

**T.C.
SANAYİ ve TEKNOLOJİ BAKANLIĞI**

**DÜNYA BANKASI İLE YÜRÜTLEN PROJELER KAPSAMINDA DANIŞMANLIK HİZMETLERİ ALIMI
DUYURUSU**

İLGİ BİLDİRİMİNE DAVET

Proje No: P171456

Başvuru Numarası: Alımı yapılacak danışmanlık hizmetinin adı, sayısı ve sözleşme numarası aşağıdaki tabloda yer almaktadır:

POZİSYON	SAYI	REFERANS SÖZLEŞME NUMARASI
Satınalma ve Sözleşme Yönetimi Uzmanı	1	MOITGDDA.INDV-PIU.39

İlgî Bildirimi Yayınlanma Tarihi (web): 23.10.2024

Son Başvuru Tarih ve Saati: 06.11.2024 Saat 16:00

T.C. Sanayi ve Teknoloji Bakanlığı'nın, hali hazırda Dünya Bankası ile koordinasyon halinde yürüttüğü projeler kapsamında Kalkınma Ajansları Genel Müdürlüğü'nde istihdam edilmek üzere **1 Adet Satınalma ve Sözleşme Yönetimi Uzmanı** alınacaktır. Danışmanlar Proje süresince tam zamanlı olarak istihdam edilecektir. Sözleşmeler idarenin ihtiyaçına, danışmanın performansına ve finans kaynağının durumuna göre Proje süresince yıllık olarak yenilenebilecektir. Kasım 2024 tarihinde başlatılması planlanmaktadır.

T.C. Sanayi ve Teknoloji Bakanlığı Kalkınma Ajansları Genel Müdürlüğü uygun bireysel danışmanları, yukarıda belirtilen hizmetleri sağlamak üzere ilgi bildiriminde bulunmaya davet etmektedir. İlgî bildiriminde bulunmak isteyen bireysel danışmanların, aranılan nitelikleri ne oranda taşıdıkları, İş Tanımında **“aranılan nitelikler” başlığı altındaki sıralamaya uygun olarak** gösteren, Ek'te yer alan örneğe uygun olarak Türkçe hazırlayacakları özgeçmişlerini en geç **06.11.2024 Saat 16:00’ ya kadar** aşağıdaki sistem üzerinden ullaştırmaları gerekmektedir. Ayrıcamülakata çağrılacak adaylardan özgeçmişlerinde atıfta bulunulan diploma, sertifika, referans mektubu, vb. belgelerin birer fotokopisi talep edilecektir.

İlgî bildirimlerine yönelik başvurular yalnızca e-posta adresi üzerinden ve Türkçe olarak (seecoihale@sanayi.gov.tr) gerçekleştirilecektir.

Danışman seçimi, Dünya Bankası'nın Kasım 2020 versiyon tarihli "DÜNYA BANKASI IPF Borçluları için Satın Alma Düzenlemeleri- Yatırım Projesi Finansmanında Satın Alma Tedarik, Yapım İşleri, Danışmanlık Dışı Hizmetler ve Danışmanlık Hizmetleri" (**Satınalma Düzenlemeleri**)'ne uygun olarak yapılacaktır. **Yalnızca kısa listeye girebilen adaylara geri bildirimde bulunulacaktır.**

Sorular ve tereddüt edilen konular ile ilgili seecoihale@sanayi.gov.tr adresine e-posta iletilenbilir.

EKLER:

1. İş Tanımı (Satınalma ve Sözleşme Yönetimi Uzmanı)
2. Başvuru Mektubu Örneği
3. CV Forması

Ek1: İş Tanımı



**TÜRKİYE CUMHURİYETİ
SANAYİ ve TEKNOLOJİ BAKANLIĞI
Kalkınma Ajansları Genel Müdürlüğü**

Referans No:

MOITGDDA.INDV-PIU.39

İŞ TANIMI

***“Satınalma ve Sözleşme Yönetimi Uzmanı” (Tam Zamanlı)
Bireysel Danışmanlık Hizmet Alımı***

Ekim 2024

Terms of Reference

PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST

Background

Directorate of Development Agencies of Ministry of Industry and Technology (MoIT) is implementing several projects which are EU funded and under World Bank coordination. These projects include social entrepreneurship and green transformation subjects. Within this scope, a Procurement and Contract Management Specialist is need to be hired to carry on procurement operations of these projects.

In accordance with paragraph 5.9 of the “World Bank Procurement Regulations for IPF Borrowers” (November 2020) (“Procurement Regulations”) the Word 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.

