

T.C.  
SANAYİ ve TEKNOLOJİ BAKANLIĞI

**TÜRKİYE’DE MÜLTECİLER VE EV SAHİBİ TOPLULUKLAR ARASINDA SOSYAL GİRİŞİMCİLİK,  
GÜÇLENDİRME VE UYUM PROJESİ (SEECO-SOCIAL ENTREPRENEURSHIP, EMPOWERMENTAND  
COHESION PROJECT) KAPSAMINDA DANIŞMANLIK HİZMETLERİ ALIM DUYURUSU**

**İLGİ BİLDİRİMİNE DAVET**

**Proje No:** P171456

**Proje Adı:** Türkiye’de Mülteciler ve Ev Sahibi Topluluklar Arasında Sosyal Girişimcilik,Güçlendirme Ve Uyum Projesi

**Başvuru Numarası:** Alımı yapılacak danışmanlık hizmetlerinin adı, sayısı ve sözleşme numaraları aşağıdaki tabloda yer almaktadır:

POZİSYON	SAYI	REFERANS SÖZLEŞME NUMARASI
Satınalma ve Sözleşme Yönetimi Uzmanı	1	MOITGDDA.INDV-PIU.29
Finansal Yönetim Uzmanı	1	MOITGDDA.INDV-PIU.30

**İlgi Bildirimi Yayınlanma Tarihi (web):** 12.01.2024

**Son Başvuru Tarih ve Saati:** 26.01.2024 Saat 17:00

T.C. Sanayi ve Teknoloji Bakanlığı, Türkiye’de Mülteciler ve Ev Sahibi Topluluklar Arasında Sosyal Girişimcilik, Güçlendirme ve Uyum Projesi (SEECO) kapsamındaki harcamaları finanse etmek üzere Avrupa Komisyonu Kalkınma Fonundan bir hibe sağlamıştır. Dünya Bankası; sağlanan hibenin yönetimini sağlamaktadır. Bu Hibenin bir bölümü bu İlgi Bildirimine Davetin düzenlendiği alıma ilişkin sözleşmenin ödemelerinde kullanılacaktır.

Bu kapsamda, T.C. Sanayi ve Teknoloji Bakanlığı Kalkınma Ajansları Genel Müdürlüğü’nde istihdam edilmek üzere **1 Adet Satınalma ve Sözleşme Yönetimi Uzmanı, 1 Adet Finansal Yönetim Uzmanı** alınacaktır. Danışmanlar Proje süresince tam zamanlı olarak istihdam edilecektir. Sözleşmeler İdarenin ihtiyacına, danışmanın performansına ve finans kaynağının durumuna göre Proje süresince yıllık olarak yenilenebilecektir. Şubat 2024 tarihinde başlatılması planlanmaktadır.

T.C. Sanayi ve Teknoloji Bakanlığı Kalkınma Ajansları Genel Müdürlüğü uygun bireysel danışmanları, yukarıda belirtilen hizmetleri sağlamak üzere ilgi bildiriminde bulunmaya davet etmektedir. İlgi bildiriminde bulunmak isteyen bireysel danışmanların, aranılan nitelikleri ne oranda taşıdıklarını, İş Tanımında **“aranılan nitelikler” başlığı altındaki sıralamaya uygun olarak** gösteren, Ek’te yer alan örneğe uygun olarak Türkçe hazırlayacakları özgeçmişlerini en geç **26.01.2024 tarihi saat 17.00’ye** kadar aşağıdaki sistem üzerinden ulaştırmaları gerekmektedir. Ayrıca mülakata çağrılacak adaylardan özgeçmişlerinde atıfta bulunulan diploma, sertifika, referans mektubu, vb. belgelerin birer fotokopisi talep edilecektir.

