

SOCIAL ENTREPRENEURSHIP, EMPOWERMENT AND COHESION IN REFUGEE AND HOST COMMUNITIES IN TURKEY PROJECT

Terms of Reference PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST

Scope and Objective

In the scope of the Social Entrepreneurship, Empowerment and Cohesion in Refugee and Host Communities in Turkey (SEECO) Project, a Procurement and Contract Management Specialist will be assigned to

- plan and provide procurement services in support of activities of the Project.
- carry out activities related to procurement and project implementation,
- enable necessary coordination and
- provide technical assistance to the PIU.

The Procurement and Contract Management Specialist will work **full time** for the Project and will be located in **Ankara**. However, since the implementation area of the Project covers 11 provinces, the job requires some travel throughout these provinces in Turkey.

The Procurement and Contract Management Specialist reports to Project Manager and has budget responsibility. The scope of procurement activities is given in Annex I.

Background

The aim of the project is to improve women's livelihoods and social cohesion for refugees and host communities in target areas of Turkey. Building on the experience of social enterprise in Turkey to date, the project will be implemented through three components. The social enterprise, livelihood facilities and institutional support components together meet economic, social and institutional goals, namely:

- (i) to expand economic opportunities for mostly women refugee and host communities through support for social enterprises and vital livelihoods facilities;
- (ii) to improve social cohesion between refugees and host communities through social enterprise development and participatory engagement in livelihoods facilities; and
- (iii) to enhance institutional capacities of the Ministry of Industry and Technology (MoIT), Turkish Development Agencies (DAs), municipalities, other relevant government agencies, and local development partners to support women's social enterprises.

Project Development Objective. The objective of the Project is to improve livelihoods opportunities for women in refugee and host communities in targeted areas of Turkey.

Project Components. The Project consists of three components:

Component 1. Social Entrepreneurship for Women and Youth in Refugee and Host Communities. Component 1 will finance activities to support social entrepreneurship in refugee and host communities in the target provinces. The project defines a social enterprise to include profit-making businesses that prioritize social or environmental impact while reinvesting profit primarily in their mission and/or benefitting target social groups through employment or other activities that may increase their income. For the purposes of the project,

this includes, inter alia, businesses that are established with the mission of employing, or self-employing, refugees and other vulnerable members of the community (e.g. disabled, at-risk youth, etc.).

This component will directly benefit those receiving startup support services, subgrants, and employment in social enterprises; indirect beneficiaries are the buyers of goods and users of services provided by the social enterprises. Subcomponent 1A will finance support services for social entrepreneurs and Subcomponent 1B will fund subgrants for the incubation or acceleration of social enterprises.

Component 2. Community Livelihoods-related Facilities in Refugee and Host Communities. To address gaps in facilities, support the efforts of refugee and host community women to earn income, and promote dialogue and engagement of refugees, host communities, and municipal authorities around social enterprises, Component-2 will finance: (i) the capacity building and facilitation activities for refugees and host communities to engage in participatory decision-making processes over local needs and priorities for livelihoods-related facilities through Subcomponent 2A; and (ii) the cost of establishing/renovating selected livelihoods-related facilities through Subcomponent 2B.

Component 3. Institutional Capacity Strengthening and Project Management. Component-3 will finance project management, M&E, and communications (and visibility) as well as the targeted capacity building of national (MoIT, DAs) and local actors (local authorities, NGOs, other stakeholders) to strengthen their capabilities to support women's livelihoods development in this project and in the future.

Subcomponent 3A: Support for strengthening institutional capacity. While the capacity of the implementing agencies in the project is high and there is much experience in the DAs for the development of small and medium enterprise programs, there is less experience in establishing and expanding social enterprises, and supporting entrepreneurship among women and youth refugees and host community members. The project will support the development of knowledge and skills related to the concepts and practical application of the planned project activities. Subcomponent 3A will therefore finance a set of activities aimed at building the capacity of key stakeholders in the MoIT, DAs, local authorities, and other agreed stakeholders. At the outset, an Institutional Capacity Needs Assessment and Action Plan will be prepared. This subcomponent will then finance the planned trainings, workshops, and conferences to build skills and understanding of the principles, design, implementation, and monitoring of social enterprise support programs in refugee and host community contexts.

