

TÜRKİYE CLIMATE SMART AND COMPETITIVE AGRICULTURAL GROWTH PROJECT (TUCSAP)

Terms of Reference

(FINANCIAL MANAGEMENT SPECIALIST)

1. Background

The Ministry of Agriculture and Forestry (MoAF) has received financing from the World Bank in the form of a loan (hereinafter called “loan”) toward the cost of the “Türkiye Climate Smart and Competitive Agricultural Growth Project (TUCSAP)” (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.

The Project will support the agri-food sector in transitioning toward a more sustainable, competitive and climate-smart growth orientation by enhancing capacity in a range of areas, including information generation and dissemination to contribute to sustainable soil and land-use planning/management; agricultural data collection and analysis; and animal health aspects, and by supporting innovation and the use of smart farming/climate-smart technologies and practices by farmers and agricultural enterprises. The project investments are expected to contribute to increased agricultural productivity/competitiveness, resilience, and sustainability. The Project will be implemented in targeted regions in Türkiye.

The implementation of the Project will follow World Bank’s (WB) fiduciary, environmental, and social policies and national requirements.

The Project will be implemented through four components, namely as (1) Institutional Capacity Strengthening for Climate Smart Agri-food Policy, Planning, and Investments, (2) Enhancing Animal Health Capacity for Effective Disease Surveillance, Diagnostics and Control, (3) Investments for Enhanced Productivity, Resource-Efficiency, and Climate Resilience, (4) Project Management, Monitoring, and Evaluation.

Component 1 will support the strengthening capacity for sectorial planning, with a specific focus on narrowing information gaps in relation to Türkiye’s soils and land natural capital, to contribute to their sustainable planning and management. Component activities will also enhance MoAF’s digital blueprint for data collection and information management to support smart policy monitoring and programming.

Component 2 will support two main activities: strengthening the capacity of Veterinary Control Institutes (VCIs) (Subcomponent 2.1) and support to establish the National Veterinary Medicinal Control Center (Subcomponent 2.2). The component will follow best practice (i.e., World Organization for Animal Health, EU) to support feasibility assessments, laboratory facilities, laboratory equipment, technical training for staff (as per the National Reference

Laboratory defined plans for all laboratories), and information systems. Designs to maximize green and resilient (e.g., energy saving, seismic resistance) elements in infrastructure and equipment will be considered in the feasibility assessment.

Component 3 will support the dissemination, validation and adoption of Climate Smart Agriculture (CSA) technologies and practices, as well as Research, Development and Innovation (RD&I) efforts. The adoption of CSA technologies and practices will contribute to improved agriculture performance via productivity gains, cost reductions, more efficient resource-use (fertilizers, pesticides, energy, and water) and improved climate resilience, while also generating important climate mitigation benefits and reducing pollution. Investments under this component are also expected to generate key agricultural data to support decision making by farmers and enterprises and to inform policy design. The component will encourage the uptake and effective use of innovative/disruptive CSA technologies/practices by closing knowledge and skill gaps and by providing financial support and technical assistance to producers and enterprises. Subcomponent 3.1 will pilot a geothermal greenhouse business model to build infrastructure and mobilize private (including small/middle size) investors rapidly, while maintaining the advantages of a cluster. Subcomponent 3.2 will primarily focus on awareness creation, dissemination and providing co-funding opportunities for digitally enabled technologies and solutions (smart and precision agriculture). Subcomponent 3.3 will pilot and promote innovative approaches for manure management to overcome existing knowledge, physical and logistical barriers. Subcomponent 3.4 will support the implementation of the RD&I agenda around CSA in alignment with priorities identified in the recently launched Green Deal Plan including reducing the use of pesticides, enhancing nutrient management (through biofertilizers), and enhancing energy and water efficiencies and support climate-related assessments

Component 4 will support all project management functions. It will include support for a Project Coordination Unit (PCU) and Project Implementation Units (PIUs) for: (i) strengthening capacity for day-to-day project management of technical, fiduciary, Monitoring and Evaluation (M&E), Environmental and Social (E&S) issues; (ii) grievance redress, citizen engagement, and implementation of the communications; and (iii) M&E of project activities, including impact assessments, beneficiary satisfaction surveys, and development of an integrated system for project management and monitoring of project outputs and outcomes.

2. Scope and Objective

The main objective is to employ an experienced consultant as Financial Management Specialist to assist MoAF PCU in the project implementation activities as indicated below.

The Financial Management Specialist shall work under the Coordinator of the Financial Management Unit (Lead Financial Management Specialist).

The Financial Management Specialist will work in close collaboration with all implementing PIUs in the participating DGs, Procurement Specialists and other relevant specialists in the project team.

Under the scope of the Project, Financial Management Specialist shall work in financial management services in support of the activities of the Project especially following up accounting and continuous reporting activities and relevant documentation of financial flows, controlling the eligibility of payments, monitoring the fund flow and preparing the budget in accordance with provisions of Loan Agreement. The Financial Management Specialist will perform these functions by using the systems and procedures of the MoAF, World Bank financial management requirements and the Project Operations Manual.