**İlgi bildirimlerine yönelik başvurular yalnızca e posta adresi üzerinden ve Türkçe olarak (seecoihale@sanayi.gov.tr) gerçekleştirilecektir.**

Danışman seçimi, Dünya Bankası’nın Kasım 2020 versiyon tarihli “DÜNYA BANKASI IPF Borçluları için Satın Alma Düzenlemeleri - Yatırım Projesi Finansmanında Satın Alma Tedarik, Yapım İşleri,Danışmanlık Dışı Hizmetler ve Danışmanlık Hizmetleri” (**Satınalma Düzenlemeleri**)’ne uygun olarak yapılacaktır. Yalnızca kısa listeye girebilen adaylara geri bildirimde bulunulacaktır.

Sorular ve tereddüt edilen konular ile ilgili [seecoihale@sanayi.gov.tr](mailto:seecoihale@sanayi.gov.tr) adresine e-posta iletebilir.

**EKLER:**

- İş Tanımı (Satınalma ve Sözleşme Yönetimi Uzmanı)
- İş Tanımı (Finansal Yönetim Uzmanı)
- Başvuru Mektubu Örneği
- CV Formatı

**Ek1: İş Tanımı**



**TÜRKİYE CUMHURİYETİ**  
**SANAYİ ve TEKNOLOJİ BAKANLIĞI**  
**Kalkınma Ajansları Genel Müdürlüğü**

**“Türkiye’deki Mülteciler ve Ev Sahibi Topluluklar Arasında Sosyal Girişimcilik, Güçlendirme ve Uyum Projesi”**

**Referans No:**

MOITGDDA.INDV-PIU.29

**İŞ TANIMI**

***“Satınalma ve Sözleşme Yönetimi Uzmanı” (Tam Zamanlı)***  
***Bireysel Danışmanlık Hizmet Alımı***

*Ocak 2024*

# **SOCIAL ENTREPRENEURSHIP, EMPOWERMENT AND COHESION IN REFUGEE AND HOST COMMUNITIES IN TURKEY PROJECT**

## **Terms of Reference PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST**

### **Scope and Objective**

In the scope of the Social Entrepreneurship, Empowerment and Cohesion in Refugee and Host Communities in Turkey (SEECO) Project, a Procurement and Contract Management Specialist will be assigned to

- plan and provide procurement services in support of activities of the Project.
- carry out activities related to procurement and project implementation,
- enable necessary coordination and
- provide technical assistance to the PIU.

The Procurement and Contract Management Specialist will work **full time** for the Project and will be located in **Ankara**. However, since the implementation area of the Project covers 11 provinces, the job requires some travel throughout these provinces in Turkey.

The Procurement and Contract Management Specialist reports to Project Manager and has budget responsibility. The scope of procurement activities is given in Annex I.

### **Background**

The aim of the project is to improve women's livelihoods and social cohesion for refugees and host communities in target areas of Turkey. Building on the experience of social enterprise in Turkey to date, the project will be implemented through three components. The social enterprise, livelihood facilities and institutional support components together meet economic, social and institutional goals, namely:

- (i) to expand economic opportunities for mostly women refugee and host communities through support for social enterprises and vital livelihoods facilities;
- (ii) to improve social cohesion between refugees and host communities through social enterprise development and participatory engagement in livelihoods facilities; and
- (iii) to enhance institutional capacities of the Ministry of Industry and Technology (MoIT), Turkish Development Agencies (DAs), municipalities, other relevant government agencies, and local development partners to support women's social enterprises.

**Project Development Objective.** The objective of the Project is to improve livelihoods opportunities for women in refugee and host communities in targeted areas of Turkey.

**Project Components.** The Project consists of three components:

**Component 1. Social Entrepreneurship for Women and Youth in Refugee and Host Communities.** Component 1 will finance activities to support social entrepreneurship in refugee and host communities in the target provinces. The project defines a social enterprise to include profit-making businesses that prioritize social or environmental impact while reinvesting profit primarily in their mission and/or benefitting target social groups through

employment or other activities that may increase their income. For the purposes of the project, this includes, inter alia, businesses that are established with the mission of employing, or self-employing, refugees and other vulnerable members of the community (e.g. disabled, at-risk youth, etc.).