Subcomponent 3B: Project management, coordination and communications. Subcomponent 3B will finance the operational costs of the MoIT to undertake all project management, M&E, and communications and visibility activities. The subcomponent will finance the incremental costs, including contracting staff, technical assistance for the MoIT for overall project coordination, management and supervision of implementation, procurement, financial management, including project audits, M&E, and the MIS.

Subcomponent 3C. Monitoring and Evaluation. This subcomponent will provide assistance to carry out monitoring and evaluation of activities implemented under the Project, including data collection and preparation of reports, in support of the project results framework under the Facility for Refugees in Turkey. It will support the development of a relevant and robust project M&E system involving MoIT, the DAs and Community Implementing Partners (CIPs).

In accordance with paragraph 5.9 of the “World Bank Procurement Regulations for IPF Borrowers” (November 2020) (“Procurement Regulations”) the World Bank’s Systematic Tracking and Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions. Procurement Plan tables in STEP will constitute the Procurement Plan of the Project. All procurement activities will be conducted in accordance with the Procurement Plan of the Project.

Tasks assigned for this position

Procurement and Contract Management Specialist works under the supervision of the Project Manager.

Procurement and Contract Management Specialist will in his/her activities be guided by:

- Grant Agreement between the International Bank for Reconstruction and Development (IBRD) and Ministry of Industry and Technology of Turkey for Social Entrepreneurship, Empowerment and Cohesion Project,
- International Bank for Reconstruction and Development and International Development Association Standard Conditions for Grant Financing Made by the Bank out of Trust Funds”, dated February 25, 2019 ([Standard Conditions for Grant Financing Made by the Bank out of Trust Funds](#))
- WB Procurement Regulations ([Procurement-Regulations](#)),
- [Anti-Corruption Guidelines](#),
- Social Entrepreneurship, Empowerment and Cohesion Project Operations Manual,
- Procurement Plan for Social Entrepreneurship, Empowerment and Cohesion Project,
- Environmental and Social Commitment Plan for Social Entrepreneurship, Empowerment and Cohesion Project,
- Stakeholder Engagement Plan for Social Entrepreneurship, Empowerment and Cohesion Project,
- Labor Management Procedures for Social Entrepreneurship, Empowerment and Cohesion Project,
- Communication and Visibility Plan for Social Entrepreneurship, Empowerment and Cohesion Project,
- EU Communication and Visibility Manual for External Actions,
- FRIT Facility Visibility Guidelines,
- Project GRM procedures.

Duties and Job Responsibilities

Procurement and Contract Management Specialist will be responsible for the following:

- Prepare and provide assistance to the PIU in the preparation/updating/uploading to World Bank’s Systematic Tracking of Exchanges in Procurement (STEP) system of the procurement plan in the required format prior to submission of it to the World Bank and also provide advice and assistance to the PIU to ensure that procurement of all goods, works, non-consulting and consulting services are undertaken in accordance with the approved Procurement Plan and WB Procurement Regulations. In the preparation of the procurement plan, ensure that the contract packaging is effective for project implementation and meets the World Bank criteria,

