

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

## **Terms of Reference**

### **PROCUREMENT SPECIALIST**

**Ref no: CS.EU&FA.CS4-09E**

#### **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 procurement specialist to assist to assist MoAF PCU in the project implementation activities as indicated below.

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

The 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 recruited under the Project shall be responsible for specific components, 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 that may interchangeably be directed towards other General Directorates' activities as necessary.

The Procurement Specialist will work in close collaboration with other relevant specialists in the project team and will be guided by the main Project given in Annex 1.

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**

- At least bachelor's degree in Engineering, Law, Economy, Finance, Business or Commerce or any other discipline relevant with the project and scope of the services required.
- An advanced degree will be an asset,
- Minimum 5 years of general work experience,
- Minimum 2 years of experience in procurement, tendering, contracting, financial management 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 the procurement procedures of the World Bank in the projects implemented by the Public Institutions will be an asset,
- Solid knowledge of Turkish public procurement rules will be an asset,
- Fluency in written and oral Turkish,
- Language skills in English is an asset,
- 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) Assist Lead Procurement Specialist in coordinating 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, and providing support to all PIUs and the PCU for implementing their subcomponents.
- b) Procurement Specialist will be working for the PIUs leading the subcomponents in order to carry out procurement activities according to the related PPSD and

Procurement Plan. (Subcomponent assignments shall be made after recruitment procedure is completed.)

- c) Carry out other duties assigned by the Lead Procurement Specialist in relation to the fulfillment of WB procedures, applicable laws and regulations and standards and other national relevant regulations.
- d) Support 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.
- e) Prepare/Review the updated Procurement Plans/PPSDs 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.
- f) The Procurement Specialist will have budgetary responsibility and will contribute to the preparation and revision of Plans, Programs and Budgets for procurement related tasks.
- g) Prepare and review not only the administrative/commercial parts of the procurement documents, but also review other sections such as technical specifications, Bill of Quantities (BOQs), ToRs, etc. of the bidding documents and ensure the consistency of these sections with the other sections of the standard or sample bidding documents of the World Bank and make necessary recommendations for changes where required.
- h) 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 PIUs/PCU, World Bank, internal and external auditors during post reviews, supervision visits and audits.
- i) 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 have them initiated as each and every activity becomes due for a proper and timely project implementation.
- j) Monitor contract performance and fulfillment of contractual, administrative and legal requirements, support inspection and acceptance committees and contract managers in contacting with contractors, consultants and other suppliers to ensure successful completion and delivery of the contracted goods and services.
- k) 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, shortlist evaluation reports, bid evaluation reports, minutes of negotiations and draft contract for agreed goods, works and services to be procured under the Project in accordance with SEP, GM and the other all E&S documents as well as procedures of World Bank and national legislation, and submit

these documents to World Bank in a timely fashion for review and no objection as appropriate, in accordance with World Bank requirements.

- l) Establish and maintain 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.
- m) Participate in receipt, opening and review of proposals and brief the evaluation committees about the bidding document and WB procurement procedures
- n) Prepare/assist in the preparation of minutes of bid openings.
- o) Assist the evaluation committees in preparing bid evaluation forms on the basis of criteria stipulated in the bidding document and addenda issued, if any.
- p) Assist evaluation committees to prepare comprehensive evaluation reports in compliance with World Bank standard formats and submit evaluation reports in a timely fashion to World Bank for review and no objection, if subject to the prior review as further explained and elaborated in the Project Operations Manual (POM) Grant Manual.
- q) Assist PIUs/PCU in the notification of winning bidder/s in a timely fashion, draw up contract for approval and signature.
- r) Assist PIUs/PCU in debriefing, review and responding complaints and contract negotiations as needed.
- s) Prepare other relevant documents such as addendum, bid announcements, and contract award notices.
- t) Prepare requested tables, analysis, information and documents to be included in Project reports.
- u) 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 Technical Team Leader in line with the provisions of the Project Operations Manual for Grants and other legal documents.
- v) Transferring knowledge to MoAF staff by providing regular structured and on the job trainings to specified number of staff assigned by the MoAF 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.
- w) Contribute to the revision of procurement sections of POM and the Grant Manual and prepare as and when required.
- x) 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.
- y) The Procurement Specialist will report to the Project Technical Team Leader.
- z) Perform other duties assigned by Project Technical Team Leader emerging in the frame of this Terms of Reference.

## **5. Deliverables**

The key deliverables of the Specialist will be but not limited to:

- Complete and regularly updated Procurement Plans.
- Procurement and contract documents (REOI, RFQ, RFP, bidding documents, Contracts etc.)
- Training program and material for procurement training of specified number of government staff designated by MoAF, quarterly reports on the trainings provided by the consultant and the learning progress of each staff. Consultant's performance at the end of the contract will include an assessment of the knowledge and capability of the designated MoAF officials for independently carrying out the routine procurement tasks.
- Monthly, semi- annual, and annual procurement progress reports based on format to be approved by the MoAF.
- Quarterly monitoring reports of deliverables of works, goods and consulting services contracts (progress, quality, completion etc.)
- Procurement documentation and records are systematically maintained so as to be readily available for review and audit.

## **6. The 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.

## **7. Duration and Location of Employment**

The position will be full-time and based in Ankara as a member of the Project Coordination Unit. The planned duration of service of the Procurement Specialist is foreseen to start in March 2024 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 contract will have one year duration with two-month probation period. The contract period may be extended annually till the end of the implementation depending on the need of the MoAF, satisfactory performance of the consultant and the availability of the Project funds through mutual agreement.

## 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) (available at <https://tucsap.tarimorman.gov.tr/Sayfa/Detay/1517>)
- 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://tucsap.tarimorman.gov.tr/Sayfa/Detay/1517>)
- TUCSAP Grant Manual (to be prepared)
- TUCSAP Communication and Visibility Plan (to be prepared)
- TUCSAP Grievance and Redress Mechanism procedures (to be prepared)