This component will directly benefit those receiving startup support services, subgrants, and employment in social enterprises; indirect beneficiaries are the buyers of goods and users of services provided by the social enterprises. Subcomponent 1A will finance support services for social entrepreneurs and Subcomponent 1B will fund subgrants for the incubation or acceleration of social enterprises.

### **Component 2. Community Livelihoods-related Facilities in Refugee and Host Communities.**

To address gaps in facilities, support the efforts of refugee and host communitywomen to earn income, and promote dialogue and engagement of refugees, host communities, and municipal authorities around social enterprises, Component-2 will finance: (i) the capacitybuilding and facilitation activities for refugees and host communities to engage in participatorydecision-making processes over local needs and priorities for livelihoods-related facilities through Subcomponent 2A; and (ii) the cost of establishing/renovating selected livelihoods-related facilities through Subcomponent 2B.

**Component 3. Institutional Capacity Strengthening and Project Management.** Component-3 will finance project management, M&E, and communications (and visibility) as well as the targeted capacity building of national (MoIT, DAs) and local actors (local authorities, NGOs, other stakeholders) to strengthen their capabilities to support women's livelihoods development in this project and in the future.

**Subcomponent 3A: Support for strengthening institutional capacity.** While the capacity of the implementing agencies in the project is high and there is much experience in the DAs for the development of small and medium enterprise programs, there is less experience in establishing and expanding social enterprises, and supporting entrepreneurship among women and youth refugees and host community members. The project will support the development of knowledge and skills related to the concepts and practical application of the planned project activities. Subcomponent 3A will therefore finance a set of activities aimed at building the capacity of key stakeholders in the MoIT, DAs, local authorities, and other agreed stakeholders. At the outset, an Institutional Capacity Needs Assessment and Action Plan will be prepared. This subcomponent will then finance the planned trainings, workshops, and conferences to build skills and understanding of the principles, design, implementation, and monitoring of social enterprise support programs in refugee and host community contexts.

**Subcomponent 3B: Project management, coordination and communications.** Subcomponent 3B will finance the operational costs of the MoIT to undertake all project management, M&E, and communications and visibility activities. The subcomponent will finance the incremental costs, including contracting staff, technical assistance for the MoIT for overall project coordination, management and supervision of implementation, procurement, financial management, including project audits, M&E, and the MIS.

**Subcomponent 3C. Monitoring and Evaluation.** This subcomponent will provide assistance to carry out monitoring and evaluation of activities implemented under the Project, including data collection and preparation of reports, in support of the project results framework under the Facility for Refugees in Turkey. It will support the development of a relevant and robust project M&E system involving MoIT, the DAs and Community Implementing Partners (CIPs). In

accordance with paragraph 5.9 of the “World Bank Procurement Regulations for IPF Borrowers” (November 2020) (“Procurement Regulations”) the World Bank’s Systematic Tracking and Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions. Procurement Plan tables in STEP will constitute the Procurement Plan of the Project. All procurement activities will be conducted in accordance with the Procurement Plan of the Project.

### **Tasks assigned for this position**

Procurement and Contract Management Specialist works under the supervision of the Project Manager.

Procurement and Contract Management Specialist will in his/her activities be guided by:

- Grant Agreement between the International Bank for Reconstruction and Development (IBRD) and Ministry of Industry and Technology of Turkey for Social Entrepreneurship, Empowerment and Cohesion Project,
- International Bank for Reconstruction and Development and International Development Association Standard Conditions for Grant Financing Made by the Bank out of Trust Funds”, dated February 25, 2019 ([Standard Conditions for Grant Financing Made by the Bank out of Trust Funds](#))
- WB Procurement Regulations ([Procurement-Regulations](#)),
- [Anti-Corruption Guidelines](#),
- Social Entrepreneurship, Empowerment and Cohesion Project Operations Manual,
- Procurement Plan for Social Entrepreneurship, Empowerment and Cohesion Project,
- Environmental and Social Commitment Plan for Social Entrepreneurship, Empowerment and Cohesion Project,
- Stakeholder Engagement Plan for Social Entrepreneurship, Empowerment and Cohesion Project,
- Labor Management Procedures for Social Entrepreneurship, Empowerment and Cohesion Project,
- Communication and Visibility Plan for Social Entrepreneurship, Empowerment and Cohesion Project,
- EU Communication and Visibility Manual for External Actions,
- FRIT Facility Visibility Guidelines,
- Project GRM procedures.

