

REPUBLIC OF TURKEY
MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE
General Directorate of Construction Affairs

TURKEY ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT

(P162762)

**TERMS OF REFERENCE FOR
RECRUITMENT OF A FINANCE ASSISTANT**

(REF: EEPB/WB/MOEU/PIU-IND-FA-01)

1. BACKGROUND

The Ministry of Environment, Urbanization and Climate Change has received financing from the World Bank toward the cost of the Energy Efficiency in Public Buildings Project (EEPBP) and intends to apply part of the proceeds for consulting services.

The project investments will focus primarily on the renovation of central public buildings with high energy consumption and shorter pay-back periods. The proposed project would be implemented through two components: (i) energy efficiency (EE) investments in central government buildings; and (ii) technical assistance (TA) and project implementation support.

The General Directorate of Construction Affairs (GDCA) under the Ministry for Environment, Urbanization and Climate Change (MoEUCC) has been delegated to assume overall responsibility for the project. This will include completion of the necessary activities to support project preparation as well as implementation for the six-year project period. In parallel, grant funding has been mobilized from the Clean Technology Fund (CTF) to help analyze the investment needs and potential of the central government buildings.

Through the Energy Efficiency in Public Buildings (EEPBP) Project, approximately 500-700 public buildings will be renovated energy efficiently resulting energy savings. As the proposed projects aims to renovate public buildings with the highest energy consumption, the immediate direct beneficiaries would be the public sector as the budgetary savings from the investments, resolution of budgetary constraints for central government buildings associated CO₂ emissions reductions as a result of the energy savings (tons of CO₂ equivalent) and also users of the public buildings (administrative staff and society) and public communities in the catchment areas of the identified facilities.

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

Within the framework of the Energy Efficiency in Public Buildings Project, a Finance Assistant (Ref: EEPB/WB/MOEU/PIU-IND-FA-01) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment, Urbanization and Climate Change (MoEUCC).

2. OBJECTIVES

The main objective of the consultant's services under this Terms of Reference (ToR) is to employ a Finance Assistant as an individual consultant who will work full-time in the Project Implementation Unit (PIU) to assist the Financial Expert.

3. SCOPE OF THE SERVICES

The Finance Assistant will support and perform all activities in coordination with the Financial Expert. The scope of the services are:

- a. Execute all necessary work related to budgeting, accounting, disbursements, expenditures and payments under the Project as required in the Loan and grant agreements
- b. Ensure adequate use of funds and financial resources according to the Loan and grant agreements
- c. Keeping records through the use of table-sheets (i.e. excel) and ensure that there is proper and adequate documentation to support all of the project's transactions
- d. Ensure safekeeping, organizing, provide access, track and follow the signature and approval processes of various documents and official letters.
- e. Preparation of Unaudited Financial Reports (IFRs), Bank's Mission documents/presentations and any other report requested by the independent auditors;
- f. The Consultant shall conduct other activities in project financial management and disbursement activities entrusted by the GDCA's PIU.

4. 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 May 2022, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

5. QUALIFICATION REQUIREMENTS

- University/higher education in economics, financial or business administration, accountancy, public administration or related discipline relevant for the project;
- At least 3 years professional experience in accounting and financial reporting;
- Familiarity with Government of Turkey administrative and bureaucratic procedures, especially relating to implementation of foreign financed projects;
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, LOGO
- Good interpersonal skills and experience in working in teams,
- Fluency in written and oral English and Turkish,

6. METHODOLOGY

The consultant 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 the General Directorate of Construction Affairs of MoEU or his designee and the consultant.

7. 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 23, 2022 4:00 p.m. (Turkey Time).**

Ministry of Environment, Urbanization and Climate Change
General Directorate of Construction Affairs
External Investments Department
Attn: Esra Turan Tombak (Project Director)
Mustafa Kemal Mahallesi, 2082. Cadde, No:52, 06510
Çankaya / ANKARA
Tel: 0312 480 07 50
E-mail: ihale.dky@csb.gov.tr
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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			

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