- Record all procurement/s in STEP and keep it updated with all documents uploaded in relevant steps of the Procurement Roadmap,
- Contribute to preparation and revision of Plans, Programs and Budgets for procurement related tasks,
- Support PIU and MoIT's related units for all procurement activities to be carried out in compliance with procurement rules and procedures of World Bank,
- Establish and maintain the databases 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,
- Support the PIU and the MoIT technical commissions to formulate appropriate evaluation criteria, prepare draft bidding documents in collaboration with the MoIT's related departments and submit Terms of Reference and/or Technical Specifications to World Bank in a timely fashion for review and no objection as appropriate, in accordance with World Bank requirements,
- Work with related technical commissions in the preparation of technical specifications/Terms of Reference for agreed goods, works, non-consulting and consulting services to be procured under the Project in compliance with various procurement methods, give support to prepare draft contracts, letters of invitation, etc,
- Prepare and review not only the administrative/commercial parts of the procurement documents, but also review other sections such as technical specifications, 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,
- Participate in receipt, opening and review of proposals to support bid evaluation commissions,
- Prepare/assist in the preparation of minutes of bid openings,
- Assist the bid evaluation committees in preparing bid evaluation forms and for the evaluation of proposals received, on the basis of criteria stipulated in the bidding documentation,
- Assist bid 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 and only when an exceptional situation occurs as further explained and elaborated in the Project Operations Manual (POM) for Grant,
- Assist PIU in the notification of winning bidder/s in a timely fashion, draw up contract for approval and signature,
- Assist PIU in contract negotiations as needed,
- Ensure that the complaints regarding the tender/s are answered on a timely manner,
- Publish contract award notices/s on a timely manner,
- Monitor contract performance 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 goods and services,

- Prepare other relevant documents such as addendums and bid announcements, contract award notices,
- 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 PIU, World Bank, internal and external auditors during post reviews, supervision visits and audits,
- Prepare requested tables, analysis, information and documents to be included in Project reports,
- Report for the delayed and realized procurements to the Client within the scope of the procurement plan at the intervals to be identified by the Client,
- Prepare/Revise the procurement section of the Sub Grants Manual, provide technical assistance and support in the evaluation of the sub-grant applications from a procurement standpoint of view, conduct all assessment/s, documentation reviews and site visits and etc. as required by the Project Manager in line with the provisions of the Sub Grants Manual and other legal documents, upload all necessary information into STEP of the sub-grants awarded under Sub-Components 1B and 2B on a timely basis,
- Provide input to any MIS/M&E systems to be developed as necessary,
- Undertake training of MoIT PIU and DAs staff for the implementation of procurement activities under the Project and organize information meetings for Local Authorities under Sub-Component 2B,
- Replicate all tasks assigned to him/her for selected DAs under the Project if and when necessary. Support each and every DA in the whole process of their project related procurement activities and ensure that they are carried out by the DAs in line with the Bank's procurement procedures and principles,
- Perform other duties emerging in the frame of this Terms of Reference,
- Fulfil all national requirements and guidelines that involve Covid-19 pandemic and similar occasions encountered during project implementation.

The Procurement and Contract Management 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 Turkey,
- Causing damage to property within the limits of the existing labor and civil legislation of the Republic of Turkey.

Experience and qualifications requirements

- University degree in Engineering, Law, Economy, Finance, Business or Commerce or any other relevant field,

- Minimum 5 years of procurement experience in public procurement either in the government agencies or in the private sector with minimum 3 years of this experience in the procurement of World Bank financed projects or other international financing institutions,
- Experience in Terms of Reference writing,
- Experience working with public agencies and international institutions is an asset,
- Fluency in oral and written Turkish and English languages,
- Ability to use Office applications and other Professional software,
- Have no restriction for travel,
- Teamwork skills,
- Analytical thinking and problem-solving skills,
- Adaptability to flexible working hours,
- Completed or postponed military service for male candidates (for Turkish citizens).

7. Duration of the services

The project has a 4-year duration. The planned duration of service of the Procurement and Contract Management Specialist is foreseen to start in January of 2022 until the project's extended closing date which is last quarter of 2024. Due to the phasing of the financing, a contract will be signed with the preferred candidate in two stages (December 2021 to December 30, 2022, and then after the extension of the Grant Agreement from January 1 2023 to October 2024). Two-month probation period will be applied by renewable 1-year contracts and additional input days will be requested from time to time till the end of the implementation, if performance is satisfactory.