### **Duties and Job Responsibilities**

Procurement and Contract Management Specialist will be responsible for the following:

- Prepare and provide assistance to the PIU in the preparation/updating/uploading to World Bank’s Systematic Tracking of Exchanges in Procurement (STEP) system of the procurement plan in the required format prior to submission of it to the World Bank and also provide advice and assistance to the PIU to ensure that procurement of all goods, works, non-consulting and consulting services are undertaken in accordance with the approved Procurement Plan and WB Procurement Regulations. In the preparation of the procurement plan, ensure that the contract packaging is effective for project implementation and meets the World Bank criteria,
- Record all procurement/s in STEP and keep it updated with all documents uploaded in

relevant steps of the Procurement Roadmap,

- Contribute to preparation and revision of Plans, Programs and Budgets for procurement related tasks,
- Support PIU and MoIT's related units for all procurement activities to be carried out in compliance with procurement rules and procedures of World Bank,
- Establish and maintain the databases of letter of interests received from suppliers of goods, works, non-consulting and consulting services for purposes of their possible inclusion on future short lists or for future evaluation,
- Support the PIU and the MoIT technical commissions to formulate appropriate evaluation criteria, prepare draft bidding documents in collaboration with the MoIT's related departments and submit Terms of Reference and/or Technical Specifications to World Bank in a timely fashion for review and no objection as appropriate, in accordance with World Bank requirements,
- Work with related technical commissions in the preparation of technical specifications/Terms of Reference for agreed goods, works, non-consulting and consulting services to be procured under the Project in compliance with various procurement methods, give support to prepare draft contracts, letters of invitation, etc,
- Prepare and review not only the administrative/commercial parts of the procurement documents, but also review other sections such as technical specifications, BOQs, TORs, etc. of the bidding documents and ensure the consistency of these sections with the other sections of the standard or sample bidding documents of the World Bank and make necessary recommendations for changes where required,
- Participate in receipt, opening and review of proposals to support bid evaluation commissions,
- Prepare/assist in the preparation of minutes of bid openings,
- Assist the bid evaluation committees in preparing bid evaluation forms and for the evaluation of proposals received, on the basis of criteria stipulated in the bidding documentation,
- Assist bid evaluation committees to prepare comprehensive evaluation reports in compliance with World Bank standard formats and submit evaluation reports in a timely fashion to World Bank for review and no objection if and only when an exceptional situation occurs as further explained and elaborated in the Project Operations Manual (POM) for Grant,
- Assist PIU in the notification of winning bidder/s in a timely fashion, draw up contract for approval and signature,
- Assist PIU in contract negotiations as needed,
- Ensure that the complaints regarding the tender/s are answered on a timely manner,
- Publish contract award notices/s on a timely manner,
- Monitor contract performance and fulfilment of contractual, administrative and legal requirements, support inspection and acceptance committees and contract managers in contacting with contractors, consultants and other suppliers to ensure successful completion and delivery of the contracted goods and services,

- Prepare other relevant documents such as addendums and bid announcements, contract award notices,
- Establish and maintain a fit-for-purpose procurement and contract monitoring system to monitor and chronologically record each step during bidding, evaluation and delivery (keeping records of important approval dates, notifications, contract amounts, etc.) including an established data base and filing system to ensure quick retrieval of procurement information by parties such as PIU, World Bank, internal and external auditors during post reviews, supervision visits and audits,
- Prepare requested tables, analysis, information and documents to be included in Project reports,
- Report for the delayed and realized procurements to the Client within the scope of the procurement plan at the intervals to be identified by the Client,
- Prepare/Revise the procurement section of the Sub Grants Manual, provide technical assistance and support in the evaluation of the sub-grant applications from a procurement standpoint of view, conduct all assessment/s, documentation reviews and site visits and etc. as required by the Project Manager in line with the provisions of the Sub Grants Manual and other legal documents, upload all necessary information into STEP of the sub-grants awarded under Sub-Components 1B and 2B on a timely basis,
- Provide input to any MIS/M&E systems to be developed as necessary,
- Undertake training of MoIT PIU and DAs staff for the implementation of procurement activities under the Project and organize information meetings for Local Authorities under Sub-Component 2B,
- Replicate all tasks assigned to him/her for selected DAs under the Project if and when necessary. Support each and every DA in the whole process of their project related procurement activities and ensure that they are carried out by the DAs in line with the Bank's procurement procedures and principles,
- Perform other duties emerging in the frame of this Terms of Reference,
- Fulfil all national requirements and guidelines that involve Covid-19 pandemic and similar occasions encountered during project implementation.

