**REQUEST FOR EXPRESSIONS OF INTEREST (RFEOI)**

**(CONSULTING SERVICES - INDIVIDUAL CONSULTANTS SELECTION)**

**TURKIYE (TERRP)**

**TURKIYE**

**Reference No.:** INDV-EC-01 – Individual Environmental Consultant

 INDV-PC-01 – Individual Procurement Consultant

 INDV-TC-01 – Individual Technical Consultant

 INDV-FC-02 – Individual Finance Consultant

 INDV-SC-02 – Individual Social Consultant

 INDV-OHSC-02 – Individual Occupational Health and Safety Consultant

ILBANK has applied for financing from the World Bank “the Bank”, toward the cost of the “Türkiye Earthquake, Recovery and Reconstruction Project” (the Project) which will be financed through an IBRD loan to ILBANK, guaranteed by the Republic of Türkiye. ILBANK intends to apply part of the proceeds for consulting services to support various aspects of project implementation.

The overall objective of the Project is to support disaster reconstruction in municipalities affected by earthquake, to strengthen municipal capacity for disaster resilience, and to respond promptly and effectively in the event of an Eligible Crisis or Emergency.

ILBANK intends to apply part of the proceeds for the recruitment of individual consultant services ("the Services") that will cover the fields of;

* Individual Environmental Consultant (INDV-EC-01)
* Individual Procurement Consultant (INDV-PC-01)
* Individual Technical Consultant (INDV-TC-01)
* Individual Finance Consultant (INDV-FC-02)
* Individual Social Consultant (INDV-SC-02)
* Individual Occupational Health and Safety Consultant (INDV-OHSC-02)

Each position is open for one-person for their full-time employment. The individual consultants will join ILBANK’s Project Implementatio Unit, within its Department of International Relations in Ankara, to participate in the daily tasks and activities associated with the management of the Project’s implementation, in close collaboration with ILBANK’s General Directorate and involved Water & Sewerage Administration General Directorates (SKIs) and Municipalities. The Services are expected to start in February 2025. The estimated duration of the Project is approximately 5 years.

One-year contracts will be signed with consultants as a first phase. The Terms of References (TORs) for the mentioned positions are provided below, which can also be reached through ILBANK’s website:

* TOR for Individual Environmental Consultant: <https://www.ilbank.gov.tr/ihale/individual-environmental-consultant-request-for-expression-of-interest/5221>,
* TOR for Individual Procurement Consultant: <https://www.ilbank.gov.tr/ihale/individual-procurement-consultant-request-for-expression-of-interest/5220>,
* TOR for Individual Technical Consultant: <https://www.ilbank.gov.tr/ihale/individual-technical-consultant-request-for-expression-of-interest/5219>,
* TOR for Individual Finance Consultant: <https://www.ilbank.gov.tr/ihale/individual-finance-consultant-request-for-expression-of-interest/5224>,
* TOR for Individual Social Consultant: <https://www.ilbank.gov.tr/ihale/individual-social-consultant-request-for-expression-of-interest/5223>,
* TOR for Individual Occupational Health and Safety Consultant: <https://www.ilbank.gov.tr/ihale/individual-ohs-consultant-request-for-expression-of-interest/5225>,

Interested applicants shall submit their Curriculum Vitae (CV) in English in the format given in the Terms of Reference (ToR), **before January 22, 2025, 17.00 (local hour)**. In their CVs, interested applicants must provide information evidencing that they are qualified and experienced to perform the expected Services; similar services shall be considered when ranking the applications. Determination of the similarity of the experiences will be based on: (i) the nature of the services performed; (ii) the technical area of expertise; (iii) the application of international donors’ procedures; (iv) the location and, when applicable, (v) the sector. Individual Consultants will be selected in accordance with the Bank’s “Procurement Regulations for IPF Borrowers” (Fourth Edition November 2020) (“Procurement Regulations”), which can be found at the following website: [www.worldbank.org](http://www.worldbank.org) and is open to all eligible individuals as defined in the Procurement Regulations.

Interested consultants may obtain further information at the e-mail address below during office hours (10.00 to 17.00).

Expressions of interests will be sent by e-mail within due time for application together with the CV/s in PDF format. Reference Number of the position you apply for shall be mentioned on both the CV and the subject of the e-mail which will be sent for application.

