

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

TURKEY ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT
(P162762)

TERMS OF REFERENCE FOR
FINANCIAL MANAGEMENT AND DISBURSEMENT EXPERT
(Ref: EEPB/WB/MoEU/PIU-IND-01B)

1. BACKGROUND

The Ministry of Environment and Urbanization has applied for 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 and shorter pay-back periods. The proposed project would be implemented through two components: (i) energy efficiency 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 and Urbanization (MoEU) 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 five-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) would establish a project implementation unit (PIU) which would 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 Financial Management and Disbursement Expert (EEPBP/WB/MoEU/PIU-IND-01B) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment and Urbanization (MoEU).

2. OBJECTIVES

The objective is to employ an expert who will work in the Project Implementation Unit (PIU) to support implementation, co-ordination and supervision of the Project and ensure that the World Bank financial management guidelines and local financial management requirements have been complied with, as follows:

3. SCOPE OF SERVICES

- a. The consultant shall have responsibility for project financial management, monitoring and disbursement activities under the TEEPB Project;
- b. Maintain the Project's accounting books and records through the use of accounting software and ensure that there is proper and adequate documentation to support all of the project's transactions;
- c. Preparation of payment documents required for payment of project expenditures financed from the loan and grant funds.
- d. Regular preparation of budgets, cash flows and investment program related documents;
- e. Prepare Withdrawal Applications and supporting documentation to secure funds from IBRD for financing of project expenditures. Coordinate closely with the MoEU/PIU and Ministry of Treasury and Finance (MF) in securing authorizations and processing payments.
- f. Advise the Project Coordinator and Finance Department of MoEU on all legal and financial management aspects of the Project, with an emphasis on strategic issues, financial reporting, planning and budgeting, and flow of funds to meet overall Project objective;
- g. Execute all necessary work related to budgeting, accounting, disbursements, payments, and banks in coordination with MoEU and the Ministry of Treasury and Finance (MoTF);
- h. Establish internal control procedures to ensure that the project funds are used for the purposes intended;
- i. Utilize Designated Accounts and monitor the financial flows resulting from the realization of contracts and implementation of individual activities;
- j. Ensuring that reliable accounting records are maintained, and auditable financial statements required by the World Bank procedures are prepared.
- k. Preparation of management accounting information required for managing and monitoring the Project;
- l. Monitoring the financial aspects of contracts awarded for the packages foreseen in the procurement plan, including following up of payment documents and ensuring timely execution of payments to suppliers, contractors and consultants in accordance with contract conditions.
- m. Preparation of the quarterly Interim Un-audited Financial Reports and submission of these reports to the World Bank on a timely basis.
- n. Coordinating with other departments within the Project Implementation Unit

in providing financial information relating to the reports they prepare including procurement reports and disbursement projections.

- o. 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 preferably on a full-time basis. The Consultant is expected to commence work from February 2020, with two months' probation period and 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 5 years professional experience in financial management/administrative level in a development organization, commercial organization or public administration organization preferably with an auditing background;
- Experience in implementing World bank financial management and disbursement procedures is an asset;
- Familiarity with Government of Turkey administrative and bureaucratic procedures, especially relating to implementation of foreign financed projects;
- Demonstrated skills in accounting and financial reporting;
- 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 contracted consultant will take a position of the Financial Management and Disbursement Expert of GDCA's PIU in Ankara. The contract will be signed between the General Directorate of Construction Affairs of MoEU and the consultant. The recruitment of contract shall be a subject to "No objection" from the World Bank.

7. APPLICATION

Curriculum vitae (CV) in English 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 January 20, 2020; 5:00 p.m. local time.

Ministry of Environment and Urbanization
General Directorate of Construction Affairs
External Investments Department

Attn: Gökhan Karagözlü

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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:

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-
-
-

EDUCATIONAL BACKGROUND

-
-
-
-

PROFESSIONAL EXPERIENCES
(Employment Record)

-
-
-
-

Language Proficiency :

1.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

2.	Excellent	Good	Poor
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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