

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

TÜRKİYE SECOND ENERGY EFFICIENCY IN PUBLIC BUILDINGS PROJECT
(P500777)

TERMS OF REFERENCE FOR
RECRUITMENT OF A FINANCE SPECIALIST
(REF: EEPB2/WB/IND-FS-02)

1. BACKGROUND

The Ministry of Environment and Urbanization has received financing from the World Bank toward the cost of the Türkiye Second Energy Efficiency in Public Buildings Project (EEPBP2) and intends to apply part of the proceeds for consulting services. The overall objective of the Project is to enhance energy efficiency in existing central government buildings and strengthen the energy efficiency requirements for new and renovated public buildings.

The project investments will focus primarily on the renovation of central public buildings with high energy consumption. 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.

Through the Second Energy Efficiency in Public Buildings (EEPBP2) Project, 400 public buildings will be renovated energy efficiently resulting energy savings. The Project supports the Government of Türkiye's energy efficiency (EE) policy in the public sector by focusing on energy efficiency and distributed renewable energy (RE) measures in public buildings that are seismically safe, and to deliver on its commitments in line with the Paris Agreement will continue to support Türkiye in achieving its climate neutrality and sustainable development objectives. The Project will contribute to reducing energy consumption by supporting and scaling up investments in EE in public buildings. This will help demonstrate leadership in the public sector to save energy and use sustainable energy solutions to deliver on the country's climate mitigation commitments and to enhance energy security.

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 Türkiye Second Energy Efficiency in Public Buildings Project, a **Finance Specialist** (EEPBP2/WB/MOEUCC/PIU-IND-FS-02) will be employed at Project Implementation Unit of the General Directorate of Construction Affairs of Ministry of Environment Urbanization and Climate Change.

2. OBJECTIVES

The main objective of the consultant's services under this Terms of Reference (ToR) is to employ a Finance Specialist 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

- a) The consultant shall have responsibility for project financial management and disbursement activities under the EEPB2 Project as required in the Loan and grant agreements;
- b) Ensure Bank's financial management, disbursements, and auditing guidelines are followed;
- c) Advise the Project Coordinator and Finance Department of MoEUCC 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;
- d) Execute all necessary work related to budgeting, accounting, disbursements, payments, and banks in coordination with MoEUCC and the Ministry of Treasury and Finance (MoTF);
- e) Establish internal control procedures to ensure that the project funds are used for the purposes intended;
- f) Utilize Designated Accounts and monitor the financial flows resulting from the realization of contracts and implementation of individual activities;
- g) 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;
- h) Advise on legal aspects, contractual procedures across the implementation of projects;
- i) Ensuring that reliable accounting records are maintained and auditable financial statements required by the World Bank procedures are prepared;
- j) Preparation of management accounting information required for managing and monitoring the Project;
- k) Preparation and analysis of financial tables;
- l) Prepare Withdrawal Applications and supporting documentation to secure funds from IBRD for financing of project expenditures. Coordinate closely with the MoEUCC/PIU and Ministry of Treasury and Finance (MoTF) in securing authorizations and processing payments;
- m) Preparation of payment documents required for payment of project expenditures financed from the loan and grant funds.
- n) Regular preparation of budgets, cash flows and investment program related documents;
- o) 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.
- p) Preparation of the quarterly Interim Un-audited Financial Reports and submission of these reports to the World Bank on a timely basis.
- q) 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.
- r) Ensure safekeeping of project assets, financial documentation, records and reports for review by Bank missions and external auditors.

- s) Maintain complete project records and files. These documents should be made available to Bank missions and auditors.
- t) Provide access to reports and other necessary documents for auditing by the independent auditors.
- u) 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. The Consultant is expected to commence work from May 2026, 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 5 years professional experience in financial management/administrative level in a development organization, commercial organization or public administration organization preferably with an auditing background;
- Having at least 2 years of experience in projects financed by international investment and development organizations,
- Preferably experience in implementing World bank financial management and disbursement procedures;
- Familiarity with Government of Türkiye administrative and bureaucratic procedures, especially relating to implementation of foreign financed projects;
- Demonstrated skills in accounting and financial reporting;
- Being proficient in basic computer applications such as Word, Excel, PowerPoint;
- Having a good knowledge of the LOGO accounting program;
- Have good interpersonal skills and experience in working in teams;
- Fluency in written and oral English (having at least B2 level) and Turkish.

6. METHODOLOGY

The consultant will be hired following the guidance of World Bank's "Procurement Regulations for IPF Borrowers" dated September 2023 ("Procurement Regulations"). The contracted position will be the Procurement Expert of GDCA's PIU in Ankara. The contract will be signed between the General Directorate of Construction Affairs of MoEUCCCC 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 April 6, 2026; 5:00 p.m. local time.** A confirmation will be shared upon receipt of application.

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
web-site: <https://kabev.org>

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