

# **TÜRKİYE CLIMATE SMART AND COMPETITIVE AGRICULTURAL GROWTH PROJECT (TUCSAP)**

## **Terms of Reference**

### **(LEAD PROCUREMENT 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 the Lead Procurement Specialist to assist MoAF PCU in the project implementation activities as indicated below.

The Lead Procurement Specialist will work under the supervision of the Project Coordinator at the PCU.

The Lead Procurement Specialist will be responsible for planning and providing procurement services in support of the activities of the Project. She/he will carry out activities related to procurement and project implementation, enable necessary coordination and provide technical assistance to the PIUs and PCU.

While the Procurement Specialist/s recruited under the Project shall be responsible for specific components (2 Procurement Specialist/s for SC1.1, SC3.1, SC3.2 and SC3.3 activities (TRGM<sup>1</sup>), and 1 Procurement Specialist for all C2 activities (GKGM<sup>2</sup>)), the Lead Procurement Specialist shall be working on the remaining activities, in addition to his/her supervising, reporting and coordination duties, but without any limitations of the respective responsibilities of these Specialist/s that may interchangeably be directed towards other General Directorates' activities as necessary.

The Lead Procurement Specialist will work in close collaboration with the Lead Financial Management Specialist and other relevant specialists in the project team.

In their activities, Procurement Specialists will be guided by the main Project documents (See Annex 1).

The Lead Procurement Specialist will have budgetary responsibility.

WB's Systematic Tracking of Exchanges in Procurement (STEP) will be used as an online procurement tracking tool to prepare, clear, and update Procurement Plans and conduct all procurement transactions.

### **3. Qualifications and Skills**

- University degree in Engineering, Law, Economy, Finance, Business or Commerce or any other discipline relevant for the project and scope of the services required, an advanced degree will be an asset,
- Minimum 10 years of general work experience,
- Minimum five years of experience in procurement, tendering, contracting and implementation of contracts according to the international financial and development organizations, such as World Bank, European Union, AFD and United Nations or any other similar donors,
- Experience in World Bank procurement and within Public Institutions will be an asset,
- Solid knowledge of Turkish public procurement 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 skills,
- Analytical thinking and problem-solving skills,
- Completed military service for male candidates.

### **4. Duties and Responsibilities**

- a) The Lead Procurement Specialist will work in close collaboration with the Lead Environmental Specialist, Lead Social Specialist and other relevant specialists in the

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<sup>1</sup> Tarım Reformu Genel Müdürlüğü

<sup>2</sup> Gıda ve Kontrol Genel Müdürlüğü

- project team on internal supervision of project operations and PIUs' activities to ensure compliance with WB procedures, applicable laws and regulations and standards.
- b) The Lead Procurement Specialist will direct/manage and coordinate the PCU Procurement Specialists and Project Procurement Activities.
  - c) The Lead Procurement Specialist will coordinate and liaise with other PCU staff/PIUs to ensure the timely tendering, contracting of the Project Activities, to meet the needs of the MoAF Project Implementing Agencies.
  - d) The Lead Procurement Specialist will provide support to all PIUs and the PCU for implementing their subcomponents and lead the implementation of procurement arrangements under the Project.
  - e) Provide procurement management services to the PIUs/PCU during the course of procurement process and ensure that the approved Procurement Plan is followed, and the requirements of the World Bank (WB) as specified in the Procurement Regulations for IPF Borrowers (November 2020) (Procurement Regulations) and in the Project's Operational Manual are met.
  - f) Revise the Procurement Section/s of the POM and Grant Manual and the templates to be used in the Procurement Process,
  - g) Contribute to preparation and revision of Plans, Programs and Budgets for procurement related tasks,
  - h) Monitor the establishment and maintaining of 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 PIUs/PCU, World Bank, internal and external auditors during post reviews, supervision visits and audits.
  - i) Identify procurement performance Key Performance Indicators (KPIs) for the Project to the satisfaction of the World Bank and establish a flagging system in the follow up of key critical path activities and measures the procurement performance from various perspectives and report on a quarterly basis to the management and the World Bank. The procurement performance management and monitoring to be designed and established by the Lead Procurement Specialist will also identify delays compared with the initial Work Plans of the major activities under the Projects, alerts when and as necessary the Project Implementing Units, defines preventive/corrective actions, causes for delays and the possible impacts of these delays on the Project Implementation.
  - j) Monitor contract performance of large value, high risk contracts and fulfilment of contractual, administrative and legal requirements, support inspection and acceptance committees and contract managers in contacting with contractors, consultants and other suppliers to ensure successful completion and delivery of the contracted works, goods and services.
  - k) Identify project procurement risks, mitigation measures and monitor/have the PCU Procurement Specialist/s monitor the actions taken and update as and when necessary and report on a quarterly basis to the management and the World Bank.
  - l) Prepare/Review the updated Procurement Plans/PSPDs and provide assistance to the PIUs/PCU in the preparation/updating/uploading of the procurement plan to STEP system and ensure that the contract packaging is effective for project implementation.