**The Procurement and Contract Management Specialist is accountable for**

- Due follow up and adherence with the local legislation, responsibilities and tasks stated above, and ensuring timely delivery of reporting and other tasks (regular and annual reports),
- Failure or improper performance of his / her official duties under this job description,
- Offences committed in the course of activities carried out within the limits defined by current administrative, criminal and civil legislation of the Republic of Turkey,
- Causing damage to property within the limits of the existing labor and civil legislation of the Republic of Turkey.

## **Experience and qualifications requirements**

- University degree in Engineering, Law, Economy, Finance, Business or Commerce or any other relevant field,
- Minimum 3 years of procurement experience in public procurement either in the government agencies or in the private sector with minimum
- Minimum 3 years of this experience in the procurement of World Bank financed projects or other international financing institutions,
- Experience in Terms of Reference writing is an asset,
- Fluency in oral and written Turkish and English languages,
- Ability to use Office applications and other Professional software (STEP),
- Have no restriction for travel,
- Teamwork skills,
- Analytical thinking and problem-solving skills,
- Adaptability to flexible working hours,
- Completed or postponed military service for male candidates (for Turkish citizens).

## **7. Duration of the services**

The project has a 11 Month duration. The planned duration of service of the Procurement and Contract Management Specialist is foreseen to start in February of 2024 until the project's extended closing date which is last quarter of 2024. Due to the phasing of the financing, a contract will be signed with the preferred candidate. Two-month probation period will be applied by renewable 1-year contracts and additional input days will be requested from time to time till the end of the implementation, if performance is satisfactory.



**Ek2: İş Tanımı**



**TÜRKİYE CUMHURİYETİ  
SANAYİ ve TEKNOLOJİ BAKANLIĞI  
Kalkınma Ajansları Genel Müdürlüğü**

**“Türkiye’deki Mülteciler ve Ev Sahibi Topluluklar Arasında Sosyal Girişimcilik, Güçlendirme ve Uyum Projesi”**

**Referans No:**

MOITGDDA.INDV-PIU.30

**İŞ TANIMI**

***“Finansal Yönetim Uzmanı” (Tam Zamanlı)  
Bireysel Danışmanlık Hizmet Alımı***

*Ocak 2024*

# **SOCIAL ENTREPRENEURSHIP, EMPOWERMENT AND COHESION IN REFUGEE AND HOST COMMUNITIES IN TÜRKİYE PROJECT**

## **Terms of Reference FINANCIAL MANAGEMENT SPECIALIST**

### **Background**

The aim of the project is to improve women's livelihoods and social cohesion for refugees and host communities in target areas of Türkiye. Building on the experience of social enterprise in Türkiye to date, the project will be implemented through three components. The social enterprise, livelihood facilities and institutional support components together meet economic, social and institutional goals, namely to: (i) expand economic opportunities for mostly women refugee and host communities through support for social enterprises and vital livelihoods facilities; (ii) improve social cohesion between refugees and host communities through social enterprise development and participatory engagement in livelihoods facilities; and (iii) enhance institutional capacities of the Ministry of Industry and Technology (MoIT), Development Agencies (DAs), municipalities, other relevant government agencies, and local development partners to support women's social enterprises.