**ILBANK**

**International Relations Department**

**Address:**

Emniyet Mahallesi Hipodrom Caddesi No: 9/21 R Blok (Merkez Ankara) Yenimahalle /ANKARA

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**Türkiye Earthquake Recovery and Reconstruction Project (TERRP)**

**Consultancy Services / Individual Consultants**

**Terms of References**

1. **Background**

As part of a broader package of the World Bank 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 12th 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 ILBANK 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 ILBANK 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:

1. 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;
2. 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;
3. 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
4. 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:

1. 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
2. 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:

1. installing prefabricated facilities to provide critical municipal services, including fire and emergency services during transition periods and ensure continuity of services, as needed;
2. repairing and strengthening of lightly damaged municipal service buildings, including fire stations and municipal utilities buildings; and
3. 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 utilities 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. The PIU will be supported by the individual consultants and the project management consultant (PMC) which based in local project areas and in Ankara office. To further strengthen the implementation capacity of the PIU, ILBANK seeks to recruit a qualified experts as an individual consultants.

1. **Objectives**

The main objective is to employ experienced consultants as Experts of PIU to assist in the project implementation activities as indicated below for each position:

**Individual Environmental Consultant:**

1. **Scope of Services**

The Environmental Expert (the Consultant) shall support the ILBANK PIU for TERRP in monitoring and evaluation activities within the scope of Component 1 of the Project. The scope of the services of the Consultant is to provide assistance and consultancy for the identification and management of all environmental issues related to Component 1 of the Project, and in particular:

1. Supervise, monitor and control the environmental performance of the Component 1 activities, the supervision consultants and the local PMCs;
2. Control and ensure that all approvals/licenses are in place prior to carrying out the activities under Component 1 and make sure all the records are kept accurately including the permits collected by the Contractor/s;
3. Ensure that relevant environmental and social procedures in line with national legislation and the World Bank Environmental and Social Framework (ESF) are conducted in case of any change in the design of the sub-projects, if deemed necessary, and follow up on their implementation;
4. Keep the ILBANK PIU management fully informed about environmental related topics and monthly environmental performance;
5. Ensure conducting environmental and social screening as specified in the TERRP ESF documents and determining the risk category and the documents to be prepared and used;
6. Identify/anticipate environmental risks and define the measures to adopt a mitigation hierarchy approach (avoid, minimize, reduce, compensate/offset the environmental risks) in case of not defined risks in the Project document have been faced;
7. Ensure the compliance of Component 1 activities with the requirements of the Turkish Legislation and the Project Standards set by the World Bank ESF;
8. Review environmental documents/reports (such as Contractor’s Environmental and Social Management Plan (ESMP), monitoring reports of Work supervisor/s, ESMPs, Environmental and Social Impact Assessments (ESIAs), etc.), prepare comments/recommendations to the PIU’s management and relevant stakeholders, and take necessary actions to provide the required quality of these documents/reports before the submission to the World Bank;
9. Assist in the preparation of environmental assessment issues of tender documents for the coverage of the environmental risks and their management; in particular, support the relevant stakeholders in the finalization of the Environmental and Social Health and Safety (ESHS) qualification criteria in the bidding documents;
10. Review, revise and consolidate ESIA, ESMP, procedures/method statements for site- specific issues in line with Turkish Legislation and the World Bank [ESF;](https://projects.worldbank.org/en/projects-operations/environmental-and-social-framework)
11. Make sure (including close monitoring and supervision) , in coordination with the supervision consultants and the local PMCs, that the commitments given in the ESIAs, ESMPs and other relevant management plans are implemented on the field as scheduled;
12. Ensure compliance with ESMPs and other relevant management plans mainly monitoring plan onsite;
13. Support the PIU for the preparation of Progress Reports (bi-annually) to the World Bank, the Progress Reports (quarterly) to the Board of ILBANK and any reports requested by the governmental agencies by incorporating updates on the implementation of environmental requirements as per the relevant environmental standards;
14. Conduct site visits for the assessment, supervision and monitoring of the environmental issues of Component 1 of the Project; assist/participate in audits and monitoring missions conducted by the World Bank/Financial Institutions or the any other authorities including the Ministry of Environment, Urbanization, and Climate Change;
15. Conduct site visits for the supervision and monitoring consultants to ensure the environmental policies and standards are understood and followed;
16. Conduct “on-the-job” or specific trainings on the environmental issues related to the project scope requested by the İLBANK PIU teams are well aware of ESIA, ESMP and the other relevant environmental issues of the Projects;
17. Ensure notification of any non-compliances, significant environmental incident or accident (spills, etc.) related to the Project to the World Bank within the defined time frame, and provide the preparation and submission of incident or accident report including measures or corrective actions taken or planned to be taken to address it and any measures to prevent its recurrence to the World Bank, in line with World Bank requirements.

