

**Ministry of Transport and Infrastructure (MoTI)  
Directorate-General of Infrastructure Investments (DGII)**

**Project Implementation Unit (PIU) for the  
RAIL LOGISTICS IMPROVEMENT PROJECT (RLIP)**

**TERMS OF REFERENCE  
FOR AN  
ADMINISTRATIVE ASSISTANT**

**Background**

The Ministry of Transport and Infrastructure (MoTI) of the Republic of Turkey, through the Ministry of Treasury and Finance (MoTF), has obtained financing from the World Bank (“the Bank”) towards implementation of the Rail Logistics Improvement Project (RLIP, “the Project”). RLIP will be financed by the Bank through an IBRD loan for which MoTI has been designated as the Line Ministry responsible for project implementation.

The overall objective of the Project is to increase rail freight traffic efficiency in main transport corridors in Turkey by improving last-mile rail infrastructure connectivity, enhancing the operational efficiency of logistics centers and strengthening institutional capacity.

The specific objectives are as follows:

- (i) Provide last-mile rail connectivity to and from key cargo generation-attraction nodes at select freight corridors nationally;
- (ii) Support capacity building and institutional strengthening at the main MoTI sub-agencies involved in the rail sector;
- (iii) Help strengthen MoTI’s response to the medium- and long-term impacts of COVID-19 on Turkey’s logistics system;
- (iv) Improve rail freight service delivery;
- (v) Strengthen railway network planning; and
- (vi) Promote multimodality through a more robust operation of TCDD-owned logistics centers.

The Project will be implemented through three components:

1. **Construction of Railway Branch Lines and Multimodal Connections at Priority Network Nodes (Component 1)**, including the provision of last-mile rail (and in select cases, road/multimodal) connectivity at well-prioritized portions of the Turkish railway network. The initial focus of Component 1 is the provision of last-mile rail and road connectivity to/from the greenfield maritime port of Filyos on the Black Sea Coast, and the provision of last-mile rail connectivity to/from key industrial zones adjacent to Iskenderun Bay in the Çukurova region. Additional network nodes to be connected to the main railway network at the last mile will be identified during project implementation.
2. **Feasibility Studies, Detailed Engineering Designs, Environmental and Social Documentation, and Construction Supervision for Rail Last-mile Connectivity Infrastructure at Additional Freight Nodes (Component 2)**, including consulting services to produce Feasibility Studies—including the environmental and social dimensions of project feasibility—for 12 potential last-mile rail (and, where necessary, complementary

road/multimodal) connectivity infrastructure subprojects at pre-identified freight generation-attraction nodes currently disconnected from the national railway network. Engineering designs and environmental and social safeguards instruments will also be produced for a subset of these subprojects. Approximately 2-3 subprojects will be selected for construction under Component 1, based on findings from FS, detailed engineering designs, and environmental and social safeguards documentation.

- 3. Phase 2 COVID-19 Response Support, Institutional Strengthening, Capacity Building, and Project Implementation Support (Component 3)**, including consulting services to provide technical assistance and capacity building in the following areas: (i) support to MoTI to diagnose the medium- and long-term impacts of COVID-19 on multimodal logistics on the demand and supply sides, and design public, public-private, and/or purely private interventions, including interventions aimed to tackle behavioural and occupational aspects of risk prevention, to mitigate these impacts; (ii) support to DGII on the uniformization of rail technical standards across the national rail network; (iii) support to MoTI [DGII, DGTSR (Directorate-General of Transportation Services Regulation), TCDD (Directorate General of Turkish State Railways)] on the preparation of a strategy document for rail freight sector performance improvement; and (iv) support to TCDD through the development of an operational and management model for rail-enabled logistics centers consistent with international best practice, properly contextualized to the Turkish environment.

MoTI's Directorate-General of Infrastructure Investments (DGII) will assume overall implementation responsibility of RLIP and will serve as its implementing agency at the working level. A Project Implementation Unit (PIU) has been established within DGII to oversee all aspects of project implementation across all 3 components. It is expected that RLIP will be implemented over a period of approximately 6 years, between July 2020 and December 2026.

## **Objectives**

The objective of this assignment is to employ an administrative assistant as a member of the DGII PIU, to assist in the project implementation activities as indicated below.

