

Republic of Türkiye
Ministry of Agriculture and Forestry

Agriculture Sector Recovery in Türkiye's Earthquake-affected Provinces Project

TARDİP

TERMS OF REFERENCE

Project Implementation Consultancy Services for the General Directorate for European Union and Foreign Relation's Project Coordination Unit

1. Introduction and Background

The Ministry of Agriculture and Forestry (MoAF) has received financing from the World Bank (WB) in the form of a loan (hereinafter called "loan") toward the cost of the "*Agriculture Sector Recovery in Türkiye's Earthquake-affected Provinces Project-TARDİP*" (the Project). MoAF intends to apply a portion of the proceeds of this loan to eligible payments under the contract for which this Terms of Reference is issued.

Project aims at supporting the resilient recovery of the agriculture sector in Türkiye's earthquake-affected provinces and targeted adjacent areas. To achieve this, the project will employ a suitable mix of support mechanisms and measures to the agriculture sector in earthquake-affected areas that is essential for a successful economic recovery, and for facilitating sectoral transitions towards improved climate resilience and mitigation.

The project will invest in the eleven provinces that sustained the greatest damages in the February 2023 earthquakes and adjacent areas for targeted specific pastureland improvement. The project beneficiaries include farmers, agricultural organizations, rural villagers, and shepherds in earthquake-affected provinces (and in adjacent areas). The project includes three components: (i) Enabling service provision for a climate resilient agriculture sector recovery; (ii) Supporting the climate-smart recovery of the livestock sector; and (iii) Project management, monitoring and evaluation.

Component 1 includes two subcomponents: 1.1: Investing in Irrigation for Enhanced Water-Efficiency and Climate Resilience and 1.2. Promoting Common Machinery Utilization Models for Improved Access to Mechanization. This component, to be implemented by the General Directorate of Agricultural Reform (TRGM), focuses on rebuilding and enhancing services to farmers to help them reclaim and enhance production capacity, while also bolstering climate resilience. It will focus largely on facilitating sustainable provision of two types of services: irrigation and mechanization.

Component 2 includes two subcomponents: 2.1: Recovering the Productive Capacity of Livestock Farmers and Enterprises and 2.2. Restoring Pastureland for Enhanced Livelihoods and Resilient Animal Production Systems. Component activities aim to support the recovery and modernization of the livestock sector in earthquake-affected provinces by adhering to building-back-better principles, under climate-smart livestock approaches and disaster risk principles. Component activities will be implemented by the General Directorate of Livestock (HAYGEM) (Subcomponent 2.1) and General Directorate of Plant Production (BÜGEM) (Subcomponent 2.2).

Component 3 will be implemented by the General Directorate for EU and Foreign Relations (ABDGM). Activities within this component will include: (i) Project management support for the Project Coordinating Unit (PCU) and implementation structures within the General Directorates (GDs), including capacity strengthening in technical, fiduciary, environmental, and social (E&S) aspects; (ii) Ensuring compliance with E&S risk management, including grievance redress, gender considerations, and citizen engagement (CE); (iii) Maintenance of a project communication and visibility plan; (iv) Monitoring and evaluation (M&E); and (v) Covering operational expenses.

The implementation of the Project will adhere to the WB's fiduciary, environmental, and social policies and national requirements.

MoAF will establish and maintain a PCU hosted at ABDGM to manage and coordinate overall Project implementation. The PCU will comprise administrative, financial management, procurement and contract management, technical, monitoring and evaluation, communication, translation, and environmental and social specialists.

In line with the Project's organizational structure, most experts will provide support to all participating General Directorates (GDs), while some experts will be affiliated with specific GDs, as applicable. All Project activities will be implemented under the coordination of the PCU in compliance with national legislation, the World Bank's Environmental and Social Framework (ESF), the Environmental and Social Standards (ESSs), the Loan Agreement (LA), and all relevant environmental and social instruments prepared for the Project.

2. Objective of the Assignment

The overall objective of the Support Service for Technical Assistance to the PCU is to provide comprehensive support in project management, monitoring, and coordination to help the MoAF achieve the Project's development objectives on time and within budget. In addition, the Support Service will strengthen the PCU's institutional capacity through targeted capacity building and knowledge transfer in key areas including procurement, financial management, environmental and social safeguards, communication and stakeholder engagement, monitoring and evaluation, translation of project-related documents and reporting.

The Consultant will work under the PCU and will provide technical support to the PCU to ensure that the project activities are carried out in accordance with the Project documents and WB procedures, principles and national legislation, and for monitoring, evaluation and reporting of the performance and progress of the project.

The selected Consultant will add resources and expertise to support the MoAF to manage effectively the Project.

3. Scope of Work

Under the overall supervision of the PCU, the Consultant will be expected to provide technical and implementation support to the MoAF to operate the TARDIP as specified in Project Implementation Manual (POM), and as detailed in Annex of this Terms of Reference, and as may be required to support MoAF in the range of aspects covered by this ToRs.

4. Duties and Responsibilities

Under the overall supervision of the Project Coordinator at TARDIP's PCU, the Consultant will perform the following duties and responsibilities:

- Provide fully qualified and capable personnel to fulfill all aspects of ABDGM's specific needs and requirements for the Services stipulated in this ToRs and fully described in TARDIP's POM to PCU's satisfaction for the entire duration of the Project.
- At every three (3) months from the effectiveness of the Contract, PCU and the Consultant shall review the staff input for the next 3 months and based on the agreed staff plan, the Consultant shall mobilize its personnel. During this period, PCU shall assess the performance of the Support Service's deployed staff and formally report the findings to the PCU.
- The Consultant will provide the key experts listed below to support PCU and implementing General Directorates (GDs) as outlined at the below (and Annex attached to this document);

Administrative Team	Place of Duty	Number of Key Experts	GDs to be affiliated with
Technical Team Leader	PCU	1	Transversal to all GDs
Senior Financial Management Specialist	PCU	1	Transversal to all GDs
Associate Financial Management Specialist	PCU	1	Transversal to all GDs
Lead Procurement and Contract Management Specialist	PCU	1	Transversal to all GDs
Procurement and Contract Management Specialist	GDs	1	TRGM
Procurement and Contract Management Specialist	GDs	1	HAYGEM
Procurement and Contract Management Specialist	GDs	1	BÜGEM
Senior M&E Specialist	PCU	1	Transversal to all GDs
Associate M&E Specialist	PCU	1	Transversal to all GDs

Communication Specialist	PCU	1	Transversal to all GDs
E&S Team	Place of Duty		GDs to be affiliated with
Social Specialist	PCU	1	Transversal to all GDs and overall support to GDs
Environmental Specialist	PCU	1	Transversal to all GDs and overall support to GDs
Translators/Interpreters	PCU	2	Transversal to all GDs

The responsibilities of the key experts are as follows:

- **Technical Team Leader:** responsible to support the PCU, and the Project Coordinator at PCU with overall project management and coordination. It reports to the PCU Coordinator.
- **The Senior Financial Management Specialist** supports the PCU in establishing and maintaining financial management arrangements that comply with the Bank's standards. He/She takes a leading role in supporting the PCU to ensure that systems for budgeting, funds flow, accounting, internal controls, reporting, and auditing are robust and effective. Coordinates with the financial management team within the PCU in carrying out financial management tasks defined in this ToR. The Senior Specialist oversees the accuracy of financial records, facilitates reliable reporting, and ensures safeguarding of procured assets. He/She also coordinates independent external audits and provide guidance to the implementing General Directorates to maintain compliance with the POM and FM manual.
- **The Associate Financial Management Specialist** works under the supervision of the PCU to assist in maintaining financial management systems aligned with the Bank's requirements. He/She collaborate closely with the implementing General Directorates to support budget planning, accounting, internal controls, and reporting processes. Coordinates with the financial management team within the PCU in carrying out financial management tasks defined in this ToR. The Associate Specialist supports to PCU to ensure that all financial transactions are accurately recorded and assists in preparing for external audits. His/Her tasks are performed in accordance with the POM and FM manual to contribute to sound financial management throughout project implementation.
- **The Lead Procurement and Contract Management Specialist** supports the PCU and implementing General Directorates by providing technical expertise and leadership in procurement activities. Supports the PCU with overseeing the entire procurement process to ensure compliance with the Bank's Procurement Regulations and contract conditions. Coordinates and supervises other procurement and contract

management specialists, and supports the PCU to ensure procurement plans in the STEP system are prepared and updated accurately, and guarantees that contract packaging is effective for project implementation and prepares template REOIs, SPNs, bidding documents, bid evaluation reports for TARDIP in cooperation with the Procurement and Contract Management Specialists. Leads the preparation and review of bidding documents, tender packages, bid evaluation reports, and negotiation minutes. Arranges procurement trainings for PCU and respective General Directorate staff. Supports the PCU in contract management and payment initiation processes, in coordination with General Directorates and Financial Management Team within the PCU.