**Project Development Objective.** The objective of the Project is to improve livelihoods opportunities for women in refugee and host communities in targeted areas of Türkiye.

**Project Components.** The Project consists of three components:

**Component 1. Social Entrepreneurship for Women and Youth in Refugee and Host Communities.** Component 1 will finance activities to support social entrepreneurship in refugee and host communities in the target provinces. The project defines a social enterprise to include profit-making businesses that prioritize social or environmental impact while reinvesting profit primarily in their mission and/or benefitting target social groups through employment or other activities that may increase their income. For the purposes of the project, this includes, inter alia, businesses that are established with the mission of employing, or self-employing, refugees and other vulnerable members of the community (e.g. disabled, at-risk youth, etc.). This component will directly benefit those receiving startup support services, subgrants, and employment in social enterprises; indirect beneficiaries are the buyers of goods and users of services provided by the social enterprises. Subcomponent 1A will finance support services for social entrepreneurs and Subcomponent 1B will fund subgrants for the incubation or acceleration of social enterprises.

**Component 2. Community Livelihoods-related Facilities in Refugee and Host Communities.** To address gaps in facilities, support the efforts of refugee and host community women to earn income, and promote dialogue and engagement of refugees, host communities, and municipal authorities around social enterprises, Component-2 will finance: (i) the capacity building and facilitation activities for refugees and host communities to engage in participatory decision-making processes over local needs and priorities for livelihoods-related facilities through Subcomponent 2A; and (ii) the cost of establishing/renovating selected livelihoods-related facilities through Subcomponent 2B.

**Component 3. Institutional Capacity Strengthening and Project Management.** Component-3 will finance project management, M&E, and communications (and visibility) as well as the targeted capacity building of national (MoIT, DAs) and local actors (local authorities, chambers, and other local stakeholders) to strengthen their capabilities to support women's livelihoods development in this project and in the future.

- **Subcomponent 3A: Support for strengthening institutional capacity.** While the capacity of the implementing agencies in the project is high and there is much experience in the DAs for the development of small and medium enterprise programs, there is less experience in establishing and expanding social enterprises, and supporting entrepreneurship among women and youth refugees and host community members. The project will support the development of knowledge and skills related to the concepts and practical application of the planned project activities. Subcomponent 3A will therefore finance a set of activities aimed at building the capacity of key stakeholders in

the MoIT, DAs, local authorities, and other agreed stakeholders. At the outset, an Institutional Capacity Needs Assessment and Action Plan will be prepared. This subcomponent will then finance the planned trainings, workshops, and conferences to build skills and understanding of the principles, design, implementation, and monitoring of social enterprise support programs in refugee and host community contexts.

- **Subcomponent 3B: Project management, coordination and communications.** Subcomponent 3B will finance the operational costs of the MoIT to undertake all project management, M&E, and communications and visibility activities. The subcomponent will finance the incremental costs, including contracting staff, technical assistance for the MoIT for overall project coordination, management and supervision of implementation, procurement, financial management (FM), including project audits, M&E, and the MIS.
- **Subcomponent 3C. Monitoring and Evaluation.** This subcomponent will provide assistance to carry out monitoring and evaluation of activities implemented under the Project, including data collection and preparation of reports, in support of the project results framework under the Facility for Refugees in Türkiye. It will support the development of a relevant and robust project M&E system involving MoIT, the DAs and Community Implementing Partners (CIPs).

In accordance with paragraph 5.9 of the “World Bank Procurement Regulations for IPF Borrowers” (November 2020) (“Procurement Regulations”) the World Bank’s Systematic Tracking and Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions. Procurement Plan tables in STEP will constitute the Procurement Plan of the Project. All procurement activities will be conducted in accordance with the Procurement Plan of the Project.

### **Scope and Objective**

In the scope of the Project, the FM Specialist will be responsible for the FM, disbursement and auditing arrangements throughout project implementation. The FM Specialist will perform these functions by using the systems and procedures of the MoIT, World Bank FM requirements and the SEECO Project FM Manual, enable necessary coordination and support on FM issues and provide technical support to MoIT-GDDA for project-related FM issues.

