

REPUBLIC OF TÜRKİYE
MINISTRY OF ENVIRONMENT, URBANIZATION AND CLIMATE CHANGE
DIRECTORATE OF CLIMATE CHANGE

TÜRKİYE PMI CARBON MARKET DEVELOPMENT PROJECT
(Grant No. TF0C1425)

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR
FINANCIAL MANAGEMENT SPECIALIST

(Ref: TR-PMI-CS-13)

1. BACKGROUND

Republic of Türkiye has been awarded a grant from the World Bank Partnership for Market Implementation (PMI) trust fund to finance Türkiye PMI Carbon Market Development Project (PMI Project) which will be implemented by the Directorate of Climate Change (DoCC) as an affiliated body to the Ministry of Environment, Urbanization and Climate Change (MoEUCC).

The core objective of the PMI Project is to support the Republic of Türkiye in development and implementation of carbon pricing mechanisms and to enhance expertise and capacity for implementation. The following outcomes are planned to be obtained to ensure the objective is met: (i) national Emissions Trading System (ETS) designed with a pilot ETS starting phase (ii) expanding carbon pricing instruments assessed (iii) domestic GHG Crediting Instrument designed.

The PMI Project will also include extensive stakeholder training, consultation/engagement and public awareness activities, including, inter alia, (i) conferences and workshops supporting the activities; (ii) consultation meetings with stakeholders; and (iii) public awareness activities (media, high level public/private meetings, etc.) in line with stakeholder engagement plan of the project.

Within the framework of the PMI Project, a Financial Management Specialist (FMS) will be employed at the DoCC.

The Project duration is approximately 5 years.

2. OBJECTIVES

The main objective of the consultant's services under this Terms of Reference (ToR) is to employ a FMS as an individual consultant who will work full-time in the Project Implementation Unit (PIU) to assist in the project implementation activities and provide services as described in Section-3 Scope of the Services.

3. SCOPE OF THE SERVICES

The scope of services mainly determined for FMS is listed below:

- 3.1** The FMS shall establish and ensure smooth implementation of the PMI Project's Financial Management System (FMS);

- 3.2** The Consultant shall 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;
- 3.3** The FMS shall perform project-related tasks assigned by the DoCC and Project Coordinator regarding the preparation and revision of financial plans, programs and budgets in collaboration with technical and procurement teams;
- 3.4** The FMS shall define and record annual budgets in the accounting and reporting software as a basis for monitoring disbursements against budget during the year;
- 3.5** The FMS 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;
- 3.6** The FMS shall support the development of traceable and auditable fund management and disbursement procedures for the use of project funds;
- 3.7** The FMS shall support the management of the PMI Project's designated account and the grant account in line with the Project Disbursement and Financial Information Letter, World Bank Disbursement Guidelines and other relevant procedures;
- 3.8** The FMS shall prepare applications to be sent to the Saymanlık/Ministry of Treasury and Finance/World Bank for withdrawals and disbursements,
- 3.9** The FMS shall receive all project payment requests and prepare corresponding payment orders for the authorized expenditure officer of the Project to make payments;
- 3.10** The FMS shall ensure coordination with the Ministry's Accounting Office (Saymanlık) on payment-related matters;
- 3.11** The FMS shall assign payment order numbers for disbursements to be made out of the grant account and Designated Account and ensure that the payments are made in line with the provisions of the grant agreement;
- 3.12** The FMS shall design and maintain a Contracts Monitoring and Management Table for the Project,
- 3.13** The FMS shall perform monthly or more frequent reconciliation of bank accounts, monitor fund flows and perform resource planning;
- 3.14** The FMS shall monitor the Designated Account balance against disbursement plans based on contract management, to ensure that enough cash is available for uninterrupted project implementation.
- 3.15** The FMS shall prepare and regularly update disbursement plan of PMI project by taking into account procurement plan and status of implementation.
- 3.16** The FMS shall develop a chart of accounts, cost centres, and project codes for expense and budget items as well as standard formats for journal vouchers, financial tables and reports, ledgers and other reports and statements;
- 3.17** The FMS shall gather and consolidate financial information as a basis for reporting and accounting activities, especially essential expenditure documents and payment supporting documents;