- **Procurement and Contract Management Specialists** support the PCU and implementing General Directorates by providing technical assistance throughout the procurement process. Responsible for preparing and updating procurement plans in the STEP system for the respective DGs, ensuring effective contract packaging, and drafting and revising all bidding documents. Collaborate with each other to ensure that qualification criteria consultant selection for firms and key experts are competitive, align with the requirements of the assignment and compliant with the Bank's Procurement Regulations. Contribute to the preparation of tender packages, bid evaluation reports, and negotiation minutes for the respective DGs. Support contract management and coordinate with the Financial Management Team within the PCU to prepare control reports for payment initiation for the respective DG.
- **The Senior Monitoring and Evaluation Specialist** supports the PCU in establishing and managing a comprehensive monitoring, progress tracking, evaluation, and reporting system that meets the Bank's standards. They take a leadership role in coordinating closely with the PCU staff, implementing General Directorates, and overseeing the activities of the M&E Technical Working Group. The Senior Specialist ensures that monitoring and evaluation processes are effectively integrated into project management, providing strategic guidance to improve project outcomes and accountability.
- **The Associate Monitoring and Evaluation Specialist** works under the supervision of the PCU to assist in the establishment and day-to-day management of monitoring, progress tracking, evaluation, and reporting systems. They collaborate closely with the PCU staff, implementing General Directorates, and support the coordination of the M&E Technical Working Group. The Associate Specialist contributes to data collection and analysis efforts and helps maintain accurate and timely reporting to ensure projects remain on track and meet performance targets.
- **Communication Specialist** supports the PCU in the development and implementation of the Project's overall communication and visibility strategy in line with World Bank procedures and national legislation. This includes coordinating media relations, managing digital communication channels, preparing and disseminating communication materials, organizing outreach and awareness-raising activities, and ensuring consistent and effective stakeholder engagement and public information throughout the implementation of all project components and investments/grants.

- **Environmental Specialist**, supports the PCU and the GDs on ensuring the project and all subcomponents are implemented in accordance with the requirements of Turkish Legislation and the World Bank's Environmental and Social Framework (ESF), the Environmental and Social Commitment Plan (ESCP), the Project Loan agreement, as well as in accordance with all ESF documents prepared for the Project and to be prepared for the investments/grants.
- **Social Specialist**, supports the PCU and the GDs on ensuring the that project investments are implemented in accordance with the requirements of Turkish Legislation and the World Bank's ESF, ESCP, the Project Loan agreement, as well as in accordance with all ESF documents prepared for the Project and to be prepared for the investments/grants, and tracking social performance against indicators specified in the ESF documents and for the monitoring and evaluation of social activities within the scope of the project. It will support the PCU on the managing and overseeing the implementation of all aspects of the Project's Stakeholder Engagement Plan (SEP) and Grievance Mechanism (GM), and the development and implementation of a citizen engagement and communication tools, including preparation and dissemination of information materials, planning and implementation of information campaigns, outreach activities, management and reporting on the project GM, etc, to ensure that the project and all investments/grants are implemented in accordance with the requirements of Turkish Legislation and the World Bank's ESF, as well as in accordance with all ESF documents prepared for the investments/grants.
- **Translators/Interpreters**, support PCU providing translation services for documents and texts, as well as consecutive and/or simultaneous interpretation services.

The annex attached to this document specify the tasks and responsibilities of each of the experts mentioned above, as well as required qualifications, demonstrating duties and requirements of the key experts; environmental, social, communication and stakeholder engagement, procurement, financial management, monitoring and evaluation specialists and translators/interpreters are attached to this document (**Annex. Terms of References (ToR) of Key Experts**).

When necessary, given project demands of other relevant implementing factors, the PCU may adjust the assignment of the E&S team during implementation to cover demands of individual subcomponents/specific activities.

The Consultant is to provide the support services, via the key experts, more specifically:

- Strengthening the PCU by staffing the required key experts for the project and by doing so, support the PCU to ensure that: (i) operating systems and procedures required to manage the scope of the Project are in place;, (ii) necessary procedures for communications, meetings, reporting, change control, quality control, etc. as are necessary for the efficient running and control of the Project are in place; (iii) adequate accounting and project financial management systems are in place; (iv) the PCU acquire off-the-shelf accounting and reporting software for project purposes, ensuring that services and backup processes are provided through the project closing date as required by the WB (this system

will be established on the ABDGM premises and Ministry's server); (v) procedures and a monitoring system for financial management activities (Financial Management Manual) are in place and that support is provided to the PCU for managing project-related disbursement accounts, including the preparation of appropriate documentation as required by the WB; (v) implementing systems for financial reporting to the WB to meet the reporting requirements specified in the loan agreement or other related project documents are in place; (vi) project budgeting, planning procedures, financial forecasting, and audit reporting to fulfill the requirements specified in loan agreement are in place.

- Support the PCU to ensure that effective procurement and contract management is in place, and assist the PCU to ensure that the procurement of all contracts, whether for goods, works, or consulting services financed by the WB are carried out in full compliance with World Bank Procurement Regulations (September 2023). Specifically, working in close coordination with ABDGM's and Implementing GD's existing Procurement staff, under the overall supervision of PCU leadership, and subject to applicable comments and guidance by the WB, the Consultant will support the PCU on carrying out the preparation of all bidding documents, including qualification criteria, development of rated criteria, technical specifications, BoQs, etc., and supporting to PCU and implementing GD's during the bidding stage and evaluation of all bids under the Project.
- Support the PCU on contract implementation and claims management to ensure that all technical documents related to the implementation of civil works, acquisition of goods, and consulting and non-consulting services contracts under the Project adhere to the required levels of quality per applicable standards.
- Support the PCU to coordinate the work of all other stakeholders (as described in the SEP) involved in the Project.
- Support the PCU on ensuring compliance with legal agreement and disbursement conditions by having a thorough understanding of the terms and conditions of the Project's Loan Agreement (LA) including but not limited to the Reporting Requirements which form part of the MoAF's obligations under the referenced documents. This includes complementary documents that are integral parts and extensions of the LA as applicable, such as the Environmental and Social Commitment Plan (ESCP), Procurement Plan (PP), and Project Procurement Strategy for Development (PPSD) under the WB LA; supporting the PCU to devise a system to track compliance with all continuing, time-dependent or repeating legal covenants, warranties and representations; closely coordinating with the ABDGM's Financial Management Officer to ensure that the MoAF receives the support that is required for effective cash management and planning.
- Support the PCU and the implementing GD's to prepare the required reports in line with obligations stated in the LA. The Consultant shall also support the PCU in preparing the required financial reports in accordance with the LA, and base on reporting formats agreed with the WB and maintain records as well as

supporting documentation. The support to the PCU in the preparation of the financial reports cover: (i) Interim unaudited financial reports (IFRs); (ii) Annual audited financial statements to the World Bank within six months of each fiscal year end. After the IFR template has been approved by both the PCU and the WB, the Consultant will thoroughly familiarize itself with the pertinent sections of the LA, the reporting templates, and the underlying source data systems essential for preparing these reports.

- Provide environmental and social implementation support to the PCU and GDs, to ensure that the Project, across all activities irrespective of their source of financing, is carried out in accordance with the World Bank's Environmental and Social Framework (ESF), including all applicable Environmental and Social Standards (ESSs) under the ESF, in a manner acceptable to the WB. Turkish laws and regulations, as well as the following World Bank Group documents, should be taken into consideration.
- Support the PCU on E&S aspects to ensure that the project complies with the relevant ESSs of the World Bank, as outlined below:
 - ESS 1: Assessment and Management of Environmental and Social Risks and Impacts,
 - ESS 2: Labor and Working Conditions,
 - ESS 3: Resource Efficiency and Pollution Prevention and Management,
 - ESS 4: Community Health and Safety,
 - ESS 5: Land Acquisition, Restrictions on Land Use, and Involuntary Resettlement,
 - ESS 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources,
 - ESS 8: Cultural Heritage, and
 - ESS 10: Stakeholder Engagement and Information Disclosure.
- Provide technical assistance to the PCU to ensure the effective implementation, monitoring, and revision (if deemed necessary by the World Bank) of the Project's E&S documentation. This assistance aims to ensure full compliance with the requirements of the World Bank ESF. The Project's E&S documentation includes, but is not limited to:
 - Environmental and Social Management Framework (ESMF),
 - Environmental and Social Management Plan (ESMP) and Associated Sub-Plans,
 - Resettlement Framework (RF),
 - Stakeholder Engagement Plan (SEP), and
 - Labor Management Procedures (LMP).
- Support the PCU and the implementing GDs to integrate E&S considerations into all stages of project implementation. This includes supporting the PCU on via periodic visits to related sites through several means of monitoring, through this, the Consultant will help the PCU identify potential risks, propose mitigation measures, and ensure that all project activities comply with applicable national regulations and international best practices. The Consultant will provide advisory support to the PCU in addressing any identified gaps or non-compliance issues, ensuring timely and effective resolution.

- Provide expert technical input for the monitoring and evaluation of E&S performance throughout the project lifecycle. This will involve supporting the PCU on implementing a systematic approach to tracking E&S compliance and performance by adhering to the E&S Monitoring Plan outlined in the ESMP, ensuring the monitoring of key parameters.
- Conduct E&S capacity-building workshops and training sessions for the PCU and the implementing GDs, Contractors/Subcontractors, and other relevant stakeholders to strengthen understanding of the ESF requirements.
- Support the PCU on preparing detailed monitoring reports for submission to the World Bank, the Ministry and other stakeholders as relevant, highlighting key findings, challenges, and recommendations for improvement. The Consultant will prepare and submit Monthly E&S Monitoring Reports to PCU within 10 working days following the end of each reporting period. These reports will provide a comprehensive overview of E&S performance, including progress on E&S management activities, compliance with relevant regulations, identified non-conformities, corrective actions taken, and any challenges encountered.
- Support the PCU on facilitating coordination between the implementing GDs and other stakeholders to ensure alignment on E&S objectives and compliance with the ESF. The Consultant will support the PC and GDs to coordinate and undertake stakeholder engagement activities Key Performance Indicators (KPIs) that the Consultant will track and report on include, but is not limited to:
 - The number of stakeholder consultation meetings, workshops, or focus groups held, under the leadership and coordination of the PCU and GDs, along with the percentage of stakeholders engaged compared to the total identified in the SEP. Stakeholder satisfaction will be assessed through surveys or feedback sessions, identifying concerns and the actions taken to address them. The effectiveness of communication efforts will be measured by the number of communication materials distributed and the feedback on their clarity and relevance.
 - In close coordination with the PCU and the GDs, the Consultant support the development of a stakeholder engagement outreach program and keep track of the number of entities (shippers, carriers, logistics service providers, ancillary service providers, government entities, and the like) that are consulted, irrespective of consultation format.
 - Percentage of stakeholders who report that their engagement was effective: Number of stakeholders engaged that, post engagement, report that the engagement effort was effective. The Consultant will prepare short surveys to gather feedback on the effectiveness of consultations as reported by the engaged stakeholders themselves. These surveys will be distributed immediately after completion of the engagement activity and results will be compiled and maintained over time by the Support Service. For the purposes of this indicator, “effective” engagement will be defined as one in which stakeholders believe their views and feedback were heard, that consultations were genuine, and that the feedback loop was complete in terms of follow-up.

