

**The Scientific and Technological
Research Council of Türkiye (TÜBİTAK)
Project Implementation Unit (PIU) for the
TÜRKİYE GREEN INDUSTRY
PROJECT**

**TERMS OF REFERENCE
FINANCIAL MANAGEMENT
CONSULTANT
(Ref: TÜBİTAK CS-INDV-1)**

Country: **Türkiye**
Duty Station: **Ankara**
Type of Job Posting: **External**
Employment Type: **Project-Full-time**
Application Deadline: **26/03/2024**
Type of Consultancy: **Individual Consultancy**

BACKGROUND

“**Türkiye Green Industry Project (TGIP)**” is a project implemented by Ministry of Industry and Technology (MoIT), the Small and Medium Enterprises Development Organization of Türkiye (KOSGEB) and the Scientific and Technological Research Council of Türkiye (TÜBİTAK) financed through World Bank. The project is designed to accelerate the green transformation in industry and thus intensify decarbonization efforts. The project duration is six years and the project implementation entities are MoIT, KOSGEB and TÜBİTAK. The Project will be implemented through four components:

Component 1: Support industrial SMEs improve their energy and resource performance and reduce their carbon emissions, which will be managed by KOSGEB and aims to provide reimbursable financing for investments in solar energy, resource efficiency, and circular economy.

Component 2: A Contingent Emergency Response Component to be managed by KOSGEB in the event of an eligible crisis or emergency, in line with World Bank Policy: Investment Project Financing

Component 3: Support the Green Innovation of Industrial Enterprises, which will be managed by TÜBİTAK and aims to provide matching grants and reimbursable financing for green firm- level and platform-level innovation (product and process).

Component 4: Project management and institutional development, which will be managed by DGI of MoIT and aims to coordinate project activities, define an eligible green technology taxonomy, provide technical assistance to MoIT and partners, qualify and certify green transformation experts, establish a green knowledge management system for

industries, and provide awareness to firms about the project's activities and results.

TÜBİTAK will manage **Component 3** that includes four subcomponents, targeting different levels of Türkiye's R&D and innovation ecosystem. With this component, TÜBİTAK will provide matching grants, and reimbursable financing to private enterprises and service providers to finance of their green innovation subprojects. Projects that will be supported through R&D and innovation support programs carried out by TÜBİTAK within the scope of the TGIP project are defined as "subprojects".

In line with the existing international definitions, green innovation support would include the creation, adoption and adaptation of new or significantly improved products (goods and services), and business processes, which will improve sustainable development and lead to more efficient and responsible use of natural resources and positive impacts on the environment (including energy savings, pollution reduction or prevention, waste recycling, resource efficiency, etc.).

The four subcomponents that will be carried out by TÜBİTAK are given below:

Name of the Subcomponent	The Aim of the Subcomponent
Subcomponent 3.1: Climate-informed and Green Innovation Technology Extension Program¹	To support technology and innovation needs assessments at the firm level and at exploring possible solutions based on an expert diagnosis.
Subcomponent 3.2 Green Transformation in Industry Program²	To support climate-informed and sustainable green innovation by R&D and innovation subprojects of private sector firms including consortia of firms and/or technology providers, research centers, and universities.
Subcomponent 3.3: Industrial Innovation Networks (SAYEM) Green Transformation Program³	To support formation of networks of multiple stakeholders to engage holistically in the development of climate-informed, green innovation solutions for industry.
Subcomponent 3.4: Capacity Building and Technical Assistance to TÜBİTAK	To support the capacity building of TÜBİTAK in assistance of the implementation of the Project

JOB DESCRIPTION

We are looking a Financial Management (FM) Consultant responsible for supervising the processes related to the financial management of the project, ensuring the effective and efficient use of financial resources and to minimizing financial risks for the **Component 3 of the Project**. This position includes duties such as maintaining the financial records of the project, ensuring proper accounting of funds provided for the project, preparing quarterly

