

**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 A  
FINANCIAL MANAGEMENT SPECIALIST**

**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.

Within the framework of the Project, a **Procurement Specialist** (AYGM-PIU-2020-WB 02) will be recruited to join the PIU full-time in support of project implementation throughout the life of the project.

## **Objectives**

The **Financial Management Specialist** of the DGII PIU will be responsible for all financial management disbursement and auditing arrangements for project implementation under RLIP.

## **Duties and Responsibilities**

### ***General***

- Design and implement the Project's Financial Management System,
- Prepare and if necessary, update Financial Management Manual including all financial activities (budgeting, planning, fund management, sourcing, accounting, reporting and monitoring), procedures and workflows, and update as needed,

### ***Budget and Planning***

- Perform project-related tasks assigned by the Project Director regarding the preparation and revision of financial plans, programs and budgets in collaboration with technical and procurement teams,
- Define and record Annual Budgets in the accounting and reporting software as a basis for monitoring disbursements against budget during the year,
- Allocate annual project budget to quarters per disbursement categories as well as per project components, in line with the procurement plan and government budget allocations and in all relevant currencies, in order to follow budgets and disbursements comparatively throughout the year.

### ***Fund Management and Disbursement***

- Support the development of traceable and auditable fund management and disbursement procedures for the use of project funds,
- Support the management of the Project' Designated Account and the loan account in line with the Project Disbursement and Financing Letter, World bank Disbursement Guidelines and other relevant procedures,
- Prepare applications to be sent to the World Bank for withdrawals and disbursements,
- Receive all project payment requests and prepare corresponding payment orders for the authorized expenditure officer of the Project to make payments,
- Ensure coordination with the Ministry's Accounting Officer (Sayman) on payment-related matters,
- Assign payment order numbers for disbursements to be made out of loan account and Designated Account and ensure that the payments are made in line with the provisions of the loan agreement,
- Design and maintain a Contracts Monitoring and Management Table for the Project,
- Perform monthly or more frequent reconciliation of bank accounts, monitor fund flows and perform resource planning,
- Monitor Designated Account balance against disbursement plans based on contract management, to ensure that enough cash is available for uninterrupted project implementation.

### ***Accounting and Archiving***

- Develop chart of accounts, cost centres, project codes for expense and budget items as well as standard formats for journal vouchers, financial tables and reports, ledgers and other reports and statement;
- Gather and consolidate financial information as a basis for reporting and accounting activities, especially essential expenditure documents and payment supporting documents,
- Perform all accounting and bookkeeping activities of the project including the timely recording of financial transactions and budget realizations in line with financial management procedures,
- File and archive all supporting documents of financial transactions together with the books and the accounting records of the Project.

### ***Financial Reporting and Audits***

- Prepare quarterly Interim Un-audited Financial Reports (IFRs) and annual project financial statements acceptable to the World Bank and the Treasury Controllers and define them to the FMS making necessary revisions as required,
- Prepare monthly, quarterly, annual budget reports, financial statements, financial/managerial reports and ad-hoc financial and budget reports as requested by the Project Director,
- Prepare necessary documentation and reports for external audit and support all internal and external auditing activities.
- Co-operate fully with the auditors of the project to ensure that the auditing requirements of the project are satisfied as required by the World Bank.

### ***Other***

- Support the Project Implementation Unit regarding financial matters of the contracts between the Agency and suppliers, contractors and consultants,
- Perform financial monitoring of the project by designing and keeping financial progress tables for the contracts and activities under the project,
- Prepare relevant tables, analyses, information and documents included in the project reports,
- Cooperate and coordinate with Procurement and Contract Management Consultants of the Project and give financial management support to them if necessary,
- Cooperate and coordinate with the relevant ministry departments as necessary,

### **Reporting Line**

The Financial Management Specialist shall report on a day-to-day basis to the PIU Director. The main output of the Financial Management Specialist shall be the delivery of a wide range of professional services related to the effective day-to-day financial management of the Project. These services shall involve both analytical and operational activities regarding budgeting, planning, fund management, accounting, internal controls, reporting and audit support.

### **Qualification Requirements**

The Financial Management Specialist shall have the following qualifications and experience:

- university degree in accounting, finance or relevant fields;
- five years of professional experience in accounting and financial management;
- minimum three years of experience in WB or IFI financed projects;
- knowledge of Government administrative, accounting and financial management procedures;
- knowledge of budgeting, planning, accounting, reporting, fiscal legislation;
- experience in computerized accounting systems, including Excel/Word, E-mail skills;
- experience in working with public agencies and institutions,
- good command of written and spoken English.

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

The Financial Management Consultant services are foreseen to start in September 2020 and end by the closure of the Project or on the project's extended closure date, subject to 1-year renewable contracts and continued satisfactory performance.

The position will be mostly based in Ankara. If required, and with the approval of the DGII, the Consultant shall attend site visits under the scope of the Project.

### **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

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**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