- The Consultant will provide support to the PCU on the oversight and management of the project's E&S aspects in full compliance with the commitments outlined in the Environmental and Social Commitment Plan (ESCP) to ensure that measures and actions specified in the ESCP are implemented with due diligence and efficiency by the PCU.
- The Consultant will provide technical support to PCU and the implementing GDs to ensure that all regulatory E&S permits and licenses required for the project are obtained in a timely manner before or during the mobilization and commencement of project activities. This will include, but is not limited to:
 - Assisting PCU and the implementing GDs in identifying all applicable regulatory requirements and permits necessary for project implementation, including Environmental Impact Assessment (EIA) opinions from Provincial Agriculture and Forestry Directorates and approvals from relevant institutions such as the General Directorate of State Hydraulic Works.
 - Coordinating with the MoAF's related GDs, Contractors, Subcontractors, and relevant regulatory authorities to facilitate the permitting process and address any issues that may arise.
 - Monitoring and verifying that all required permits and licenses are secured prior to the initiation of project activities, and maintaining a record of all obtained permits.
 - Advising PCU and the implementing GDs on best practices for regulatory compliance and ensuring that any conditions or stipulations associated with permits are integrated into project plans and activities.
- The Consultant provides technical assistance to the grievance mechanism already established by the PCU for the Project. This includes advising on potential improvements, assisting in the development and refinement of procedures in line with the SEP, supporting the maintenance of grievance records, and contributing to reporting and coordination efforts to ensure that all grievances are managed in a timely, transparent, and inclusive manner.
- Support, and where required, lead the preparation of accident and incident investigations, as well as the identification and management of Occupational Health and Safety (OHS) nonconformities, in accordance with established and internationally recognized methods. PCU and the World Bank will be promptly notified of any incident or accident related to or having an impact on the Project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or workers, in accordance with the ESCP, the E&S instruments referenced therein and the ESSs.
- Coordinate training sessions on Sexual Exploitation and Abuse/Sexual Harassment (SEA/SH) and Gender-Based Violence (GBV) as part of the project's efforts in accordance with the ESIA and project's SEA/SH Action Plan. The Consultant will develop training materials, coordinate the logistics of the events, and ensure the effective participation of relevant project staff, contractors/subcontractors, and other stakeholders. Additionally, the

Consultant will track the outcomes of these sessions to ensure that key messages are effectively communicated and that participants have the knowledge and tools needed to identify, prevent, and respond to SEA/SH and GBV.

- Review the E&S documents and reports to be prepared by the Contractor/Subcontractor and the related GDs. This review will support the PCU to ensure that all documentation is in compliance with the project's ESMP, the ESCP, and other project's E&S documents.
- Prepare in-depth E&S monitoring reports. The Consultant will prepare these reports in accordance with the Project's E&S documents, subject to review and approval by ABDGM and subject to comments by the World Bank. Under this task the Consultant will evaluate the compliance and performance of project activities in accordance with the ESIA and other E&S documents' requirements. The Consultant will ensure the successful execution of tasks outlined in the project's E&S documentation, particularly within the E&S Monitoring Plan in ESMP.
- Coordinate the logistics of the site visits which will be initiated by the PCU for purposes such as verifying compliance with E&S requirements, assessing ongoing project activities, or engaging with stakeholders and ensure that all necessary arrangements are made to facilitate PCU's and implementing GD's participation, in accordance with project requirements and the agreed-upon work plan throughout the project's lifespan. The PCU will inform the Consultant at least one week in advance of any site visits, allowing the Consultant sufficient time to arrange the necessary logistical, technical, and administrative support.
- Support the PCU to ensure that the expropriation processes (if occurred within the project) are conducted in full compliance with the provisions outlined in the RF. This will include providing technical support to PCU in the planning, implementation, and monitoring of expropriation activities to ensure that they are carried out in accordance with national laws, the RF, and the World Bank's ESF. The Consultant will assist in ensuring that all affected parties are properly identified, consulted, and compensated in a timely and fair manner in close coordination with the related DG of the MoAF. Additionally, the Consultant will oversee the preparation and review of necessary documentation, ensure that all required approvals are obtained, and provide guidance on any corrective actions needed to address identified gaps or issues related to expropriation. The Consultant will also assist PCU in maintaining transparent communication with stakeholders throughout the expropriation process.
- Support the PCU in addressing potential land-related impacts, PCU has prepared an RF that includes information on the regulatory framework on resettlement and provides means and actions to bridge the gaps between national law and World Bank standards. With the supervision of PCU, the Consultant will prepare and implement Resettlement Plans and Livelihood

Restoration Plans as required during the implementation phase, once the sub-projects' designs are finalized by contractors (per the project's Design-Build contracting modality), if deemed necessary by the WB.

- Organize and documenting weekly E&S meetings, which will be held online or at the Project Site or ABDGM's office, as determined by PCU. These meetings, led by the PCU, will include participation from relevant stakeholders, as required. The Consultant will ensure that accurate and comprehensive minutes of each meeting are taken, capturing key discussions, decisions, action items, and any follow-up requirements. These meeting minutes will be compiled and distributed to all relevant parties, ensuring effective communication and the tracking of progress on E&S matters. The Consultant will also monitor the implementation of agreed actions and provide necessary support to ensure that E&S concerns are addressed in a timely manner.
- The Consultant will ensure that all key experts assigned to the Project are provided with the necessary logistical support to enable efficient and effective field operations. To facilitate close and continuous monitoring of E&S issues, the key experts will also be based at the project site location. In addition, the key experts will be stationed at the MoAF to work across the relevant implementing General Directorates. Their placement aims to ensure effective coordination and oversight throughout the implementation process. All expenses related to the key experts' field operations will be reported to the PCU and covered by the PCU accordingly.
- The Consultant will be responsible for preparing E&S assessment reports for facilities and areas that were not initially included in the project's E&S documents but may emerge as the project progresses. Consultant will conduct thorough assessments of the E&S risk and impacts of these facilities and areas, ensuring that all potential E&S risks are identified, evaluated, and mitigated in accordance with the project's E&S management framework and the World Bank's ESF. The Consultant will prepare comprehensive E&S impact assessment reports for each facility or area, addressing the necessary mitigation measures and compliance requirement in coordination with the Contractor/Subcontractors. These reports will be submitted to the PCU for review and approval. The Consultant will ensure that the reports are aligned with the project's ESMF and other relevant project documents, and will incorporate any feedback or revisions requested by the PCU to ensure full compliance with national regulations and the World Bank's ESF.
- Implement, track, and periodically report on the Project's Monitoring as outlined in the Project's Appraisal Document by the World Bank.

5. Reporting

- Report to ABDGM on all aspects of the Assignment. Unless otherwise agreed, all deliverables and documents will be in English and Turkish languages, and submitted both in hard copy (if requested by the PCU) and electronically and include all related supporting files (meeting notes, analysis, calculations, spreadsheets, planning software files, etc). All Project reports issued by the Consultant are reviewed and approved by the PCU. For those reports that require submission to the World Bank for review or clearance, the PCU will send the approved and final documents to the Bank. . A period of two weeks shall be allowed for the review and approval by the PCU.
- The Consultant will provide support to the PCU to ensure timely preparation of reports included in the main project documents and submitted to the WB for review.
- Submitting to PCU any required ad-hoc reports and analysis, to support the project management process, and to facilitate suitable decision making and related disbursement and change order requests, as formulated by the ABDGM and to ensure compliance with funding requirements of WB as appropriate.
- It is expected that during the discharge of their duties the Consultant will apply international best practice in all fields including, but not limited to, the areas of environmental and social best practice and the promotion of gender equality. This will include an expectation to identify issues related to the overall performance of both the PCU and the Project which might impact either positively or negatively on the effective promotion of gender equality or social and environmental best practice. In that regard, it is anticipated that where the Consultant provides guidance and support in the development of policies, procedures and documentation for the PCU.

All key and non-key experts from the Consultant delivering the services must be independent and free from conflicts of interest in the responsibilities accorded to them.

The recruitment of key experts, their adherence to this document, and the performance of their duties in accordance with the requirements of the MoAF and the WB during the recruitment process shall be the responsibility of the Consultant.

Key experts who fail to comply with these requirements must have their contracts terminated, subject to the prior approval of the PCU. In such cases, the PCU must be notified at least two weeks in advance. The Consultant is also responsible for taking necessary measures to ensure that the continuity and integrity of the Project are not disrupted.