- 3.18 The FMS shall perform all accounting and bookkeeping activities of the Project including the timely recording of financial transactions and budget realizations in line with financial management procedures;
- 3.19 The FMS shall file and archive all supporting documents of financial transactions together with the books and the accounting records of the Project.
- 3.20 The FMS shall prepare quarterly Interim Un-audited Financial Reports (IFRs) and annual project financial statements acceptable to the World Bank and the Treasury Controllers and making necessary revisions as required;
- 3.21 The FMS shall prepare monthly, quarterly, annual budget reports, financial statements, financial/managerial reports, ad-hoc financial and budget reports;
- 3.22 The FMS shall prepare necessary documentation and reports for external audit and support all internal and external auditing activities;
- 3.23 The FMS shall cooperate fully with the auditors of the Project to ensure that the auditing requirements of the Project are satisfied as required by the World Bank.
- 3.24 The FMS shall support the (PIU) regarding financial matters of the contracts between the DoCC and suppliers and consultants;
- 3.25 The FMS shall perform financial monitoring of the Project by designing and keeping financial progress tables for the contracts and activities under the Project;
- 3.26 The FMS shall prepare relevant tables, analyses, information and documents included in the project reports;
- 3.27 The FMS shall cooperate and coordinate with other PIU members of the Project and give financial management support to him/her/them if necessary;
- 3.28 The FMS shall provide support to management of contracts under PMI Project including review of advance, interim, final payments.
- 3.29 The FMS shall cooperate and coordinate with the relevant ministry departments as necessary.
- 3.30 The FMS shall perform other tasks given by the DoCC.

4. REPORTS

The FMS shall contribute to the preparation and update of all progress reports and comment on any activity reports to be submitted to the Bank. S/he 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. S/he will also prepare monthly progress reports accompanying to the timesheets.

5. DURATION OF THE SERVICES

The FMS is expected to commence work from October 2023 for a period of one year until October 2024. The position will be based in Ankara. The services will be provided on a full-time basis.

The contract with the successful applicant will be made for a period of one year initially, with the first three months of the probationary period. If the applicant's performance is

evaluated as insufficient within the first three months, the contract will be terminated. If the candidate's performance is deemed satisfactory, the contract will be renewed at the end of the term to cover the second year. The same renewal procedure will apply for the subsequent years.

6. QUALIFICATION REQUIREMENTS

The FMS shall have:

- At least bachelor's degree in accounting, finance, economics, administrative sciences or relevant fields with at least five years' experience in financial management and/or accounting,
- At least 5 years of general working experience,
- At least 3 years of professional experience in accounting and/or financial management,
- Experience in projects financed by International Financial Institutions (IFI), preferably World Bank,
- Knowledge of Government administrative, accounting and financial management procedures,
- Knowledge of budgeting, planning, accounting, reporting, fiscal legislation,
- Experience in computerized accounting systems,
- Excellent communication, coordination, organizational, computer and project management skills (MS Office etc.),
- Fluency in written and oral English and Turkish,
- No restrictions for travel and military obligation.

7. METHODOLOGY

The FMS will be hired following the guidance of the World Bank's "Procurement Regulations for IPF Borrowers – November 2020 (Procurement Regulations)". The contracted position will be the **Financial Management Specialist** of DoCC PIU. The contract will be signed between the DoCC or his designee and the FMS.

8. APPLICATION

The application should include reference no. (TR-PMI-CS-13) of work position and CVs in English and Turkish format on the website of DoCC (www.iklim.gov.tr) and be transmitted as pdf through e-mail address mentioned below no later than September 15, 2023, 18:00 local time,

Attn: E. Kaan MORALI

Daire Başkanı/Head of Department

İklim Değişikliği Başkanlığı / Directorate of Climate Change

Karbon Fiyatlandırma Dairesi Başkanlığı / Department of Carbon Pricing

E-mail: pmi@iklim.gov.tr

A confirmation e-mail will be sent to the applicants upon duly receipt of the application. During and/or after evaluation process, the candidates may be requested to provide proof documents whether they meet the qualifications in the Section 6 – Qualification Requirements.