The FM Specialist shall report on a day-to-day basis to the Project Coordinator of Project Implementation Unit (PIU). The main output of the FM Specialist shall be the delivery of a wide range of professional services related to the effective day-to-day financial management of the Project. These services shall involve both analytical and operational activities.

### **Qualifications and Skills**

- University degree in accounting, finance, economics, business and similar relevant fields.
- Demonstrated experience in designing and implementing FM systems to cover budgeting, fund flow planning, accounting, reporting and internal controls.
- Experience in using accounting software (e.g. Logo, MYS etc.).
- Minimum two (2) years of relevant experience in internationally financed projects, preferably FM experience in World Bank financed projects and knowledge of World Bank FM rules and procedures.
- Experience of working with public agencies and international institutions.
- Capacity to communicate orally and in writing in both Turkish and English languages.
- Ability to use Microsoft Office software (Word, Excel, Outlook, PowerPoint).

### **Duties and Responsibilities**

#### General

- Design and establish a FM system for the Project as described in the Project Appraisal Document. The FM system includes budgeting, accounting, funds flow, internal controls, reporting and

auditing arrangements to ensure that the Project funds are used for the purposes intended both economically and efficiently.

- Collaborate with the accounting software developers to customize the accounting software for the needs of the Project and effectively use it over the life of the Project.
- Prepare and, as necessary, update the FM Manual of the Project including all financial activities (budgeting, planning, fund management, sourcing, accounting, reporting, and monitoring), procedures and workflows aligned with the World Bank procedures and requirements and MoIT FM Systems.
- Perform the following duties within the scope of project FM.

#### Budget and Planning

- Perform tasks assigned by the MoIT regarding the project in preparation and revision of plans, programs, and budgets.
- Define and record Annual Budgets in the project accounting software as a basis for monitoring disbursements against budget during the year.
- Allocate annual project budget to calendar quarters based on disbursement categories and project components, in line with procurement plan and grant allocations and in all relevant currencies, in order to follow budgets and disbursements comparatively throughout the year.

#### Fund Management and Disbursement

- Support the development of traceable and auditable fund management and disbursement procedures for the use of project funds.
- Support the management of designated account of the Project and grant account in line with the Project Disbursement and Financial Information Letter, World Bank Disbursement Guidelines, and other relevant procedures.
- Prepare World Bank Grant Withdrawal Applications and replenishment requests for financing project expenditures.
- Assign payment order numbers for disbursements to be made out of grant account and designated account and ensure that the payments are made in line with the provisions of the grant agreement.
- Perform monthly reconciliation of bank accounts, monitor fund flows and perform resource planning.
- Monitor designated account balance against disbursement plans based on contract management, to ensure that sufficient cash is available for uninterrupted project implementation.

#### Accounting and Archiving

- Develop chart of accounts, cost centers, project codes for expense and budget items as well as standard formats for journal vouchers, financial tables and reports, ledgers and other reports and statement; and support relevant units of the MoIT in defining them to the accounting software and making necessary revisions as required.
- Gather and consolidate financial information as a basis for reporting and accounting activities, especially essential expenditure documents and payment supporting documents.
- Perform all accounting and bookkeeping activities of the project including the timely recording of financial transactions and budget realizations in line with FM procedures, as instructed by the MoIT.
- File and archive all supporting documents of financial transactions together with the books and the accounting records of the Project.

#### Financial Reporting and Audits

- Prepare the Annual Financial Statements and Interim Un-audited Financial Reports (IFRs) for the Project
- Prepare monthly, quarterly, annual budget reports, financial statements, financial/managerial reports, and ad-hoc financial and budget reports when requested.
- Prepare necessary documentation and reports for external audit and support all internal and external auditing activities.

#### Other

- Support the implementing units regarding financial matters of the contracts between the MoIT-GDDA and suppliers, contractors and consultants.