To this end, the Consultant shall sign a declaration with each key expert involved in the Project. This declaration shall include the following commitments:

- a) The key expert affirms that they have no financial or non-financial interests that conflict with their role in the Project.

- b) The key expert agrees to maintain the confidentiality of all information accessed during their assignment and not to use such information for personal gain.
- c) The key expert commits to promptly disclose any affiliations, relationships, or involvement with suppliers, beneficiaries, or any other related parties that may affect the impartial performance of their duties.

PCU's Input and Counterpart Personnel

The PCU will timely provide to the Consultant the inputs and facilities needed to carry out the services, and make available relevant project documents, data and reports.

The existing designs, analysis results, relevant documents and reports etc. shall be provided free of charge by the PCU to the Consultant. The Consultant shall return all such documents received to the PCU upon the completion of services.

Facilities provided by the Consultant

The Consultant shall provide sufficient, qualified and experienced key experts to ensure high quality of support services throughout the contract. All expenses related to the key experts' operations will be reported to the PCU via official letters or e-mails and covered by the PCU accordingly, including:

- All costs arising from the activities of key and non-key experts during the contract period, including accommodation, allowances, transportation, etc.
- Vehicle, office equipment and supplies and hardware and software to ensure that the services are fully functional;
- All the equipment, instruments, services and logistical support required for the implementation of the contract, and any costs incurred during its preparation of the documents and drafts, copying, printing, etc.
- Other equipment, instruments, services and logistical support necessary for the implementation of the contract.
- Proficiency in English and Turkish for the team is required. If the Consultant will require a translation services, it will be at its own expenses and the Consultant will be for the accuracy of the translation.
- The Consultant is required to obtain all the other elements necessary for the work of its professional staff who is engaged at his own expense for the performance of this Contract.
- All expatriate staff who will work in Türkiye should obtain a work permit and all who are resident for more than 90 days should obtain a non-resident visa. The Consultant will obtain all required permits, visas for all expatriate staff at his own cost. Furthermore, the Consultant will be responsible to ensure that all proposed key and non-key experts are eligible to obtain such permits and visas. The information related to visas can be obtained from the embassies and consulates of Türkiye. The PCU will assist the key experts for the issue of work permits.

ANNEX: Terms of Reference for Key Experts

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1. TECHNICAL TEAM LEADER

Qualifications and Skills

- University degree in Agriculture, Environmental Sciences, Management, Social Sciences, Economics, Business Administration, or related field, an advanced degree will be an asset.
- Minimum 10 years of relevant working experience, with minimum 5 years of proven project management experience in projects funded by international organizations such as World Bank (WB), European Investment Bank, GEF, IFAD, etc. in the public sector, preferably in the agricultural sector.
- Solid experience in managing multidisciplinary teams; managing personnel both in person and through remote arrangements.
- Proven experience in successfully building partnerships with external stakeholders.
- Proven knowledge of agriculture/sustainable rural development, climate change and resource management related issues will be an asset.
- Solid understanding and proven record of project cycle management and application of adaptive management.
- Completion of WB Training programs on PCM, financial management, environmental and social management etc. will be an asset.
- Analytical thinking and problem-solving skills.
- Excellent interpersonal and communications skills.
- Fluency in written and oral English and Turkish.
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project
- Completed military service for male candidates.
- Ability to travel without restriction.

Duties and Responsibilities

Under the overall supervision of the PCU, the Technical Team Leader will provide support services to the PCU for the effective implementation of the project. Duties and responsibilities include:

- Support the PCU in providing strategic and technical guidance on achieving project objectives for agriculture sector in transitioning toward a more sustainable, competitive and climate-smart growth orientation.

- Assist the PCU in overall management of the project, including reporting, monitoring and evaluation functions and report to Project Coordinator the performance and progress of the project monthly to ensure that objectives stated in the relevant Project documents are achieved.
- Support the PCU in ensuring that the project activities are carried out in accordance with the Project documents WB procedures and principles, and national legislation.
- Assist the PCU in coordinating the revisions to the Project Operations Manual, including obtaining approvals by Ministry of Agriculture and Forestry (MoAF) internal procedures and the WB.
- Provide support in coordinating Annual Work Plan and Budget (AWPB) preparation, with inputs from the implementing GDs, and ensure timely submission for MoAF's internal approvals and onward submission to the WB.
- Consolidate the results/progress of annual plans, with the inputs and information provided by the GDs and participating institutions.
- Provide support to the PCU in following up with the GDs, on their respective proposals for the next year's budget program to the SBO and its inclusion in the Annual Investment Program.
- Assist the Project Coordinator in organizing meetings of the Project Steering Committee (PSC) and periodic meetings of the Technical Coordinating Committee (TCC), annual meetings, workshops and trainings related to the project.
- Prepare the progress report of the Project to be presented to the PSC and support coordination with all GDs to ensure that all problems are resolved to ensure project schedule.
- Support development, maintaining and updating project management and operational manuals informing the legal and other regulations governing the implementation of the project.
- Support the PCU in monitoring and evaluation activities of the project are carried out as planned, including overseeing the establishment of the project central and field level Monitoring Information System.
- Provide support to the MoAF management and related units in undertaking, supervising and monitoring project activities to facilitate project implementation.
- Support day-to-day management of the PCU consultants.

- Provide weekly consultation meetings with the GDs and reports to Project Coordinator and PCU team.
- Participate in field visit with relevant PDAFs when required, and reports to Project Coordinator and PCU team. Ensure the PCU consultants provide timely and appropriate support to GDs as needed.
- Under the supervision of Project Coordinator, facilitate continuous coordination and communication within MoAF related units and the PCU, and among MoAF, project partners and counterparts, such as the WB, Ministry of Treasury and Finance and SBO for the effective and timely execution of the Project.
- Support the PCU in ensuring that all Project activities are carried out in compliance with the WB Environmental and Social Framework and with the project's ESF documents (Environmental and Social Management Framework, Stakeholder Engagement Plan, Labor Management Procedures, Resettlement Framework, Environmental and Social Commitment Plan) and other relevant E&S documents developed for the Project and that required reports are submitted regularly to MoAF and the WB, including incident reports, as required.
- Assist the PCU in supervising the planning and execution of procurement activities and overseeing the establishment and maintenance of an effective procurement system, to ensure that all procurement activities are carried out in accordance with the Procurement Plans, the Bank's no objections and procedures, guidelines and Project documents.
- Support the PCU in establishing and maintaining effective financial management system.
- Assist PCU in the development of transparent, accountable and auditable procedures and systems for uses of IBRD funds, to ensure that the funds are used in accordance with the relevant provisions of the project documents (Loan Agreement, Project Appraisal Document, Project Operations Manual, Financial Management Manual, Grant Manuals, Project Procurement Strategy for Development (PPSD), Procurement Plan, Project Budget, Project Implementation Plan, annual work plan and budget and other Project documents) and in accordance with the relevant financial management and payment procedures, manuals and guidelines, ensuring that the external auditing of funds is done timely in accordance with the financial agreements and maintaining financial records as per agreed with the WB.

- Support the PCU in monitoring the issues or bottlenecks that may have an impact on the progress of the Project, to make suggestions for corrective actions, to recommend improvements for the acceleration of the Project, to MoAF management and to ensure corrective action is taken quickly by the PCU and service providers.
- Assist the PCU in meeting the reporting requirements of MoAF, WB, Ministry of Treasury and Finance and Strategy and Budget Office of Presidency (SBO), including but not limited to interim financial reports (financial monitoring reports), quarterly project reports, semiannual progress reports, semiannual monitoring reports on the Environmental, Social, Health and Safety (ESHS) performance of the Project, incident reports, contractors' monthly reports.
- Support the representation and promotion of the Project as required.
- Facilitate the revision of Project Operations Manual in cooperation with the GDs and PCU as needed.
- Ensure that all documents related to the project are properly filed, archived and protected.
- Support the PCU in decision-making for grievance management work stream by assisting the responsible specialist for grievances; reviewing grievance framework; facilitating timely resolution of grievances, ensuring all grievances are recorded and responded as agreed with the WB through the support of the environmental and social specialists of the PCU and the GDs.
- Support the establishment of adequate internal controls to ensure the safeguarding and proper use of project assets.
- Promote all principles of integrity and good governance are upheld.
- Perform other duties assigned emerging in the frame of the Project.

2. SENIOR FINANCIAL MANAGEMENT SPECIALIST

Qualifications and skills

- University degree in economics, finance, business administration, accounting, public administration or a related discipline, an advanced degree will be an asset,
- Minimum 8 years of relevant work experience,
- Minimum 5 years of experience in financial management, accounting and reporting according to the procedures of international financial and development organizations,
- Experience in WB financial management and within public institutions will be an asset,

- Completion of WB Training programs on PCM, financial management, etc. will be an asset.
- Experience in using off-the-shelf accounting software,
- Solid knowledge of Turkish Public Financial Management Rules and Regulations
- Fluency in written and oral English and Turkish,
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project,
- Ability to travel without restriction,
- Teamwork and managing skills,
- Analytical thinking and problem-solving skills,
- Completed military service for male candidates.