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

1. **Reports**

The Consultant shall participate in the preparation and update 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 ILBANK PIU.

1. **Duration and Location of The 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/utilities and ILBANK Regional Directorates within the scope of the Project. In necessary cases, the Employer may assign temporarily the consultant in ILBANK Regional Directorates.

1. **Qualification Requirements**
* At least bachelor's degree in **Environmental Engineering** or a related field (in which case, significant professional experience in the fields of environmental impact assessment, pollution prevention or natural resource management including project-specific experience will have to be proven);
* Minimum **ten years’ general work experience** in water and/or wastewater and/or solid waste management or similar assignments/sectors;
* At least **three years’** documented relevant experience in management and/or preparation of EIA/ESIAs and E&S due diligence studies and experience in the implementation of environmental and social policies of International Finance Institutions such as World bank/IFC/EBRD/EU, AFD and/or United Nations; in particular, extensive experience on projects financed by the World Bank will be viewed positively;
* Very good command of both written and spoken English and Turkish;
* Have a strong client orientation;
* Good computer skills with MS Office Applications;
* Ability to travel without restriction.
1. **Methodology**

The consultant will be hired following the guidance of World Bank’s “Procurement Regulations for IPF Borrowers (July 2016 and revised August 2018) (Procurement Regulations)”. The contracted position will be the Environmental Expert of ILBANK PIU in Ankara. The contract will be signed between the ILBANK Department of International Relations or his designee and the consultant.

1. **Applicatıon**

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

**Individual Procurement Consultant:**

1. **Scope of The Services**
2. Providing consultancy services and training to PIU on tendering and contract management for TERRP.
3. To provide support to the tender processes in which the Municipalities are beneficiaries within the scope of the project, including issues related to examining and answering the complaints that may arise in the tenders in the period until the contract signing stage.
4. To provide technical support to the execution of the contracts signed by ILBANK within the scope of the project, to examine the amendments prepared in the relevant contracts and the disputes arising from the procurement perspective and to give an opinion.
5. To provide practical support and monitoring visits to the Municipalities determined by the PIU.
6. Providing technical support to Iller Bank during the World Bank's ex-post review and the Undersecretariat of Treasury Controllers' Board audits.
7. To support internal and external report preparation by examining procurement activities on site under the coordination of PIU.
8. To provide other consultancy services that the Project Management Unit may need on procurement -related issues arising from international relations.
9. To provide support for the necessary coordination and execution of processes related to activities within the scope of TERRP.
10. Fulfilling other duties assigned by the Project Management Unit within the scope of the TERRP Component.
11. **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 and EU financing. The reports prepared by the consultant will be submitted to ILBANK PIU.

1. **Duration of The Services**

The services will be required on a full-time basis for an expected duration of from contract signing date to the end of the year, 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.

1. **Qualification Requirements**
* Graduating from at least four-year relevant undergraduate programs of universities,
* Having at least five years of experience in internationally financed projects,
* Having at least 5 years of knowledge and experience on World Bank or IFI purchasing rules and principles,
* Being experienced in working with public institutions and organizations,
* Have basic knowledge of public tender/procurement rules and principles applied in Turkey.
* 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**.**
1. **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 Procurement Expert of ILBANK PIU in Ankara. The contract will be signed between the ILBANK Department of International Relations or his designee and the consultant.

1. **Application**

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

**Individual Technical Consultant:**

1. **Scope Of The Services**

The Technical Expert (the Consultant) will be expected to carry out and deliver the following tasks:

1. The Consultant shall provide technical management services to the ILBANK PMU during the course of procurement and implementation process of the programme and notably, of its first component (investments). He/she shall ensure that the approved time schedule and budget are respected, and that the requirements of the World Bank (WB) and European Union are satisfied, in accordance with the Financing Agreement/s signed by ILBANK. In particular:
2. The Consultant shall review all bidding documents (for consulting services, goods, works and non-consulting services) from a technical perspective before issuance to the prospective Bidders.
3. The Consultant will review all reports (review of detailed design, progress reports, etc.) prepared by work supervisors and, generally, be the entry point at ILBANK’s PMU, for all sub-projects’ supervisors (which, depending on the sub-project, will be ensured either by an external consultant or by ILBANK in cooperation with relevant SKI). He/she may have to give his/her expert advice as project manager on issues such as time extension, value adjustments, addendums to contracts, quality of supervision.
4. The Consultant shall be able, if/when needed, to understand all parts of the technical documents, including drawings, sections such as technical specifications and BOQs, TORs, progress payments etc., and check the consistency of these sections/documents; he/she will give his expert advice when required.
5. The Consultant shall do site visits to project areas if necessary, for control of the progress of the implementation and prepare field reports if required.
6. The Consultant shall support PMU in monitoring and evaluation activities within the scope of the Project.
7. The Consultant shall ensure the files and documents related to implementation are recorded and organized rigorously. The Consultant will keep the recording of all implementation-related documents in hard and soft copies and in an orderly manner to meet the requirements of WB and from time to time those of EU’s.
8. The Consultant shall participate in the drafting of bi-annual progress reports to WB, based on the information gathered from the supervisors’ reports and site visits. More generally, the Consultant will be the entry point, at ILBANK’s PIU and from a technical standpoint for WB (and WB’s consultants when applicable).

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

1. **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 and EU financing. The reports prepared by the consultant will be submitted to ILBANK PMU.

1. **Duration Of The 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.

1. **QUALIFICATION REQUIREMENTS**
* At least bachelor’s degree in a field of Engineering related to the delivery of water sector services, such as civil, hydraulic or environmental engineering
* Minimum ten-year experience in implementation of contracts in the water, wastewater and solid waste management sectors; significant experience in work supervision would be a plus,
* At least five years of experience in implementation of contracts within the framework of projects financed by international financial and development organizations such as World Bank, European Union, AFD, United Nations (or equivalent institution/s).
* Proficiency in key computer applications, e.g., MS Office and AutoCAD,
* Have a strong client orientation,
* Fluency in written and oral English and Turkish is required,
* Ability to travel without restriction.
1. **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 Technical Expert of ILBANK PIU in Ankara. The contract will be signed between the ILBANK Department of International Relations or his designee and the consultant.

1. **Application**

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

**Individual Finance Consultant:**

**1. 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 withdrawls and disbursements, accounting, reporting and liasing 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 Finace Expert upon contract of employment.

**2. 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.

**3. 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.

**4. 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.

**5. 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.

**6. Application**

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

**Individual Social Consultant:**

1. **Scope of the Services**

The Social Expert (the Consultant) shall support PIU in implementing, monitoring and evaluating social risks and impacts management activities within the scope of the Project. The scope of the services of the Consultant is to provide assistance and consultancy for the identification and management of all social issues related to the Project, and in particular the Consultant shall:

1. monitor the social performance of the Project activities as defined in the E&S instruments of the Project; namely Environmental and Social Management Framework (ESMF), Labor Management Procedures (LMP), Resettlement Framework (RF), Stakeholder Engagement Plan (SEP) of the TERRP, and Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), Resettlement Plans (RPs), Ex-post Social Audits (EPSAs), SEPs and other E&S instruments that will be prepared for the subprojects;
2. conduct screening of social risks of subprojects and define measures to adopt a mitigation hierarchy approach (avoid, minimize, reduce, compensate/offset of these risks and impacts) as described in the Project’s ESMF;
3. assist in the preparation of social assessment section of tender documents for the coverage of social risks and their management and support the PIU in the finalization of the ESHS qualification criteria in the bidding documents;
4. monitor the compliance of Project activities with the requirements of the social aspects of the Turkish Legislation and the Project Standards set by the World Bank Environmental and Social Framework (ESF) and check that all approvals/licenses are in place prior to carrying out the Project activities and make sure all records are kept accurately including the permits collected by the Contractor(s);
5. keep the PIU’s management fully informed about social performance of the Project activities;
6. review all social documents/reports (such as Contractors’ Code of Conduct, etc.) and prepare comments/recommendations to the PIU’s management and/or relevant stakeholders;
7. review and revise the site-specific E&S instruments including procedures/method statements in line with Turkish Legislation and the World Bank [ESF;](https://projects.worldbank.org/en/projects-operations/environmental-and-social-framework)
8. make sure, in coordination with the supervision consultants that the social impact related commitments given in the E&S instruments are adopted and reflected in the Contractors’ ESMPs, and implemented and monitored on the field as scheduled;
9. support the PIU for the preparation of Progress Reports (bi-annually) to World Bank for the social subject in line with [Environmental and Social Framework (ESF);](https://projects.worldbank.org/en/projects-operations/environmental-and-social-framework)
10. conduct site visits to ensure the implementation and to monitor the social issues of the Project; assist/participate in audits and monitoring missions conducted by the World Bank;
11. conduct “on-the-job” or specific trainings on the social issues related to the Project scope requested by the İLBANK and ensure PIU team is well aware E&S instruments of the Project;
12. implement the SEP and conduct all engagement activities and update PIU on any issues. That would require additional measures to be taken for communicating project related issues to stakeholders.
13. facilitate and support the maintenance and the management of the Grievance Mechanisms (GMs) as described in the SEPs and LMP . The GMs will be sensitive to the confidential issues such as sexual harassment at workplaces and communities and mobbing at workplaces etc. and shall facilitate these in full confidentiality under a special database which is encrypted
14. ensure the functionality and the effectiveness of the reporting lines (contractors to supervision consultants and supervision consultants to İLBANK);
15. **Reports**

