

# **Türkiye Earthquake Recover and Reconstruction Project (TERRP)**

## **Consultancy Services / Individual Finance Consultant**

### **Terms of Reference**

#### **1. Background**

As part of a broader package of the World Bank (WB) support to the Government of Türkiye (GoT) after the February 2023 earthquakes, the Türkiye Earthquake Recovery and Reconstruction Project (TERRP) will provide a portion of the massive financing needed to support recovery and reconstruction efforts in priority areas identified in the GoT needs assessment (i.e., health, municipal services, housing), complemented with capacity building and technical assistance. TERRP will support both activities addressing urgent health needs (such as provision of temporary health care facilities) as well as activities tackling equally critical municipal services needs but whose delivery will take longer due to their complexity and scale (such as reconstruction of municipal water and sanitation infrastructure). It will also support the second stage of housing reconstruction in affected rural areas. Moreover, TERRP has the potential to be a framework to crowd in additional financing for resilient recovery of disaster-affected areas from other development partners of the World Bank and international financial institutions (IFIs).

Within the scope of WBG Country Partnership Framework (CPF) for Türkiye for FY18-21, which was extended to cover the FY22-23 period through the Performance and Learning Review, TERRP will contribute to goals set out in Türkiye's 12<sup>th</sup> National Development Plan (NDP) 2024-2028 and is aligned with the government's post-earthquake recovery strategy set forth in the Government's earthquake assessment report.

TERRP was designed as an emergency reconstruction loan. Due to the impacts of the earthquake on the capacity of the municipalities in the earthquake affected cities, for this specific project, the Borrower is the GoT and seeks to have İLBANK as the Project Implementing Agency to implement Components 1 and 4.1 of the Project. Therefore, the Loan Agreement for the TERRP loan no.9580-TR for EUR 910,50 million between the WB and the GoT, the Project Agreement between the WB and İLBANK were signed on 01/09/2023.

The loan amount allocated to Component 1 implemented by İLBANK is € 388,32 million and will be used to finance the reconstruction and rehabilitation of municipal infrastructure, assets, and goods destroyed or damaged by the February 2023 earthquakes. The municipalities located in the eleven provinces declared as disaster zones after the February 2023 earthquakes will be eligible under Component 1 (Adana, Adıyaman, Diyarbakir, Elazığ, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye, and Şanlıurfa, i.e., the earthquake-affected provinces).

#### **Component 1: Restoration of Municipal Infrastructure and Services**

This component will finance civil works (including demolition as applicable), goods, consulting, and non-consulting services needed to restore access to critical municipal services of affected people while enhancing disaster and climate resilience. This will include the medium-term rehabilitation and reconstruction of critical municipal infrastructure and facilities such as water, sanitation, stormwater drainage, municipal transport infrastructure, municipal solid waste management facilities, and fire and emergency response services. The component will also finance purchasing of equipment and vehicles

in the short-term to restore municipal capacity for the provision of essential services. The component will also finance the preparation and/or review of related studies and construction supervision, which will include carrying out of local soil surveys, assessing climate-related hazards (e.g., flooding), and identifying options as needed/feasible for site selection and materials to ensure long-term resilience of the reconstructed municipal infrastructure to both seismic and climate risks.

### **Subcomponent 1.1: Resilient rehabilitation and reconstruction of municipal infrastructure**

(i) This subcomponent can finance rehabilitation and reconstruction of existing municipal water, sanitation, wastewater, drainage, and solid waste management infrastructure damaged by the February 2023 earthquakes, considering site-specific disaster and climate risks and design strengthening for extreme weather-related events; said activities include, inter alia:

- (a) preparing and reviewing related studies for said works, including assessment, feasibility, and design studies with due consideration for climate and disaster risks, and including damage and needs assessments of, inter alia, below-ground water and sewage infrastructure; and carrying out construction supervision for said works;
- (b) repairing and reconstructing damaged water and sewage networks, water transmission lines under the responsibility of municipalities/utilities, water treatment plants, wastewater treatment plants, and stormwater drainage to be more disaster and climate resilient, including, inter alia, adaptation to climate change and/or integration of climate-smart and/or nature-based technologies and solutions for climate change mitigation, as relevant;
- (c) installing temporary water and sanitation facilities for communities living in prefabricated container homes, including package wastewater treatment plants, solar thermal hot water collectors, and portable rainwater storages, as needed; and
- (d) Rehabilitating or reconstructing damaged municipal solid waste management facilities.