Duties and Responsibilities

Under the overall supervision of the PCU, the Senior Financial Management Specialists will provide support services for the effective financial implementation of the project. The duties and responsibilities include:

- Provide support to the PCU in the financial management of the Project including, budgeting, disbursement process, internal controls, project accounting and external audit in accordance with the WB procedures and national regulations and requirements of the Project documents POM (including Financial Management Manual).
- Provide support to GDs in the financial management of the project including, budgeting, disbursement process, internal controls, accounting and external audit in accordance with the WB procedures and national regulations and requirements of the Project documents and POM (including Financial Management Manual).
- Ensure the regular flow of accounting documents by communicating with the GDs.
- Support the entering accounting data to the accounting software or the temporary accounting and reporting system designed for the Project.
- Archive relevant accounting documents and execute the necessary financial controls over project expenditures.
- Assist PCU in the preparation of the relevant forms and documents for cash withdrawals (replenishment) from the designated account, and provide withdrawal application numbers to eligible payment applications.
- Compile the appropriate documentation regarding the sources and use of funds by project categories/activities.

- Assist PCU in the preparation of quarterly interim un-audited financial reports (IFRs) and annual Financial Statements in compliance with WB standards.
- Provide technical support and training for GDs under the supervision of the Technical Team Leader.
- Monitor legislative changes and inform GDs of these changes.
- Support PCU in implementation of the sub-loan protocol and grant contracts regarding financial management and disbursements
- Collaborate with and provide support to the related GDs for monitoring the compliance of the beneficiaries with the sub-loan and grant conditions regarding its financial management and disbursement clauses.
- Prepare the documents required for the payment of all purchases by the PCU.
- Support the preparation of the documents required for the payment of all purchases within the grant program.
- Check and confirm the accuracy of the documents submitted to the PCU by the companies or persons which apply for payments.
- Support PCU by reviewing and confirming the accuracy of the documents submitted to relevant GDs by the companies or persons applying for grant payments.
- Draft responses to letters sent to the PCU on matters concerning the Financial Management Team.
- Draft responses to inquiries from relevant GDs regarding the financial management aspects of the grant program.
- Archive files for completed payment transactions and relevant accounting documents and execute the necessary financial controls over grant disbursements.
- Facilitate access to reports and other necessary documents for auditing by internal controllers and/or independent auditors.
- Provide support for coordination and communication between auditors and GDs.
- Assist in revising POM in cooperation with GDs and PCU as needed.
- Perform other duties as assigned by the PCU as needed in accordance with the Project.

3. ASSOCIATE FINANCIAL MANAGEMENT SPECIALIST

Qualifications and Skills

- University degree in economics, finance, business administration, accounting, public administration or a related discipline.
- Minimum 2–4 years of relevant work experience in accounting or financial operations.
- Experience with donor-funded or development projects (experience with WB procedures will be an asset).
- Familiarity with accounting software (off-the-shelf accounting tools preferred).
- Basic knowledge of Turkish public financial management rules and regulations.
- Working knowledge of English and fluency in Turkish (advanced English will be an asset).
- Proficiency in Microsoft Office applications (especially Excel and Word).
- Strong organizational and document archiving skills.
- Team-oriented, detail-focused, and eager to learn.
- Completed military service for male candidates.

Duties and Responsibilities

- Under the supervision and guidance of the Senior Financial Management Specialist and the PCU, the Financial Management Associate will provide day-to-day support in financial tasks related to the implementation of the Project, including:
 - Assist with data entry and maintenance of accounting records in the project's accounting system.
 - Organize and archive accounting and financial documents systematically.
 - Support the preparation of documents for disbursement and payment processing.
 - Help gather supporting documents for withdrawal applications from the designated account.
 - Assist in the preparation and formatting of periodic financial reports (quarterly, interim unaudited reports, etc.).
 - Communicate with GDs to collect necessary documentation and ensure document flow.
 - Conduct preliminary checks of financial documents submitted for accuracy and completeness.
 - Provide logistical and administrative support to financial audits and reviews.

- Support internal financial control activities and report inconsistencies to the Senior Specialist.
- Help monitor and record the use of funds under sub-loan and grant components.
- Assist with correspondence and filing related to financial management tasks.
- Participate in trainings and on-the-job learning to improve technical knowledge and capabilities.
- Perform other related tasks as requested by the Senior Specialist or PCU management.

4. LEAD PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST

Qualifications and Skills

- University degree in Engineering, Architecture, Law, Economics, Finance, Business Administration or Commerce or any other discipline relevant for the project and scope of the services required. A Master's degree in the relevant field will be considered an asset.
- Minimum 8 years of general work experience,
- Minimum 5 years of experience working as a procurement expert or specialist and have experience in the procurement of goods, works, and consultancy services (including tendering, contracting, and implementation of the contracts) in accordance with the procurement rules and regulations of the IBRD, EBRD, ADB or similar multi-development banks.
- Demonstrated ability to lead procurement teams and coordinate complex, multi-stakeholder procurement processes in line with international donor procedures is a strong asset,
- Knowledge of the WB's Systematic Tracking of Exchanges in Procurement (STEP) System will be an asset,
- Solid knowledge of Turkish public procurement legislation will be an asset,
- Fluency in written and oral English and Turkish,
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project
- Completed military service for male candidates.

Duties and Responsibilities

Under the overall supervision of the Technical Team Leader at PCU, the Lead Procurement and Contract Management Specialist will support the PCU on the following:

- Support the Technical Team Leader to ensure timely tendering, contracting of project activities to meet the needs of the GDs, and providing support to all GDs and the PCU for implementing their subcomponents.
- Carry out procurement activities in accordance with the Project's Procurement Strategy for Development (PPSD)
- Carry out other duties assigned by the Technical Team Leader in relation to the fulfillment of WB procedures, applicable laws and regulations and standards and other national relevant regulations.
- Provide support to GDs/PCU throughout the procurement process ensuring adherence to the approved Procurement Plan, and compliance with the WB regulations as outlined in the Procurement Regulations for IPF Borrowers (September 2023) and the POM (Project's Operational Manual).
- Prepare/Review the updated Procurement Plans/PPSDs and provide assistance to the GDs/PCU in the preparation/updating/uploading of the procurement plan to the STEP system and ensure that the contract packaging is effective for project implementation.
- Contribute to the preparation and revision of Plans, Programs and Budgets for procurement related tasks.
- Prepare English and Turkish copies of the bidding documents in accordance with Stakeholder Engagement Plan (SEP), Grievance Mechanism (GM) and the other E&S documents as well as the procedures of the WB and national legislation.
- Prepare and review the administrative/commercial sections of the procurement documents as well as other sections such as technical specifications, Bill of Quantities (BOQs), ToRs, etc. and ensure the consistency of these sections with the other sections of the standard or sample bidding documents of the WB and make necessary recommendations for changes where required.
- 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 GDs/PCU, WB, internal and external auditors during post reviews, supervision visits and audits.

- Contribute to the establishment of the Procurement Performance Monitoring System and the Key Performance Indicators (KPIs); maintain the system with updated information; report periodically on a preset timeframe; recommend actions and measures for delays; follow up actions taken; establish the dependent map of interrelated activities and initiate them as each activity becomes due for a proper and timely project implementation.
- Monitor contract performance and fulfillment of contractual, administrative and legal requirements, and support inspection and acceptance committees and contract managers in contacting contractors, consultants and other suppliers to ensure successful completion and delivery of the contracted goods and services.
- Provide support and collaborate with the GDs/PCU (particularly the technical commissions established for tenders) to develop appropriate qualification/evaluation criteria, prepare draft bidding documents/contracts/invitation letters/technical specifications/Terms of Reference for agreed goods, works and services, submit Terms of Reference/Technical Specifications/Bidding Documents/Shortlisting Reports/Evaluation Reports/Minutes of Negotiations/Draft Contracts to WB in a timely manner for review and no objection, in accordance with WB requirements.
- Establish and maintain the database of letters of interest 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.
- Participate in the 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 the WB standard formats and submit evaluation reports in a timely manner to the WB for review and no objection as further explained and elaborated in the POM.

- Assist GDs/PCU in notifying winning bidders in a timely manner, preparing contracts for approval and signature.
- Assist GDs/PCU in contract negotiations as needed.
- Prepare other relevant documents such as addendums and bid announcements/notices, contract award notices.
- Review the complaints and debriefing requests and provide technical assistance to evaluation committees to prepare the responses in cooperation with the respective Procurement and Contract management Specialist
- Prepare requested tables, analysis, information and documents to be included in Project reports.
- Provide technical assistance and support in the evaluation of grant applications from a procurement standpoint of view, conduct all assessments, documentation reviews and site visits etc. as required by the Project Coordinator/Technical Team Leader in line with the provisions of the POM for Grants and other legal documents.
- Undertake training of PCU and GDs staff and bid evaluation committee members for the implementation of procurement activities under the Project by providing regular structured and on the job trainings assigned by the GDs with the objective that specified staff acquire adequate procurement knowledge and hands-on experience on the WB procurement rules and regulations and carry out the procurement tasks independently.
- Contribute to the revision of procurement sections of POM and the Grant Manual and prepare as and when required.
- Work closely with the GDs/Provincial Directorates to implement procurement procedures.
- Perform other duties assigned by the Technical Team Leader emerging in the frame of the Project.

The Lead Procurement and Contract Management Specialist are accountable for

- Support the PCU on ensuring compliance with the legislation, responsibilities and tasks outlined above, as well as for the timely delivery of reporting and other tasks (including regular and annual reports).
- Failure or improper performance of official duties under this ToR.

- Offenses committed in the course of activities carried out within the limits defined by current administrative, criminal and civil legislation of the Republic of Türkiye.
- Causing damage to property within the limits of the existing labor and civil legislation of the Republic of Türkiye.
- Confidentiality of the documents related to the Project and the Bids/Tenders.