- Perform financial monitoring of the project by designing and keeping financial progress tables for the contracts and activities under the project.
- Prepare relevant tables, analyses, information, and documents included in the project reports.
- Cooperate and coordinate with PIU Procurement Specialists as necessary for the FM function.
- Replicate all tasks assigned to him/her for selected DAs under the Project if and when necessary. Support each and every DA in the whole process of their project related FM issues and ensure that they are carried out by the DAs in line with the World Bank's requirements and principles.
- Perform other duties emerging in the frame of this Terms of Reference.

**Duration**

The project has a 11 month duration. The planned duration of service of the FM Specialist is foreseen to start in February of 2024 until the project's extended closing date which is last quarter of 2024. Two-month probation period will be applied by renewable 1-year contracts and additional input days will be requested from time to time till the end of the implementation, if performance is satisfactory.

EK-3

T.C. SANAYİ VE TEKNOLOJİ BAKANLIĞI

KALKINMA AJANSLARI GENEL MÜDÜRLÜĞÜNE

Sosyal Girişimcilik, Güçlendirme ve Uyum Projesi (SEECO) kapsamında danışman istihdamına yönelik davetinize istinaden **MOITGDDA.INDV-PIU.29** ihale No'lu **Satınalma ve Sözleşme Yönetimi Uzmanı** <sup>1</sup> veya **MOITGDDA.INDV-PIU.30 Finansal Yönetim Uzmanı** pozisyonuna başvuruda bulunmaktayım. <sup>2</sup>

Başvuruma yönelik istenilen belgeler ekte yer almaktadır.

Saygılarımla,

Tarih

Ad-  
Soyadı  
İmza

**Ek:** CV (1 Sayfa)

**İletişim Bilgileri:**

Adres :

GSM :

E-posta :

TC Kimlik No:

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<sup>1</sup> Silkroad: Gaziantep Cukurova: Adana Karacadag: Şanlıurfa

<sup>2</sup> Başvurunuz iletmeden önce lütfen başvuru yaptığınız ili ve bölgeyi kontrol ediniz.

#### EK-4: Örnek CV Formatı

**Açıklama:** Sisteme yüklenecek olan CV'nin asgari olarak aşağıda iletilmekte olan örnek formattaki bilgileri kapsayacak şekilde olması gerekmektedir.

#### Bireysel Danışmanların Seçimi - Örnek Özgeçmiş Formatı (CV)

Adı ve Soyadı: \_\_\_\_\_  
Mesleği: \_\_\_\_\_  
Doğum tarihi: \_\_\_\_\_  
Uyruğu: \_\_\_\_\_  
Mesleki topluluklara üyeliği: \_\_\_\_\_

İletişim Bilgileri: Telefon, E-posta, Adres

#### Ana nitelikler:

[Üstlendiğiniz göreve ilişkin olarak sahip olduğunuz eğitim ve deneyimi yazınız. İlgili geçmiş görevlerde üstlendiğiniz sorumluluk derecesini tanımlayınız, tarih ve yer veriniz. Bir sayfanın yarısını kullanınız.]

#### Eğitim:

[Yüksekokul/üniversite ve diğer uzmanlık eğitimlerini özetleyiniz ve gittiğiniz okulların adlarını, ilgili tarihleri ve alınan dereceleri belirtiniz. Bir sayfanın çeyreğini kullanınız]

#### İstihdam Sicili:

[Şu anki görevinizle başlamak üzere, çalıştığınız her bir işi geriye dönük olarak listeleyiniz. Mezuniyetinizden itibaren çalıştığınız tüm işleri, tarihleri, işveren kurum/kuruluşları, görev unvanlarını ve görev yerlerini belirtiniz. Son on yıldaki deneyimler için, gerçekleştirilen çalışmaların çeşitlerini ve mümkün olduğunda işveren referanslarını da ekleyiniz. Yaklaşık iki sayfa kullanınız.]

#### Diller:

[Her bir dil için yeterlilik derecesini bildiriniz: mükemmel, iyi, orta ve zayıf, konuşma, okuma ve yazma]

#### Beyanname:

İşbu belgeyle, yukarıdaki bilgilerin beni ve deneyimlerimi doğru bir şekilde tanımladığını beyan ederim.

İsim – Soyisim

Tarih