(ii) The subcomponent also can finance rehabilitation and reconstruction of municipal roads, bridges, underpasses, and associated infrastructure damaged by the February 2023 earthquakes. To improve accessibility and mobility, the reconstruction efforts will also seek to incorporate dedicated spaces/laneways for pedestrians and cyclists to travel safety. Said activities include:

- (a) preparing and reviewing related studies for said works, including assessment, feasibility, and design studies with due consideration for future climate and disaster risks, soil deformations, the use of high-performance water and weather resistant materials, and nature-based solutions, as relevant; and carrying out construction supervision for said works; and
- (b) based on the studies and designs prepared under (ii)(a), repairing and reconstructing the damaged roads and associated infrastructure.

### **Subcomponent 1.2: Resilient recovery of municipal service facilities**

This subcomponent can finance;

( i ) the rehabilitation and reconstruction of municipal service buildings damaged by the earthquakes to at least Turkish Class C Energy Performance Certification standards with functional upgrades like energy-efficient insulation and rooftop solar to reduce gas, electricity, and water consumption; said activities include, inter alia:

- (a) installing prefabricated facilities to provide critical municipal services, including fire and emergency services during transition periods and ensure continuity of services, as needed;

- (b) repairing and strengthening of lightly damaged municipal service buildings, including fire stations and municipal utilities buildings; and
  - (c) seismic and climate resilient and energy efficient reconstruction of destroyed, heavily damaged, and moderately damaged municipal service buildings, including, inter alia, municipal fire stations and municipal utilities buildings, in-situ or in new locations with lower exposure to geological and climate-related hazards (i.e., flooding, landslides).
- (ii) Acquisition of emergency response and municipal services equipment and vehicles to restore municipal capacity to provide essential services impacted by the February 2023 Earthquakes (including, inter alia, firefighting and rescue vehicles and equipment, solid waste collection vehicles, buses, street sweeping vehicles).

#### **Component 4.1: Project Management, Monitoring and Evaluation**

This subcomponent will finance consulting and non-consulting services, goods, training, and operating costs for supporting ILBANK in project management and implementation activities under the Project, including for, but not limited to, monitoring and evaluation, reporting, procurement, financial management, environmental and social management, grievance redress mechanism, citizen engagement, and project communication and outreach. It will also support consulting services and training to strengthen ILBANK's capacity to mainstream climate mitigation and adaptation in project activities.

This subcomponent will also support technical assistance and capacity strengthening for beneficiary municipalities/affiliated institutions to facilitate the sustainable operation of the reconstructed/rehabilitated municipal infrastructure and facilities.

#### **ILBANK Project Implementation Unit**

ILBANK has established a new Project Implementation Unit (PIU) under its International Relations Department that is exclusively tasked with the implementation of Components 1 and 4.1 of this Project. The PIU is directly responsible for procurement, financial, contract, environmental and social management, as well as monitoring, evaluation and reporting for all activities under Components 1 and 4.1 of the Project. When carrying out their tasks, the PIU will coordinate closely with the beneficiary municipalities and their affiliated utilities.

The new PIU is led by a Project Manager and composed of highly qualified staff who are exclusively dedicated for the implementation of Components 1 and 4.1 of the Project. To further strengthen the implementation capacity of the PIU, ILBANK seeks to recruit a qualified financial management expert

### **2. Objectives**

The main objective is to employ an experienced consultant as the Financial Management Expert of PIU to assist in the project implementation activities as indicated below:

### **3. Scope of Services**

The Financial Management Consultant will be expected to perform and deliver the following tasks:

#### **General**

- The Consultant will prepare the Financial Management Manual including all financial activities (planning, budgeting, cash management, managing withdrawals and disbursements, accounting, reporting and liaising with auditors), procedures and workflows, and update the manual as needed.

## **Budget and Planning**

- The Consultant shall prepare quarterly projections per disbursement categories as well as per Project components, in line with the procurement plan and government budget allocations and in all relevant currencies, in order to follow budgets and disbursements comparatively throughout the year.

## **Fund Management and Disbursement**

- Supporting the development of traceable and auditable fund management and disbursement procedures for project funds.
- Supporting the management of the Designated Account of the Project and the loan account in accordance with the Project Disbursement and Financial Information Letter, World Bank Disbursement Guidelines, and other relevant procedures.
- Preparing applications for withdrawals and disbursements to be sent to the World Bank.
- Receiving all project payment requests and preparing corresponding payment orders for the authorized expenditure officer of the Project.
- Performing frequent reconciliation of bank accounts, monitoring fund flows, and performing resource planning.
- Monitoring the Designated Account balance against disbursement plans based on contract management to ensure sufficient cash is available for uninterrupted project implementation.
- Preparing and regularly updating the Project's disbursement plan, taking into account the procurement plan and implementation status.
- Managing transaction actions related to project implementation.