5. PROCUREMENT AND CONTRACT MANAGEMENT SPECIALISTS (3)

Qualifications and Skills

- University degree in Engineering, Architecture, Law, Economics, Finance, Business Administration, Public Administration, or Commerce or any other related discipline relevant for the project and scope of the services required.
- Minimum 5 years of general professional experience.
- At least 3 years of experience working as a procurement expert or specialist and have experience in the procurement of goods, works, and consultancy services (including tendering, contracting, and implementation of the contracts) in accordance with the procurement rules and regulations of the IBRD, EBRD, ADB or similar multi-development banks
- Knowledge of Turkish public procurement legislation will be considered an asset.
- Working knowledge of English and fluency in Turkish is required.
- Proficiency in MS Office tools (Word, Excel, and PowerPoint).
- Completed military service for male candidates.

Duties and Responsibilities

- Under the supervision and guidance of the Lead Procurement and Contract management Specialist and the PCU, the Procurement and Contract Management Specialists will assist in the implementation of procurement activities under the Project in line with the WB Procurement Regulations, relevant national legislation, and project-specific documents (POM, PPSD, etc.). Core responsibilities include:

Procurement Process Implementation

- Assist in the preparation and review of procurement documents (e.g., bidding documents, Terms of References, technical specifications, BoQs, evaluation reports) under the guidance of the Lead Specialist.
- Support the execution of procurement processes (tendering, evaluation, contracting, etc.) in accordance with the Project Procurement Plan and applicable procedures.
- Participate in bid openings, evaluation meetings, and contract negotiations and drafting relevant minutes, reports and documentation.
- Support the preparation of contract award notices and notifications to bidders.
- Contribute to the drafting and finalization of contracts under the supervision of the Lead Specialist.

Planning and Monitoring

- Assist in updating and tracking the Procurement Plan, ensuring consistency with WB STEP platform entries.
- Maintain procurement records in both physical and electronic formats in an organized and auditable manner.
- Monitor procurement timelines and alert the Technical Team Leader of potential delays or bottlenecks.
- Assist in collecting procurement performance data and contribute to reporting on procurement KPIs.

Contract Management Support

- Monitor implementation of procurement contracts, coordinate with suppliers /contractors/consultants for timely delivery and execution.
- Support the contract management teams in following up with suppliers, contractors and consultants on deliverables, invoices, and contract compliance.
- Help coordinate with GDs and PCU units to resolve procurement-related issues during implementation.

Coordination & Capacity Support

- Collaborate with relevant GDs and technical teams to ensure alignment of technical inputs and procurement documentation.
- Participate in procurement-related capacity-building activities and provide support to GDs during their own procurement implementations when needed.

- Assist the Lead Procurement and Contract management Specialist in organizing trainings or information sessions for project stakeholders and procurement committees.

Reporting & Documentation

- Contribute to procurement sections of project progress reports and annual plans,
- Prepare procurement activity status updates, summaries, and data for audits, WB supervision missions, and internal monitoring.

Other Tasks

- Support revisions of procurement-related sections of the Project Operational Manual (POM) and Grant Manual.
- Perform other procurement-related duties as assigned by the Technical Team Leader.

Accountability

The Procurement and Contract management Specialists are responsible for:

- Timely and accurate execution of delegated procurement tasks;
- Ensuring compliance with the applicable procurement procedures;
- Safeguarding the confidentiality and integrity of procurement processes and records;
- Proactively reporting risks or non-compliances to the Technical Team Leader.

5. SENIOR MONITORING AND EVALUATION SPECIALIST

Qualifications and Skills

- University degree in Statistics, Mathematics, Business Administration, Law, Engineering, Economy, Agricultural Economy, Accounting, Financial Management, and/or related fields, an advanced degree will be an asset,
- Minimum 8 years of general work experience,
- Minimum 3 years of experience in developing monitoring and evaluation systems, use and reporting in internationally financed projects/programs (such as WB, FAO, IFAD, UNDP or other local and/or international investment and development institutions),
- Relevant experience in applying the results-based management approach to projects, programs, and/or public policies.
- Experience in the development and/or application of logical framework, theory of change, and/or results chain for the measurement and reporting of impact, outcome, outputs, and input indicators of investment operations.

- Experience in establishing baseline measurements and participatory monitoring methodologies will be an asset.
- Experience in working with Government institutions/agencies will be an asset.
- Experience in applying project evaluation and impact assessment methodologies will be an asset
- Completion of WB Training programs on PCM, procurement, financial management, environmental and social management, etc. will be an asset.
- Good computer skills in using the related professional software and office software, specifically software for statistical analysis (e.g. STATA, SAS, SPSS) and solid knowledge of data analytics methodologies.
- Fluency in written and oral English and Turkish.
- Ability to travel without restriction.
- Teamwork skills.
- Analytical thinking and problem-solving skills.
- Strong data analytics skills.
- Completed military service for male candidates.

Duties and Responsibilities

Under the overall supervision PCU, the Senior M&E Specialist will support the PCU on the following:

- Provide technical assistance to the PCU and GDs for the development and implementation of all project monitoring and evaluation methodologies, tools and procedures.
- Provide support to GDs at the central level and PDAs at the provincial level in the monitoring and evaluation of subcomponent activities, including monitoring of progress and assessment of post-implementation impact.
- Coordinate the M&E Technical Working Group which will refine the overall M&E strategy for the project including alignment of measurement approaches and strategies for data capture, reporting and evaluation.
- Detail the calculation methodology of each indicator in the results framework; propose key process/activity indicators to monitor the operational performance of the project and advise on the effective implementation and/or revision of these indicators when necessary.

- Develop and implement a methodology for monitoring activities including data compilation, responsible units/persons, and frequency of data transmission in accordance with the Monitoring & Evaluation Plan, establish a quality assurance mechanism for data collected in the project monitoring and evaluation process.
- Monitor the progress towards the outcome indicators, output indicators, and process indicators established in the project's results framework and annual work plans.
- Working closely with GDs, define the specific work program for the tools that are to be used under the relevant components to assess stakeholder-based perceptions.
- Coordinate the development of the project's integrated digital monitoring and evaluation system in close collaboration with the M&E Department and the General Directorate of IT of MoAF.
- Ensure the correct functioning, updating, and quality control of the information stored, processed, and reported in the project's digital monitoring and evaluation system.
- Ensure regular collection and consolidation of data from GDs (and other members of the PCU, as needed) according to the previously mentioned methodology and mechanism.
- Design a methodology for the field visits/spot checks, and attend the field visits to be held within the scope of the project M&E activities when requested.
- Lead and coordinate monitoring and evaluation of the project performance by screening outputs, results and outcomes of the project implementation based on indicators, targets and objectives set in PAD and POM.
- Revise POM in cooperation with GDs and PCU as needed.
- Support the PCU on the coordination and management for resolution of any issues, risks or bottlenecks that have actual/potential impact on project progress and recommend corrective actions to ensure effective, productive and efficient project performance.
- Support the PCU on the preparation and submission of monitoring and evaluation reports on regular basis, including semi-annual progress reports to be submitted to the Project Steering Committee and the WB.
- Support the PCU on the preparation of the Annual Work Plan and Budget (AWPB) in the scope of M&E issues.
- Support the PCU on the reproduction and circulation of reports, studies and other project documentation from other members of PCU Team and GDs as appropriate.

- Support the PCU on the preparation of Mid-term Review (MTR) Report, Final Evaluation/Report and Implementation Completion and Results Report (ICR).
- Propose to the PCU the methodology approach for the MTR and final evaluation to assess the relevance, effectiveness, efficiency, sustainability, and effects and/or impacts achieved by the project.
- Collaborate with the Environmental and Social Specialist of the project in the monitoring and evaluation of the social and environmental aspects, and integrate the information in the project M&E system.
- Cooperate with the Financial Management Specialists in order to set the format, frequency and content of the financial monitoring reports that will be delivered to the M&E team by the FM Specialists. These reports will be used to monitor budget realizations and availabilities as well as projects' financial performance and will be included in progress reports.
- Cooperate with the Procurement and Contract Management Specialists in order to set the format, frequency and content of the procurement monitoring reports that will be delivered to the M&E team by the Procurement and Contract Management Specialists. These reports will be used to monitor contract implementation progress and fund commitment levels and will be included in progress reports.
- Support the PCU on the management of physical and digital records of information and documents related to monitoring, evaluation and reporting activities, ensuring the implementation of necessary archiving and filing system.
- Support the PCU on the management of cross checking of procurement data extracted from monitoring reports with the STEP (Systematic Tracking of Exchanges in Procurement) for each subcomponent on a regular basis.
- Provide technical assistance to encourage MoAF to introduce the measurement of gender indicators in their M&E system.
- Perform other duties as assigned by Technical Team Leader emerging in the frame of the Project.

6. ASSOCIATE MONITORING AND EVALUATION SPECIALIST

Qualifications and Skills

- University degree in Statistics, Economics, Agricultural Economics, Business Administration, Public Policy, Engineering, or related fields. A Master's degree is an asset.
- Minimum 3 years of general professional experience.
- Minimum 1 year of relevant experience in monitoring and evaluation processes, preferably in donor-funded or internationally financed projects.
- Basic understanding of results-based management (RBM), logical framework approach, and outcome/output indicator tracking.
- Experience assisting in data collection, performance indicator tracking, or M&E report preparation is an asset.
- Basic knowledge of statistical and data analysis software such as Excel, SPSS, or STATA is preferred.
- Fluency in Turkish and working proficiency in English (both written and spoken).
- Good organizational and teamwork skills.
- Strong attention to detail and accuracy.
- Completed military service for male candidates.