## **Duties and Responsibilities**

Within the framework of the Project, an administrative assistant will be recruited to join the PIU full-time in support of project implementation throughout the life of the project.

The administrative assistant will be hired under the PIU to support the PIU Director (PD) in (a) effective, up-to-date, and efficient implementation of the project, progressing in line with time, cost, and project development targets and monitoring them effectively; (b) ensuring that all project activities are completed by the units in accordance with the plan; (c) fulfilling the necessary follow-ups regarding the fulfillment of the project outcome and output indicators; (d) in order to effectively monitor and report on the project, assist team members and follow the group works closely to ensure fast and full coordination within and between the units; and (g) provide overall support to all PIU efforts to ensure that RLIP attains its development objectives, in close coordination with DGII and World Bank staff.

The key detailed activities to be carried out by the administrative assistant are:

1. Carry out internal correspondence between the Project Implementation Unit (PIU) and to follow up its distribution,

2. Follow up incoming and outgoing documents regularly and to archive the documents in the registry/document system in detail,
3. Contribute to composing of work plans of project activities,
4. Contribute to taking corrective and/or protective measures, reviewing result indicators and course of events in the project,
5. Ensure the flow of information from the PIU Director to other relevant units and to follow-up,
5. Assist the units in organizing the meetings and ensuring the flow of information between the relevant units in relation to the said meeting,
6. Undertake reproduction, editing and distribution of documents and text required for workflow or before and during meetings,
7. Organize meetings as a part of the project, following up the participation and making required reporting,
8. Provide any other necessary support related to project implementation.

### **Duration and Location of Employment**

The services will be required on a full-time basis. The Administrative Assistant is expected to commence work in September 2020, with two months' probation period and a renewable 1-year contract, if performance is satisfactory.

The position will be based in Ankara.

### **Qualification Requirements**

The Administrative Assistant will have at least 5 years of experience in administrative support, executive assistance, project planning and management, and/or similar work; specific experience in the context of infrastructure-related projects or with IFIs a plus. The candidate should have a Bachelor's degree or, alternatively, an additional 3 years of experience for a minimum of 8 years.

Good command of English, both spoken and written. Having at least one of the following results from a foreign language test in last 3 (three) years: YDS: 80; TOEFL PBT 460-461, TOEFL CBT: 140-142; TOEFL IBT: 60; IELTS: 5,50, TOEIC: 750-754 or holding a similar document that can prove a good command of English.

Good command of MS Office programs (MS Project, Excel, Word, PowerPoint, Outlook);

Good communication skills which will make significant contribution to management and execution of the Project; problem solving ability, teamwork and coordination skills, analytical thinking.

### **Hiring Methodology**

The Consultant will be hired in accordance with the World Bank’s “Procurement Regulations for IPF Borrowers (in effect since 1 July 2016 and revised November 2017 and August 2018) (Procurement Regulations)”. The contract will be signed between the Directorate-General of Infrastructure Investments (DGII) or his designee and the Consultant.

### **Application Process**

The application should include a CV in the following format in English.

Attn: Mr. Ahmet Tuncsoy

Ministry of Transport and Infrastructure (MoTI)  
Directorate-General of Infrastructure Investments (DGII)  
Project Implementation Unit

Hakkı Turaylıç Caddesi No:5 Emek Çankaya / Ankara

Tel: 0312 2031705

E-mail: [irfan.kurnaz@uab.gov.tr](mailto:irfan.kurnaz@uab.gov.tr)

website: <https://www.aygm.uab.gov.tr>

## ANNEX I

### CURRICULUM VITAE

Name of Staff :  
Profession :  
Date and Place of Birth :  
Civil Status :  
Home Address :  
Phone home :  
                  mobile :  
E-Mail :  
POSITION APPLIED :

#### KEY QUALIFICATIONS

Specific experience in:

#### EDUCATIONAL BACKGROUND

#### PROFESSIONAL EXPERIENCES

(Employment Record)

**Language Proficiency** :

1.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

2.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

3.	Excellent	Good	Poor
Reading			
Writing			
Speaking			

**Computing Knowledge** :

Experience in:

Membership of Professional Societies :

References and transcripts : AVAILABLE UPON REQUEST

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describes myself, my qualifications and my experience.

Signature

Date