## **Accounting and Archiving**

- Gathering and consolidating financial information as a basis for reporting and accounting activities, including essential expenditure documents and payment supporting documents.
- Performing accounting and bookkeeping activities of the Project, including the timely recording of financial transactions and budget realizations in line with financial management procedures.
- Filing and archiving all supporting documents of financial transactions together with the books and the accounting records of the Project.

## **Financial Reporting and Audits**

- Preparing quarterly Interim Un-audited Financial Reports (IFRs) and annual project financial statements acceptable to the World Bank and the Treasury Controllers, making necessary revisions as required.
- Preparing and submitting monthly Statement of Expenditures to the World Bank through the Client Connection software system.
- Preparing monthly, quarterly, and annual budget reports, financial statements, financial/managerial reports, ad-hoc financial and budget reports specified in Project Operations Manual.
- Preparing necessary documentation and reports for external audits and supporting all internal and external auditing activities.

- Regularly analyzing the project's financial performance, identifying areas for improvement, and making recommendations for optimizing financial operations.
- Fully cooperating with the auditors of the Project to ensure that the auditing requirements of the Project are satisfied as required by the World Bank.
- Identifying financial risks and develop strategies to mitigate them, ensuring the project's financial stability.

#### **Other**

- The consultant will prepare the financial information requested by Iller Bank and the World Bank.
- The consultant will evaluate the financial and economic analysis parts of the Feasibility Reports, give opinions and provide technical contribution.
- The consultant will visit the Municipalities/Administrations within the scope of the Project in order to monitor the Project.
- The Consultant will communicate with individuals, institutions and organizations outside Iller Bank, within the knowledge of the PIU.
- If requested by the Employer, the consultant will prepare a Training Program regarding the Job Descriptions above and provide training to the PIU and relevant Iller Bank personnel.
- In addition, he/she will provide consultancy services that the Department of International Relations may need on financial issues arising from the project.
- Carrying out other duties that may arise within the framework of this Job Description.
- In addition to the duties defined above, the consultant will fulfill any consultancy service needs that may arise subsequently, provided that they do not require special expertise.

A more detailed list of services will be provided to the Finance Expert upon contract of employment.

#### **4. Reports**

The Consultant shall prepare, update technical parts of all progress reports and comment on any activity reports due to WB. He/she will fill in detailed time sheets on his/her activities and comply with his/her contract's requirements in terms of payment/time justification in the context of high accountability under IBRD financing. The reports prepared by the consultant will be submitted to the ILBANK PIU.

#### **5. Duration of Services**

The services will be required on a full-time basis for an expected five years. The contract will be signed for 12 months with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

The position will be mostly based in Ankara. If required, and with the approval of the Employer, the Consultant shall attend the site visits to municipalities/SKI's and ILBANK Regional Directorates within the scope of the Project. If and when deemed necessary, the Employer may assign the consultant in ILBANK Regional Directorates on a temporary basis.

#### **6. Qualification Requirements**

- Graduating from at least four-year relevant undergraduate programs of universities,

- Having at least three years of experience in internationally financed projects,
- Having at least five years of work experience
  
- Being experienced in working with public institutions and organizations,
- Being able to use Turkish and English fluently both verbally and in writing,
- Being able to use MS Office programs (Word, Excel, Power Point, MS Project, etc.) at an advanced level.
- Having knowledge of budgeting, planning, accounting, reporting, Turkish legislation
- Having knowledge of Government administrative, accounting and financial management procedures.
- Having no restrictions for travel and military obligation.

## **7. Methodology**

The consultant will be hired in accordance with the World Bank's "Procurement Regulations for IPF Borrowers (July 2016 and revised August 2018) (Procurement Regulations)". The contracted position will be the Finance Expert of ILBANK PIU in Ankara. The contract will be signed between the ILBANK Department of International Relations or his designee and the consultant.

## **8. Application**

The application should include a CV in the following format in English.

**Attn: Mr. Sinan GÜMÜŞOK, Manager of Disaster Management Unit**

ILBANK Directorate General  
Department of International Relations  
Emniyet Mahallesi, Hipodrom Caddesi, No: 9/21  
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ANNEX I  
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**

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**PROFESSIONAL EXPERIENCES**  
**(Employment Record)**

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**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:

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**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