Duties and Responsibilities

Under the supervision and technical guidance of the Senior M&E Specialist and the PCU, the Associate M&E Specialist will contribute to the implementation of the monitoring and evaluation activities of the Project. Key duties include:

Monitoring Support

- Assist in the collection, compilation, and verification of data from GDs and PDAs in line with the project's Monitoring and Evaluation Plan.
- Support regular updates of project indicators at input, output, and outcome levels in the M&E database.
- Contribute to ensuring the timely submission and quality of M&E-related data and reports from field teams and implementing partners.
- Assist in field visits, spot-checks, and verification missions, documenting observations and findings.

- Support the Senior M&E Specialist in maintaining the project’s digital M&E system and ensuring accuracy of uploaded data.

Data Management & Analysis

- Help maintain and organize the M&E data filing and archiving system (physical and digital).
- Conduct basic data entry, cleaning, and preparation of charts, graphs, or tables for reports.
- Assist in the preparation of periodic M&E summaries and presentations.

Reporting & Documentation

- Support the preparation of regular progress reports, including M&E sections for semi-annual reports and WB updates.
- Assist in drafting inputs for the Mid-Term Review and Final Evaluation, including assembling background data.
- Prepare and circulate standardized reporting templates to stakeholders as needed.

Coordination & Capacity Support

- Liaise with GDs and PCU staff to follow up on pending M&E information or gaps.
- Participate in internal meetings to take notes on project progress and M&E needs.
- Assist in organizing M&E-related trainings, workshops, and coordination meetings.

Cross-Component Collaboration

- Support collaboration with Financial Management and Procurement units to collect key inputs for performance tracking.
- Assist in integrating gender and environmental/social indicators into the M&E tracking system.
- Help cross-check data with platforms such as the WB’s STEP system under the guidance of the Senior M&E Specialist.

Other Duties

- Perform other M&E-related tasks as requested by the Senior M&E Specialist, Technical Team Leader and the PCU.

Accountability

The Associate M&E Specialist will be accountable for:

- Supporting accurate and timely monitoring of project activities.
- Maintaining data quality and documentation integrity.

- Respecting data confidentiality protocols.
- Reporting implementation bottlenecks or inconsistencies to the Senior M&E Specialist.

5. COMMUNICATION SPECIALIST

Qualifications and skills

- At least Bachelor's Degree in Communications, Public Relations, Journalism or and/or related fields, an advanced degree will be an asset.
- Minimum 8 years of experience in the field of public information, stakeholder/citizen engagement, media and communication.
- Minimum 5 years of experience as a communication consultant or specialist in internationally funded projects/programs; experience in WB/EU/GEF financed projects and/or working with public institutions will be an asset.
- Proven experience in preparation and implementation of a communication strategy.
- Good command of spoken and in written English and Turkish.
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project, Publisher, web design.
- Ability to travel without restriction.
- Teamwork skills.
- Analytical thinking and problem-solving skills.
- Completed military service for male candidates.

Duties and responsibilities

Under the overall supervision of the PCU, the Communication Specialist will perform the following duties and responsibilities:

- Prepare and submit a communication strategy that will guide the communication activities carried out within the scope of the Project to be approved by Technical Team Leader and Project Coordinator.
- Develop and implement a communication and visibility plan that steers communication activities in line with the strategy including a work plan and communication budget.
- Ensure that all communication tools, products and activities are in line with the communication strategy and other related documents of the Project, WB procedures and relevant national legislation.

- Serve as a contact point between MoAF and WB for communication activities implemented under the project.
- Coordinate the design, development and management of the Project web site and social media accounts to ensure online presence of Project activities is active.
- Ensure that all information regarding the Project will be made accessible on the MoAF's website and on MoAF's social media accounts.
- Coordinate the preparation of project's printed and non-printed communication materials, including but not limited to e-bulletins, press kits, factsheets, graphics, communication materials, brochures, leaflets, booklets, posters, video clips, etc. These materials/documents will be prepared in coordination with service providers and with the project's technical teams at the PCU and GDs, and will be shared, delivered and announced by the PCU and GDs in line with the communication and visibility plan and also with the SEP, to inform stakeholders about the project activities.
- Develop technical sections of the tender documents for required services to implement activities listed under communication strategy and/or plan and ensure the quality of services and products delivered through these contracts.
- Supervise all content needed to perform the project-related visibility activities (project opening and closing events, commissioning ceremonies, workshops, communication campaigns, communication outreach events at local level, photo and video documentation, social media management etc.) as well as information/public relations.
- Develop and edit communications material including speeches, press releases, articles, interviews, magazines, newsletters and presentations.
- Coordinate media relations (preparation of press invitations, press releases, press conferences and media visits) and support all activities in this regard.
- Coordinate the preparation of human-interest and success stories; particularly regarding the adoption of CSA technologies, accompanying farmers at different stages (installation, training, and support and farm monitoring during production cycles) to capture farmers' experiences, develop communication materials highlighting farmers' success stories and testimonials, and document the economic and social impacts of climate-smart digital technology,
- Provide support to video scripts prepared for awareness raising and promotion.
- Provide support for the organization of awareness raising activities.
- Ensure coordinated communication among service providers and project partners.

- Respond to communication related ad-hoc requests received (obtaining necessary permits, following up with high-levels to organize press visits to project area, coordinate video documentation, etc.).
- Organize and participate in communications activities and events including relevant training activities, press conferences, workshops and press visits.
- Cooperate with the M&E Specialist(s) in effectively communicating the results and impact of Project's interventions.
- Revise related parts of Project Operations Manual regarding communication when required,
- Coordinate communication and outreach throughout the project implementation.
- Perform other duties assigned by PCU emerging in the frame of the Project.

6. ENVIRONMENTAL SPECIALIST

Qualifications and Skills

- University degree in an Environmental Engineering or any other field related with environmental sciences; an advanced degree will be an asset,
- Minimum 5 years' general work experience as environmental expert,
- Minimum 3years' experience as environmental expert in management and preparation of ESIA studies, E&S due diligence studies, and environmental baseline data collection, OHS, in the local and international context such as WB/IFC/EBRD/EU, AFD and United Nation,
- Experience in environmental risk assessment / environmental due diligence studies will be an asset,
- Solid background in the ESF or similar environmental and social policies of the International Finance Institutions (IFIs), particularly WB and knowledge on preparation of WB Environmental and Social Standards (ESSs) documents will be an asset,
- Completion of WB Training programs on PCM, environmental and social management, etc. will be assets.
- Experience in agriculture projects will be an asset,
- Experience in grant allocation will be an asset,
- Experience in irrigation/farm infrastructure construction activities will be an asset,
- Experience in Occupational Health and Safety (OHS) will be an asset,
- Fluency in written and oral English and Turkish,

- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project
- Excellent interpersonal and communications skills,
- Ability to travel without restriction,
- Teamwork skills,
- Analytical thinking and problem-solving skills,
- Completed military service for male candidates.

Duties and Responsibilities

Under the overall supervision of the PCU, the Environmental Specialist will support the PCU on the following:

- Ensuring, monitoring and reporting the implementation of the project and all its subcomponents in accordance with the requirements of Turkish Legislation and the WB's ESF documents (ESMF, LMP, SEP, RF) and Ex-post Social Audits, Environmental and Social Impact Assessment (ESIA) reports, site-specific ESMPs, and any other sub-management plans.
- Conducting E&S screening of the project and subcomponent activities in accordance with the ESMF and thereafter prepare, disclose and adopt site-specific ESIA's, ESMPs, SEPs, RPs, LM Plans, and other instruments as necessary (including Occupational Health and Safety Management Plan (OHSMP), Community Health and Safety Plan (CHSP), Traffic Management Plan (TMP), Waste Management Plan (WMP), Chance Find Procedure, Pollution Prevention Plan, Water supply and Wastewater Management Plan, Grievance mechanism (GM) and any other instruments) before the commencement of tendering works for the relevant activities, and update and implement those documents/plans/procedures during the implementation of the Project.
- Informing PCU and GDs about the need to update ESMF when/if necessary, in the course of implementation of the Project, as well as in case of the domestic legislation changes.
- Ensuring that all approvals/licenses are in place before commencing project activities and make sure all the records are kept accurately including the permits collected by the Contractor/s.
- Anticipating identifying environmental risks and define measures to adopt a mitigation hierarchy approach (avoid, minimize, reduce, compensate/offset these risks and impacts) in case of unidentified risks in the Project document.

- Carrying out random site visits to evaluate the compliance of the activities with the E&S requirements laid down in the documents prepared for this Project, and report findings and suggest and monitor corrective measures in case of non-compliance.
- Cooperating with Social Specialist to conduct environmental risk and impact reviews, internal supervision of project operations and ensure compliance with ESMF, ESCP, RP, LMP, SEP procedures, applicable laws, regulations and standards, and the WB's requirements for environmental and social standards.
- Ensuring that tender and procurement documents include all necessary requirements including site-specific ESMPs/ESIAs to be consistent with ESF requirements, with special focus on environmental risk related elements.
- Incorporating the requirements of the approved ESIAs, ESMPs, SEPs, LM Plans, RPs and other relevant E&S documents and/or plans into the Environmental, Social, Health and Safety (ESHS) specifications of works. Thereafter, carry out continuous monitoring of construction works to ensure that the contractors and supervising firms comply with the requirements of these documents as well as ESHS specifications of their respective contracts.
- Conducting environmental trainings for PCU and GDs when necessary.
- Providing guidance and direction to GDs for achieving compliance with all applicable ESF environmental standards and requirements.
- Planning, organizing and implementing stakeholder engagement activities, including stakeholder consultation meetings, as per SEP, in a timely and effective manner.
- Planning, organizing and implementing stakeholder activities, including stakeholder consultation meetings, as per SEP, in a timely and effective manner.
- Ensuring that relevant environmental and social procedures in line with national legislation and the WB ESF are conducted in case of any change in the design of the activities, if deemed necessary, and follow up on their implementation.
- Working together with the GDs and prepare implementation reports and report to the WB on a regular basis regarding the implementation of the ESMP and associated instruments (SEP, RF, LMP, etc.).
- Working closely with GDs and Provincial/District Directorates of the MoAF.
- Revising POM in cooperation with GDs and PCU as needed.
- Performing other duties assigned by the PCU emerging in the frame of the Project.

