**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 PROCUREMENT SPECIALIST**

**Background**

The Ministry of Transport and Infrastructure (MoTI) of the Republic of Turkey, through the Ministry of Treasury and Finance (MoTF), 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:

1. Provide last-mile rail connectivity to and from key cargo generation-attraction nodes at select freight corridors nationally;
2. Support capacity building and institutional strengthening at the main MoTI sub-agencies involved in the rail sector;
3. Improve rail freight service delivery;
4. Strengthen railway network planning; and
5. 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.
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 [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 (ii) 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) assumes overall implementation responsibility of RLIP and serves as its implementing agency at the working level. A Project Implementation Unit (PIU) has been supervising all aspects of project implementation across all 3 components. RLIP implementation period is approximately 7 years, between July 2020 and December 2027.

**Objectives**

The main objective of this assignment is to employ an experienced consultant as the Procurement Specialist of DGII PIU, to assist in the project implementation activities as indicated below.

**Duties and Responsibilities**

The Procurement Specialist (the Consultant) will be expected to carry out and deliver the following tasks:

* 1. The Consultant shall provide procurement management services to the DGII PIU 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 Procurement Regulations for IPF Borrowers (August 2018) (Procurement Regulations) and the Project’s Operational Manual are satisfied during the launching phase of the Project.
  2. The Consultant shall prepare/provide assistance to the DGII PIU in the preparation/updating/uploading of the procurement plan to Systematic Tracking of Exchanges in Procurement (STEP) system and ensure that the contract packaging is effective for project implementation.
  3. The Consultant shall support the DGII PIU in the preparation/revision (depending on the case) of all sorts of bidding documents for consulting services, goods, works and non-consulting services in accordance with the Financing Agreement/s and review the completeness of the document before submission of the prior review documents to the WB for “no objection” and issuance to the Prospective Bidders.
  4. The Consultant shall provide assistance to DGII PIU during the evaluation of bids/proposals to ensure that contractors’ and/or suppliers’ and/or consultant’ bids/proposals are submitted in accordance with the requirements and shall prepare or assist in the preparation of the evaluation report/s accordingly.
  5. The Consultant shall assist the DGII PIU in finalization of contract negotiations and prepare the “Minutes of Negotiations”; the Consultant shall coordinate with the DGII PIU and relevant consultants to complete the contracting process timely.
  6. For contracts/tenders (such as the works, consultancy, goods non-consulting contracts): the Consultant shall control the delivery of works/services/goods in a satisfactory manner, and, upon completion of the contracts, s/he shall assist in the preparation of a “control report/Inspection and Acceptance Report” to coordinate with the Financial Management Unit towards initiating the payment process.
  7. The Consultant shall 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 works, goods and services.
  8. The Consultant shall ensure that the files and documents related to procurement are recorded and organized rigorously. The Consultant will keep the recording of all procurement-related documents in hard and soft copies and in an orderly manner to meet the requirements of the WB and be ready for the annual post reviews and audits by Treasury Controllers. S/he shall support the DGII with providing justifications and explanations as requested during the regular post reviews/audits of the project.
  9. The Consultant shall undertake transferring knowledge to DGII staff by providing regular structured and on the job training to specified number of staff assigned by the DGII 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.
  10. The Consultant shall perform other duties emerging in the frame of this Terms of Reference.

**Reporting Line**

The Consultant shall participate in the preparation and update of all progress reports and comment on any activity reports due to WB. S/he will fill in detailed time sheets on his/her activities and comply with his/her contract’s requirements in terms of payment/time justification in the context of high accountability under IBRD financing. The reports prepared by the Consultant will be submitted to DGII PIU.

**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, and RFB bidding documents, Contracts etc.)
* Training program and material for procurement training of specified number of government staff designated by DGII, 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 DGII 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 DGII.
* 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.

**Duration and Location of Employment**

The services will be required on a full-time basis. The Procurement Specialist is expected to commence work from September 2025, with two months’ probation period. The planned duration of service of is foreseen to be one year with possibility of extension depending on the needs of the DGII, availability of the funds and satisfactory performance of the consultant. .

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

**Qualification Requirements**

* At least bachelor's degree in Engineering, Architecture, Administrative Sciences, Law, Economy, Finance, Business or Commerce or bachelor's degree from any other discipline relevant for the Project and scope of the services required.  A master’s degree in the relevant field would be considered an asset
* Minimum 6 years’ general work experience,
* At least 3 years of experience working as a procurement expert or specialist and have experience in the procurement of goods, works, and consultancy services (including tendering, contracting, and implementation of the contracts) in accordance with the procurement rules and regulations of the IBRD, EBRD, ADB or similar multi-development banks
* At least two years of experience in FIDIC conditions of contract,
* Experience in transport projects, contract management, will be an asset,
* Proficiency in key computer applications, e.g., Word, Excel, PowerPoint, MS Project,
* Fluency in written and oral English and Turkish,
* Knowledge of using the World Bank’s Systematic Tracking of Exchanges in Procurement will be an asset
* Ability to travel without restriction.

Individuals who are currently working as procurement consultants on another World Bank-financed project may also compete in this selection process, but if they are selected they will be required before signing the proposed contract to provide documentary evidence of having satisfactorily complied with their existing contract’s requirements with respect to early termination of the contract by the consultant, including advance notice period, to avoid disruption in implementation of that project.

**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