- m) Monitor the establishment and maintaining of the database of letter of interests received from suppliers of goods, works, non-consulting and consulting services for purposes of their possible inclusion on future short lists or for future evaluation,
- n) Provide technical assistance and support in the evaluation of the grant applications from a procurement standpoint of view, conduct all assessment/s, documentation reviews and site visits and etc. as required by the Project Coordinator in line with the provisions of the Project Operations Manual for Grants and other legal documents.
- o) Support and work with the PIUs/PCU (particularly the technical commissions established for tenders) to formulate appropriate qualification/evaluation criteria, prepare draft bidding documents, draft contracts, letters of invitation and technical specifications/Terms of Reference for agreed goods, works and services to be procured under the Project and submit/have the relevant Specialist/s submit the Terms of Reference/s and/or Technical Specifications/the Bidding Documents/Shortlisting Reports/Evaluation Reports/Minutes of Negotiations and Draft Contracts to the World Bank in a timely fashion for review and no objection as appropriate, in accordance with World Bank requirements,
- p) Review all tender documents prepared by the PCU Procurement Specialist/s and external design/design review & supervision consultant/s (depending on the case) and control that all sections of the bidding documents are well prepared, including those pertaining to environmental and social issues as well as security issues, and check 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.
- q) Arrange and monitor the submission of all procurement related documentation to Bank's review and no objection in case of prior review contracts or when an exceptional situation occurs as further explained and elaborated in the Project Operations Manual (POM) and/or the Grant Manual.
- r) Prepare as and when deemed necessary by the Project Coordinator the English and Turkish copies of the tender documents in accordance with SEP, GM and the other all E&S documents as well as procedures of World Bank and national legislation.
- s) Prepare/assist in the preparation of minutes of bid openings,
- t) Participate in receipt, opening and review of proposals to support bid evaluation commissions,
- u) Provide assistance to the relevant stakeholders during the evaluation of bids/proposals to ensure that contractors', consultants' and/or suppliers' bids/proposals are submitted in accordance with the requirements and shall prepare or assist in the preparation of the evaluation report/s accordingly.
- v) Assist the PIUs/PCU in finalization of contract negotiations and prepare the "Memorandum of Understanding"; coordinate with the relevant PIUs/PCU to complete the contracting process timely.
- w) Assist PIUs/PCU in the notification of winning bidder/s in a timely fashion, draw up contract for approval and signature,
- x) Prepare/Review other relevant documents such as addendums and bid announcements, contract award notices,
- y) Prepare requested tables, analysis, information and documents to be included in Project reports,

- z) Cooperate with the Lead M&E Specialist 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 Specialists. These reports will be used to monitor contract implementation progress and fund commitment levels and will be inserted into progress reports;
- aa) Undertake training of PCU and PIUs staff for the implementation of procurement activities under the Project including organization of training on World Bank Procurement Regulations for the PIUs' bid evaluation committee members.
- bb) Work closely with the Provincial Directorates/ research institutes to be involved in the implementation and provide the necessary training and support regarding procurement, including contract management functions.
- cc) Revise POM in cooperation with PIUs and PCU as needed.
- dd) Perform other duties assigned by Project Coordinator emerging in the frame of this Terms of Reference.

## **5. The Lead Procurement Specialist is accountable for**

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

## **6. 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 Lead Procurement 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 Lead Procurement 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)