7. SOCIAL SPECIALIST

Qualifications and Skills

- University degree in social sciences, sociology, economics, public relations, education, psychology, or any other field related with social sciences;
- Master's Degree/PhD. in social development, sociology, social studies, or related fields in the social sciences will be an asset,
- Minimum five years' general work experience as social specialist (experience in agriculture projects and grant allocation will be an asset),
- Minimum three years' experience as social expert in management and preparation of ESIA studies, E&S due diligence studies, and social baseline data collection, stakeholder engagement, public consultation and disclosure in the local and international context such as WB/IFC/EBRD/EU, AFD and United Nations and/or resettlement expertise;
- Proven experience and ability to engage and communicate effectively with diverse stakeholders including citizens of diverse backgrounds, communities, civil society organizations, local government, civil works contractors, government agencies, etc.
- Strong familiarity with the WB's ESF or similar environmental and social policies of the IFIs will be an asset,
- Completion of WB Training programs on PCM, environmental and social management, etc. will be an asset.
- Experience of working with public agencies and institutions will be an asset,
- Good command of spoken and in written Turkish and English,
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project
- Excellent interpersonal and communications skills,
- Ability to travel without restriction,
- Teamwork skills,
- Analytical thinking and problem-solving skills, and
- Completed military service for male candidates.

Duties and Responsibilities

Under the overall supervision of the PCU, the Social Specialist will support the PCU on the following:

- Ensure, monitor and report the implementation of the project and all its subcomponents in accordance with the requirements of Turkish Legislation and the WB's ESF documents (ESMF, LMP, SEP, RF) and Ex-post Social Audits, Environmental and

Social Impact Assessment (ESIA) reports, site-specific ESMPs, and any other sub-management plans.

- Conduct E&S screening of the project and subcomponent activities in accordance with the ESMF and thereafter prepare, disclose and adopt site-specific ESIA, ESMPs, SEPs, RPs, LM Plans and other instruments as necessary (including Occupational Health and Safety Management Plan (OHSMP), Community Health and Safety Plan (CHSP), Traffic Management Plan (TMP), Waste Management Plan (WMP), Chance Find Procedure, Pollution Prevention Plan, Water supply and Wastewater Management Plan, Grievance mechanism (GM) and any other instruments) before the commencement of tendering works for the relevant activities, and update and implement those documents/plans/procedures during the implementation of the Project. Ensure that vulnerable and disadvantaged groups are identified, and differentiated measures are taken to protect them for being disproportionately affected by the project, and ensure their equal participation in project benefits.
- Carry out overall supervision of the Grievance Mechanism (GM) including recording complaints, conveying them to relevant units for resolution, and following the timely provision and the quality of the resolutions.
- Facilitate and support the maintenance and management of the GM in close coordination with the GDs. This includes collecting information from the field, logging and analyzing this information, as well as following up on any questions, comments and complaints, as necessary, and monitoring the closure of grievances and reporting to project management and stakeholders.
- Ensure GM is adapted to receive, report, and address complaints of any kind, including those related to sexual exploitation and abuse (SEA) and sexual harassment (SH) in full confidentiality.
- Keep the PCU and GDs fully informed about social issues and monthly social performance of the project, on the need to update E&S documents when/if necessary, in the course of implementation of the Project, as well as in case of domestic legislation changes.
- Anticipate/identify social risks and define measures to adopt a mitigation hierarchy approach (avoid, minimize, reduce, compensate/offset these risks and impacts) in case of unidentified risks in the Project document.

- Ensure (including close monitoring and supervision), in coordination with the Supervision Consultants, that the commitments given in the ESIA/ESMPs, SEPs, LMP, RPs, Ex-post social audits reports and other relevant management plans (Traffic Management Plans, Community Health and Safety Plans, etc.) are finalized, approved and implemented on the field as scheduled.
- Ensure that the necessary mitigation measures/actions are implemented for the implementation of the RF, that all eligible persons are compensated in a timely and appropriate manner, that proper approaches and tools are used to conduct site activities in compliance with RF, RP and Ex-post Social Audits as well as other Project requirements.
- Support the PCU and GDs in preparing and presenting Quarterly Progress Reports to the WB, to document the social issues within the scope of the construction and compliance activities completed during the period and to track the resolutions of any issues that may occurred, for all subcomponents under implementation.
- Assist the PCU/GDs in the preparation of social assessment issues of tender documents for the coverage of social risks and their management; in particular, support the relevant stakeholders in the finalization of the environmental, social, health and safety (ESHS) qualification criteria in the bidding documents.
- Supervise and conduct site visits for the assessment of the social issues of the Project; assist/participate in audits and monitoring missions conducted by the WB or any other authorities and other implementing agencies.
- Supervise and conduct “on-the-job” or specific training on social issues (including gender, SEA/SH and social inclusion) related to the project scope requested by the other GDs and ensure PCU and GD teams are well aware of the project documents especially LMP, SEPs, RPs, Ex-post social audits reports and etc..
- Support the effective implementation of the Stakeholder Engagement Plan (SEP) and site-specific SEPs by obtaining relevant information from the PCU, coordinating with GDs, and facilitating communication among all parties involved.
- Provide consultation and technical input on stakeholder engagement activities, ensuring they are integrated into the project’s environmental and social management system.
- Assist in reporting and communication with the WB regarding SEP implementation, and consolidate inputs from GDs on stakeholder engagement progress.

- Support PCU in monitoring and follow up on engagement activities carried out by GDs, identify any issues requiring additional actions, and keep the PCU informed to ensure timely and appropriate communication with stakeholders.
- Ensure that all stakeholder engagement activities are systematically documented and reflected in project-level reporting and monitoring systems.
- Work closely with GDs and Provincial/District Directorates of the MoAF to monitor land acquisition activities if existed and ensure they are executed in line with all relevant national legislation and ESS5.
- Ensure that all approvals/licenses are in place prior to carrying out the project activities and make sure all the records are kept accurately including permits collected by the Contractor/s.
- Provide guidance to the PCU/GDs for achieving compliance with all applicable ESF social standards and requirements;
- Plan, organize and implement stakeholder engagement activities including stakeholder consultation meetings, in accordance with SEP in a timely and effective manner.
- Be open and responsive to concerns raised by affected groups and local authorities (in collaboration with the environmental specialist) regarding social aspects of implementation. Meet with these groups during site visits, as necessary.
- Design and carry out beneficiary satisfaction surveys.
- Revise POM in cooperation with GDs and PCU as needed.
- Perform other duties assigned by the PCU emerging in the frame of the Project.

8. TRANSLATORS/INTERPRETERS (2)

Qualifications and Skills

- University degree in American Culture and Literature; English Language and Literature; English Language Teaching; English Linguistics or English Translation and Interpretation; an advanced degree will be an asset,
- Minimum 3 years of general work experience as translator/interpreter from/to Turkish to English,
- Experience working with internationally funded projects (EU, WB, GEF etc.) and experience in agriculture projects will be an asset,
- To have one of the following scores from the Foreign Language exams (TOEFL/IBT: 105 – CBT: 260 – PBT: 620 – IELTS: 7,5 – YDS: 90),

- Proven experience in the translation of texts in the field of agriculture will be an asset,
- Proven experience in providing consecutive and/or simultaneous interpretation services will be an asset,
- Ability to simultaneously translation,
- Experience using virtual interpretation platforms, such as Teams, WebEx or Zoom,
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project, Zoom and other online meeting applications,
- Ability to travel without restriction,
- Teamwork skills,
- Analytical thinking and problem-solving skills,
- Completed military service for male candidates.

Duties and Responsibilities

Under the overall supervision of the PCU, the Translators/Interpreters will perform the following duties and responsibilities:

- Provide direct translation services to the project team on a daily basis. Project documents for translation will include, but are not limited to, progress reports, annual and work plans, and consultancy reports, Terms of References and other materials and correspondence related to the project.
- Produce self-revised translations of a wide range of WB documents, ensuring their accuracy, completeness, consistency, stylistic acceptability, and on-schedule delivery. Translations may be of a sensitive or confidential nature and are frequently on short notice.
- Research each source document carefully, fully using translation aid tools and systems available to ensure that the appropriate specialized terminology is employed.
- Provide simultaneous/consecutive translation services and assist in project meetings, consultation workshops, training events and site visits as needed to ensure the quality and timeliness of translated documents.
- Check the content and format of documents translated using computer-assisted processing if applicable.
- Communicate with other translator/interpreter(s) working on the same document or subject to ensure consistency of style and terminology in the final products.

- Assist the PCU and GDs in translating project related correspondence with the WB, from English to Turkish and from Turkish to English ensuring proper communication.
- Collaborate with the Communication and Stakeholder Engagement Specialist in developing and updating the English version of project website and social media accounts.
- Ensure that all translated documents are properly filed, archived and protected.
- Perform any other duties assigned by the Technical Team Leader and Project Coordinator emerging in the frame of the Project.