¹ Subcomponent 3.1; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1831-climate-informed-and-green-innovation-technology-extension-program>

² Subcomponent 3.2; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1832-call-for-green-transformation-in-industry>

³ Subcomponent 3.3; Call URL: <https://tubitak.gov.tr/en/funds/industry/national-support-programmes/content-1833-sayem-green-transformation-call>

unaudited financial reports (IFRs), preparing project financial statements, and facilitating the annual external audit of project financial statements by Treasury Controllers. The FM Consultant will report to the Project Management Unit of the TÜBİTAK Project Implementation Unit (PIU).

DUTIES AND RESPONSIBILITIES

The Financial Management Consultant will be expected to perform and deliver the following tasks:

General

- Updating the Financial Management Manual as needed to include all financial activities (budgeting, planning, fund management, resource utilization, accounting, reporting, monitoring), transactions and workflows of the project,

Budget and Planning

- Assisting the Project Implementation Unit (PIU) in preparing and revising financial plans, programs, and budgets in collaboration with technical and procurement teams.
- Defining and recording Annual Budgets in the accounting and reporting software as a basis for monitoring disbursements against budget during the year.
- Allocating the annual project budget to quarters per disbursement categories and Project components in line with the procurement plan and government budget allocations, using various currencies for comparative budget and disbursement tracking throughout the year.

Fund Management and Disbursement

- Supporting the development of traceable and auditable fund management and disbursement procedures for project funds.
- Supporting the management of the Designated Account of the Project and the loan account in accordance with the Project Disbursement and Financial Information Letter, World Bank Disbursement Guidelines, and other relevant procedures.
- Preparing applications for withdrawals and disbursements to be sent to the World Bank.
- Receiving all project payment requests and preparing corresponding payment orders for the authorized expenditure officer of the Project, ensuring coordination with the TÜBİTAK Accounting Officer on payment-related matters.
- Performing frequent reconciliation of bank accounts, monitoring fund flows, and performing resource planning.
- Monitoring the Designated Account balance against disbursement plans based on contract management to ensure sufficient cash is available for uninterrupted project implementation.
- Preparing and regularly updating the Project's disbursement plan, taking into account the procurement plan and implementation status.
- Managing transaction actions related to project implementation.

Accounting and Archiving

- Developing chart of accounts, cost centers, project codes for expense and budget items, and standard formats for journal vouchers, financial tables, financial reports, ledgers and statements.
- Gathering and consolidating financial information as a basis for reporting and accounting activities, including essential expenditure documents and payment supporting documents.
- Performing accounting and bookkeeping activities of the Project, including the timely recording of financial transactions and budget realizations in line with financial management procedures.
- Filing and archiving all supporting documents of financial transactions together with the books and the accounting records of the Project.

Financial Reporting and Audits

- Preparing quarterly Interim Un-audited Financial Reports (IFRs) and annual project financial statements acceptable to the World Bank and the Treasury Controllers, making necessary revisions as required.
- Preparing and submitting monthly Statement of Expenditures to the World Bank through the Client Connection software system.
- Preparing monthly, quarterly, and annual budget reports, financial statements, financial/managerial reports, ad-hoc financial and budget reports specified in Project Operations Manual.
- Preparing necessary documentation and reports for external audits and supporting all internal and external auditing activities.
- Regularly analyzing the project's financial performance, identifying areas for improvement, and making recommendations for optimizing financial operations.
- Fully cooperating with the auditors of the Project to ensure that the auditing requirements of the Project are satisfied as required by the World Bank.
- Identifying financial risks and develop strategies to mitigate them, ensuring the project's financial stability.