The Consultant shall participate in the preparation and update of all progress reports (including E&S monitoring 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 ILBANK PIU.

1. **Duration and Location of the 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 ILBANK, the Consultant shall attend the site visits to municipalities/utilities and ILBANK Regional Directorates within the scope of the Project. In necessary cases, ILBANK may assign temporarily the consultant in ILBANK Regional Directorates.

1. **Qualification Requirements**
2. At least bachelor's degree in social science or professional experienced in the fields of social management;
3. Minimum five years’ general work experience as social expert in the field of water or wastewater or similar assignments/sectors;
4. At least three years’ experience in management and preparation of ESIAs studies and/or social baseline data collection, stakeholder engagement, public consultation and disclosure in the local and international context such as World Bank, IFC, EBRD, EU, AFD and United Nations and/or resettlement expertise; in particular, extensive experience on projects financed by the World Bank will be viewed positively;
5. Proven experience of taking gender into account in the implementation of ESMPs;
6. Proven ability to communicate effectively, understand community and stakeholder perspectives and vulnerabilities and to engage with project affected people and project management teams positively and constructively;
7. Very good command of both written and spoken English and Turkish;
8. Good computer skills with MS Office Applications;
9. Ability to travel without restriction.

**5. Methodology**

The consultant will be hired following the guidance of World Bank’s “Procurement Regulations for IPF Borrowers (July 2016 and revised August 2018) (Procurement Regulations)”. The contracted position will be the Social Expert of ILBANK PIU in Ankara. The contract will be signed between the ILBANK Department of International Relations or his designee and the consultant.

**6. Application**

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

**Individual Occupational Health and Safety Consultant:**

1. **Scope of The Services**

The Consultant shall provide OHS services to the ILBANK PIU during the course of projects preparation and implementation. The scope of the services of the Consultant is to provide assistance and consultancy for the identification and management of all OHS issues related to the Project, and in particular:

