa, Kahramanmaraş and Tekirdağ, to minimize the effects of climate change on our country and make cities resilient to disasters.

Urban Transformation Presidency **(**UTP) 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 UTP.

**OBJECTIVE**

The main objective is to employ an experienced Procurement Specialist for the Urban Transformation Presidency PMU in Ankara to assist in the project implementation activities as described below.

**SCOPE OF THE SERVICES**

a. The Consultant shall provide procurement management services to the UTP’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” as the case may be for prior review contracts.

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 theevaluation report/s accordingly as per the Bank’s standard/customized sample templates.

g. The Consultant shall assist the UTP's PMU in finalization of contract negotiations and prepare the “Minutes of Negotiations” which is part of the contract. The Consultant shall support the PMU to complete the contracting process on a timely basis.

h. The Consultant shall support the UTP 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) assist the acceptance committee’s assigned to inspect, test and 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 assist in the preparation of “inspection/test report/s/acceptance report/s” 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 Controllers and the World Bank to be ready for the annual audits. S/he shall support the UTP with providing justifications and explanations as requested during the regular audits/post reviews of the project.

**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 Consultant is expected to commence work in May of 2025 with two months’ probation period and a 7-months contract, which may be renewed upon satisfactory performance.

**QUALIFICATION REQUIREMENTS**

* University degree in Engineering, Architecture, Law, Economy, Finance, Business or Commerce or any other discipline relevant for the project and/or scope of the services required. A Master's degree in the relevant field would be considered an asset.
* Minimum 5 years of procurement experience in public procurement either in the government agencies or in the private sector of which minimum 3 years of this experience is in the procurement of World Bank financed projects or other international financing institutions.
* Knowledge of using the World Bank’s Systematic Tracking of Exchanges in Procurement (STEP) is an asset.
* Solid knowledge of Turkish public procurement rules,
* Experience working with public agencies is an asset.
* Fluency in oral and written Turkish and English languages.
* Proficiency in using Office applications and other Professional software.
* Have no restriction for travel.
* Adaptability to flexible working hours.
* Completed or postponed military service for male candidates (for Turkish citizens).

Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract’s requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.

**METHODOLOGY**

The consultant will be hired following the guidance of World Bank’s Regulations for IPF Borrowers” – November 2020 (“Procurement Regulations”). The contracted position will be the Monitoring and Evaluation Expert of UTP's PMU in Ankara. The contract will be signed between the Urban Transformation Presidency 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 February 28, 2025; 18:00 p.m. local time.**

Ministry of Environment Urbanization and Climate Change

Urban Transformation Presidency

Department of External Financing

Attn:

Karakusunlar Mahallesi, Muhsin Yazıcıoğlu Caddesi, 51 B

Çankaya / Ankara

Tel: 0312 410 77 07

E-mail: donusumpyb@kdb.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

1. <https://documents1.worldbank.org/curated/en/099955009082212553/pdf/BOSIB09755adcf0b60b1370d3698b9987d0.pdf> [↑](#footnote-ref-1)