Other Responsibilities

- Supporting the Project Implementation Unit regarding financial matters related to contracts between the TÜBİTAK and suppliers, contractors, specialists and consultants.
- Conducting financial monitoring of the Project by designing and maintaining financial progress tables for the contracts and activities under the Project.
- Preparing relevant tables, analyses, information and documents included in the project reports.
- Cooperating and coordinating with Procurement and Contract Management Unit of the PIU and provide financial management support if necessary.
- Providing support for the management of contracts under the Project including the

review of advance, interim, and final payments.

- Collaborating with various stakeholders, including government agencies, partners, and donors, to address financial management issues and ensuring alignment with project goals.
- Carrying out other duties that may arise within the framework of this Job Description.

REQUIRED SKILLS AND EXPERIENCE

Education

- Bachelor's degree in **Economics, Business Administration, Finance, Econometrics, Banking, Banking and Finance, Accounting or Accounting and Financial Management** or a related field. A Master's degree in the relevant field would be considered an asset.

Experience

- Minimum 3 (three) years of work experience in finance.
- It is preferable to have minimum 2 (two) years of experience in World Bank or equivalent development institutions/organizations (IFC, EBRD, etc.) projects.

Languages

- Proving English proficiency with the score obtained from one of the exams below (No validity period is required for the scores obtained from the exams specified in the table).

Exam Type	KPDS UDS YDS YÖKDİL	TOEFL IBT	TOEFL CBT	TOEFL PBT	FCE	CAE	CPE
Required Minimum Score	80	96	241	588	C	A	C
<ul style="list-style-type: none">• An English proficiency score is not required from candidates who prove that they took 100% of all courses in English during their undergraduate education (approved document from the University), except for courses that are not related to the main field such as Turkish, History of Revolution.• In a country where the official language is English; English proficiency score is not required for those who have received a bachelor's or master's degree.							

KPDS	: Public Personnel Foreign Language Exam
ÜDS	: Interuniversity Board Foreign Language Exam
YDS	: Foreign Language Proficiency Test
YÖKDİL	: Higher Education Institutions Foreign Language Exam
TOEFL IBT	: Test of English as a Foreign Language – Internet-Based Test
TOEFL CBT	: Test of English as a Foreign Language – Computer-Based Test
TOEFL PBT	: Test of English as a Foreign Language – Paper-Based Test
FCE	: First Certificate in English
CAE	: Certificate in Advanced English
CPE	: Certificate of Proficiency in English

Other

It is preferred that candidates have the following skills:

- Experience in working with public agencies and institutions will be an asset.
- Advanced education or certifications related to the management of international finance institutions or projects is an asset.
- Working experience in projects financed by International Financial Institutions (IFI) and involvement in World Bank projects is an asset.
- Experience in working with public agencies and institutions in Türkiye is an asset.
- Knowledge of government administrative, accounting and financial management procedures is an asset.
- Competency in assessing and managing financial risks.
- Experience in computerized accounting systems and proficiency in using financial management software effectively
- Understanding project management concepts, including planning, implementation, and coordination.
- Teamwork skills (effective collaboration with project team, partners, and stakeholders to ensure alignment and shared understanding of PIU processes and goals).
- Strong analytical, communication, and interpersonal skills.
- Highly organized in both time and in resources, with the ability to work efficiently to meet strict deadlines.
- Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project.
- Strong reporting and communication skills in both English and Turkish, with the ability to produce reports that comply with international financial standards.
- Knowledge of budgeting, planning, accounting, reporting, and fiscal legislation.
- Ability to travel without restriction.
- Adaptable to flexible working hours.
- Excellent interpersonal and communications skills.

DURATION AND LOCATION OF EMPLOYMENT

- The Financial Management Consultant will be based in Ankara as a member of the Project Implementation Unit of the TÜBİTAK. The Project has a 6-year duration. The planned duration of service of the Financial Management Consultant is foreseen to start in the second quarter of 2024. The Financial Management Consultant will be employed on a full-time basis. Contracts will be issued annually and there is a 2- month trial period. Contracts may be renewed depending on the needs of the Administration, the performance of the Consultant and the status of the financial source.