1. Support PIU specialists to define project environmental and social risk level identification through screening process;
2. Identify/anticipate OHS risks of the Sub-projects and define measures;
3. Review all the project related documentation such as contractors’ and supervision consultants’ ToRs, contracts for ensuring that sufficient OHS capacity is ensured and roles and responsibilities regarding implementation, monitoring and supervising and reporting are clearly described in the sub-project specific documentation;
4. Review all OHS documents/reports/plans (such as Environmental and Social Impact Assessment (ESIA) reports, as Environmental and Social Management Plans (ESMPs), Labor Management Plans, Occupational Health and Safety Plans, Community Health and Safety Plan, Emergency Preparedness and Response Plans, Accident/Incident/Near Miss Reports, etc.) and ensure that those are in line with the WB requirements, prepare comments/recommendations to the PIU’s management and/or relevant parties, and follow-up the implementation
5. Implement the policies and standards set by the Turkish Legislation, and the relevant Financial Institutions’ Standards (such as World Bank’s safeguards policies, Environmental and Social Framework [ESF] including but not limited to World Bank Group’s General EHS Guidelines, EHS Guidelines on Water and Sanitation and any other relevant sector specific WBG EHS Guidelines with regards to Occupational Health and Safety, Community Health and Safety, Construction and Decommissioning, International Labor Organization [ILO] Standards);
6. Make sure, in coordination with the work supervisors, that the commitments given in the ESIAs, ESMPs, Occupational Health and Safety Management Plans and respective procedures, all related reports and other relevant management plans (Labor Management Plans, Occupational Health and Safety Plans, Emergency Preparedness and Response Plans, etc.) are finalized, approved and implemented on the field as scheduled;
7. Following and evaluating the OHS monitoring checklist reports received monthly from the PIUs;
8. In line with internationally recognized OHS standards, develop minimum operating standards on OHS. Establish Key Performance and Core Compliance indicators for monitoring and evaluating the OHS performance of the Projects;
9. Closely monitor implementation of the approved OHS and Community Health and Safety (CHS) measures in line with the project’s approved standards through regular site visits to sites, meetings with the relevant stakeholders, reviewing the monthly reports from the construction sites, follow up with the municipalities on the monitoring findings, non-compliances, trainings etc.
10. Examine the accident/incident/near miss investigation reports and Root Cause Analysis Reports, check the appropriateness of the measures taken regarding these reports, their applications in the field and the records where these processes are documented, ensure recording and investigation of accident/incident/near miss to be comply with the national requirements and the WB standards;
11. Support the PIU for the preparation of Progress Reports, Monitoring and Evaluation Activities within the scope of the Project in line with the financial institutions safeguards;
12. Conduct regular site visits for the project monitoring and visit municipalities/utilities for the assessment of the OHS and CHS issues of the Project and the management of OHS issues, if any; assist/participate in audits/monitoring missions conducted by the Bank/Financial Institutions or the any other authorities including the Ministry of Environment, Urbanization and Climate Change and Ministry of Labor and Social Security;
13. Design and initiate the implementation of an incident reporting mechanism (ESIRT) to enable Contractors and Consultant Firms to collect and collate incident reports and analyze data on work-related incidents. Produce periodic statistics on OHS incidents, analyze trends and recommend focused strategies/measures to prevent work related non- compliances and incidents from re-occurring. Develop accident reviews procedures, forms, and guidelines;
14. Provide written guidance for contractors on how to undertake risk assessments, rating and prioritizing OHS risks and hazard control plans for the highest risks;
15. Review the contractors’ OHS systems and procedures (such as OHS Management Plans (OHSMP), Works Methods Statements (WMS) and Risk Analysis etc.) to meet the Applicable HS Standards; and
16. Conduct “on-the-job” or specific trainings on the OHS issues related to the project scope requested by ILBANK and ensure PIU teams are well aware of Project’s OHS and CHS standart
17. **Reports**

The Consultant shall prepare and update all parts related to OHS issues in the reports due as part of the project and comment on any activity reports due to World Bank. 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. The reports prepared by consultants will be submitted to ILBANK PIU.

1. **Duration and Location of The Services**

The services will be required on a full-time basis, for an expected duration of one year with two months’ probation period and a renewable 1- year contract, if performance is satisfactory, until the end of the project(s) lifetime.

The position will be based in Ankara with frequent site visits to ILBANK’s project sites. 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.

1. **Qualification Requirements**
* At least bachelor's degree in Engineering or in acceptable field;
* Minimum seven (7) years’ work experience in OHS auditing experience in systems and procedures;
* Have a certification in OHS related field (A Class OHS Ministry of Labour and Social Security of Turkey Certificate and one International Certificate (NEBOSH, OSHA, etc.);
* Have a complete understanding of ISO 45001, Occupational Health and Safety Law No.

6331 and all relevant applicable regulations of Turkey. ILO Code of Practice, World Bank Operational Policies, Environmental and Social Framework and respective World Bank Group Environmental, Health, and Safety Guidelines or any other internationally acceptable standard;

* Being an accredited OHS professional lead auditor of an internationally recognized auditing accreditation body is an asset;
* Proficiency in key computer applications (Word, Excel, PowerPoint);
* Fluency in written and oral English and Turkish is a must; and
* Strong interpersonal and communication skills and ability to work in a team environment.
1. **Methodology**

The consultant will be hired following the guidance of World Banks’s Procurement Regulations for IPF Borrowers (Fourth Edition November 2020) (Procurement Regulations). The contracted position will be the OHS Consultant of ILBANK PIU in Ankara

**6.** Application

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

**Attn: Mr. Nevzat TOĞRUL, Manager of Project Implementation Unit**

ILBANK Directorate General

Department of International Relations

Emniyet Mahallesi, Hipodrom Caddesi, No: 9/21

Yenimahalle / Ankara

Tel: 0312 5087909

E-mail: pybafet@ilbank.gov.tr ntogrul@ilbank.gov.tr

website: <https://www.ilbank.gov.tr>

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:

•

•

•

•

**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.