The main output of the Financial Management Specialist shall be the delivery of a wide range of professional services related to the effective financial management of the Project. These services shall involve both analytical and operational activities.

3. 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 7 years of relevant work experience,
- Minimum 3 years of experience in financial management, accounting and reporting according to the procedures of international financial and development organizations,
- Experience in World Bank financial management and within public institutions will be an asset,
- Experience in using off-the-shelf accounting software,
- Solid knowledge of Turkish financial management rules,
- 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.

4. Duties and Responsibilities

- a) Assist Lead Financial Management Specialist regarding financial management of the Project including, budgeting, disbursement process, internal controls, project accounting and external audit in accordance with the World Bank procedures and national regulations and requirements of the Project documents (See Annex 1), particularly in POM (including FM Manual) are met.
- b) Ensure the regular flow of accounting documents by communicating with the PIUs.
- c) Make the accounting entries to the accounting software or the temporary accounting and reporting system designed for the Project.
- d) Archive relevant accounting documents and execute the necessary financial controls over project expenditures.
- e) The Financial Management Specialist will report to the Project **Coordinator** and Lead Financial Management Specialist.

- f) Assist the Lead Financial Management Specialist in the preparation of the relevant forms and documents for cash withdrawals (replenishment) from the designated account, and give withdrawal application numbers to the eligible payment applications.
- g) Compile the appropriate documentation regarding the sources and use of funds by project categories/activities.
- h) Assist the Lead Financial Management Specialist in the preparation of quarterly or annual Financial Monitoring Reports and other necessary financial reports including semi – annual, interim un-audited financial reports (IFRs) in compliance with World Bank standards.
- i) Assist the Lead Financial Management Specialist in providing technical support and training for PIUs.
- j) Assist the Lead Financial Management Specialist in the follow-up of legislative changes and informing PIUs of these changes.
- k) Assist the Lead Financial Management Specialist providing technical support and training to PIUs when necessary.
- l) Implementation of the sub-loan protocol and grant contracts regarding financial management and disbursements.
- m) Collaborating with and providing support to the related PIUs for monitoring the compliance of the beneficiaries with the sub-loan and grant conditions regarding its financial management and disbursement clauses.
- n) Prepare the documents required for the payment for all purchases by the PCU.
- o) Check and confirm the accuracy of the documents submitted to the PCU by the companies or persons which apply for payments.
- p) Prepare answers to the letters sent to the PCU on matters concerning the Financial Management Unit.
- q) Archive the files whose payment transactions have been completed.
- r) Providing access to reports and other necessary documents for auditing by the internal controllers and/or independent auditors.
- s) Provide support for coordination and communication between the auditors and PIUs.
- t) Work in coordination with the Lead Financial Management Specialist on budget planning, implementing and monitoring.
- u) Revise POM in cooperation with PIUs and PCU as needed.
- v) Perform other duties assigned by Lead Financial Management Specialist.
- w) Perform other duties assigned by Project **Coordinator** emerging in the frame of this Terms of Reference.

5. Duration and Location of Employment

The position will be based in Ankara as a member of the Project Coordination Unit. The project has a 6-year duration. The planned duration of service of the Financial Management Specialist is foreseen to start in the third quarter of 2022 and will end in the first quarter of 2028 corresponding to the closure of the Project or on the project's extended closure date. The Financial Management Specialist will be required on a full-time basis.

Two-month probation period will be applied, by renewable 1-year contracts, till the end of the implementation, if performance is satisfactory.

Annex 1: Project Documents

- Loan Agreement between the International Bank for Reconstruction and Development (IBRD) and Republic of Türkiye
 - General Conditions for IBRD Financing: Investment Project Financing (December 15, 2021)
 - The World Bank Procurement Regulations for IPF Borrowers – November 2020
 - WB's "Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants", dated October 15, 2006 and revised in January 2011 and as of July 1, 2016 (Anti-Corruption Guidelines)
 - National regulations as and when become relevant
 - TUCSAP Project Procurement Strategy for Development (PPSD)
 - Project Operations Manual (POM) of Türkiye Climate Smart and Competitive Agricultural Growth Project (TUCSAP) (being prepared)
 - TUCSAP Environmental and Social Documents
 - Environmental and Social Management Framework (ESMF),
 - Stakeholder Engagement Plan (SEP),
 - Labor Managements Procedures (LMP),
 - Environmental and Social Commitment Plan (ESCP).
- (available at <https://www.tarimorman.gov.tr/ABDGM/Menu/160/Tucsap-Proje-Sayfasi>)
- TUCSAP Grant Manual (to be prepared)
 - TUCSAP Communication and Visibility Plan (to be prepared)
 - TUCSAP Grievance and Redress Mechanism procedures (to be prepared)