Scope and Objectives

Procurement and Contract Management Specialist will be assigned to (i) plan and provide procurement services in support of activities of the Project; (ii) carry out activities related to procurement and project implementation; (iii) enable necessary coordination and (iv) provide technical assistance to the Project Implementation Unit (PIU).

The Procurement and Contract Management Specialist will work **full time** for the Project and will be located in **Ankara**. However, the job requires some travel throughout the provinces in Türkiye.

The Procurement and Contract Management Specialist reports to Project Coordinator and has budget responsibility. 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.
- 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](#).
- Project Operations Manual (POM) and Subgrant Manual (SGM)
- Procurement Plan
- Environmental and Social Commitment Plan
- Stakeholder Engagement Plan
- Labor Management Procedures
- Communication and Visibility Plan
- EU Communication and Visibility Manual for External Actions.
- Project Grievance Mechanism.

Duties and Responsibilities

- 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).
- 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 SGM, 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 SGM and other legal documents, upload all necessary information into STEP of the sub-grants awarded.

- 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.
- 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.

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 Türkiye.
- Causing damage to property within the limits of the existing labor and civil legislation of the Republic of Türkiye.

Qualifications and Skills

- University degree in Engineering, Architecture, Law, Economy, Finance, Business or Commerce or any other discipline relevant for the project and/or scope of the services required. A Master's degree in the relevant field would be considered an asset.
- Minimum 5 years of procurement experience in public procurement either in the government agencies or in the private sector of which minimum 3 years of this experience is in the procurement of World Bank financed projects or other international financing institutions.
- Knowledge of using the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) is an asset.
- Solid knowledge of Turkish public procurement rules,
- Experience working with public agencies is an asset.
- Fluency in oral and written Turkish and English languages.
- Proficiency in using Office applications and other Professional software.
- Have no restriction for travel.
- Adaptability to flexible working hours.
- Completed or postponed military service for male candidates (for Turkish citizens).

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.

EK-2

T.C. SANAYİ VE TEKNOLOJİ BAKANLIĞI

KALKINMA AJANSLARI GENEL MÜDÜRLÜĞÜNE

Genel Müdürlüğünüz bünyesinde yürütülmekte olan projeler kapsamında danışman istihdamına yönelik davetinize istinaden **MOITGDDA.INDV-PIU.39** ihale No'lu **Satınalma ve Sözleşme Yönetimi Uzmanı** pozisyonuna başvuruda bulunmaktayım.

Başvuruma yönelik istenilen belgeler ekte yer almaktadır.

Saygılarımla,

Tarih

Ad-

Soyadı

İmza

Ek: CV (.... Sayfa)

İletişim Bilgileri:

Adres : _____

GSM : _____

E-posta : _____

TC Kimlik No: _____

EK-3: Örnek CV Formatı

Açıklama: Sisteme yüklenecek olan CV'nin asgari olarak aşağıda iletilmekte olan örnek formattaki bilgileri kapsayacak şekilde olması gerekmektedir.

Bireysel Danışmanların Seçimi- Örnek Özgeçmiş Formatı (CV)

Adı ve Soyadı: _____
Mesleği: _____
Doğum tarihi: _____
Uyruğu: _____
Mesleki topluluklara üyeliği: _____

İletişim Bilgileri: Telefon, E-posta, Adres

Ana nitelikler:

[Üstlendiğiniz görevde ilişkin olarak sahip olduğunuz eğitim ve deneyimi yazınız. İlgili geçmiş görevlerde üstlendiğiniz sorumluluk derecesini tanımlayınız, tarih ve yer veriniz. Bir sayfanın yarısını kullanınız.]

Eğitim:

[Yüksekokul/üniversite ve diğer uzmanlık eğitimlerini özetleyiniz ve gittiğiniz okulların adlarını, ilgili tarihleri ve alınan dereceleri belirtiniz. Bir sayfanın çeyreğini kullanınız]

İstihdam Sicili:

[Şu anki görevinizle başlamak üzere, çalışığınız her bir işi geriye dönük olarak listeleyiniz. Mezuniyetinizden itibaren çalışığınız tüm işleri, tarihleri, işveren kurum/kuruluşları, görev unvanlarını ve görev yerlerini belirtiniz. Son on yıldaki deneyimler için, gerçekleştirilen çalışmaların çeşitlerini ve mümkün olduğunda İşveren referanslarını da ekleyiniz. Yaklaşık iki sayfa kullanınız.]

Diller:

[Her bir dil için yeterlilik derecesini bildiriniz: mükemmel, iyi, orta ve zayıf, konuşma, okuma ve yazma]

Beyanname:

İşbu belgeyle, yukarıdaki bilgilerin beni ve deneyimlerimi doğru bir şekilde tanımladığını beyan ederim.

İsim – Soyisim

Tarih