

**The World Bank**  
**Terms of Reference for Individual Short-Term Consultant**  
**Title: Urban Operations Analyst**  
**Division/VPU: GPURL/SCAUR**  
**Duty Location: Ankara, Türkiye**

## **1. Context**

As part of the World Bank's Global Practice for Urban, Disaster Risk Management, Resilience and Land (GPURL), the Urban, Disaster Risk Management, Resilience, and Land Unit for Europe and Central Asia (SCAUR) supports national and local governments across the Europe and Central Asia (ECA) Region in building sustainable, resilient, and inclusive communities through investment project financing, advisory services, and technical assistance. SCAUR has a strong operational portfolio in the Türkiye Country Management Unit (CMU) with 8 investment lending projects totaling over US\$ 2.7 billion under implementation and others in the pipeline. Complementing the lending portfolio, SCAUR also has an active technical assistance program on resilience, disaster risk management, and climate adaptation/mitigation in cities benefitting various government agencies and municipalities, with financial support from various trust funds, including the Japan-World Bank Program for Mainstreaming Disaster Risk Management in Developing Countries<sup>1</sup> and the City Resilience Program<sup>2</sup> (CRP).

In this context and to ensure quality support for our clients in Türkiye, the SCAUR team in Ankara is looking for a highly-motivated Urban Operations Analyst Consultant to support its day-to-day functions in project implementation support and technical assistance activities. Working as part of the task team, the Consultant will play a critical role in providing implementation support for the Sustainable Cities Series of Project and the Climate and Disaster Resilient Cities Project in particular.

The *Sustainable Cities Series of Project* consists of the Sustainable Cities Project 1 (SCP 1, P128605) and SCP2 plus Additional Financing (P161915), which are implemented by ILBANK as a financial intermediary working with participating municipal sub-borrowers. The Program Development Objective is to improve the planning capacity of and access to targeted municipal services in participating municipalities and utilities.

SCP1 was approved in November 2016 with a closing date of July 31, 2024. It includes an EU IPA Grant (EUR 23.125 M) for Component A on Sustainable Cities Planning and Management, a World Bank IBRD Loan for Component B on Municipal Investments (EUR 121 M), and counterpart financing from ILBANK for Component C on Project Management. SCP1-Component A is supporting 14 Metropolitan Municipalities in Türkiye with technical support around the theme of sustainable cities and aims at supporting improved sustainability of Turkish cities. The Sustainable Cities framework recognizes three dimensions of sustainability (environmental, economic/financial, and social) most relevant for Turkish cities and also identifies spatial, environmental, and financial planning instruments that are part of a comprehensive and integrated planning process that would move cities along a sustainability spectrum from planned to healthy, and finally to smart cities. It provides technical assistance support to both (i) Metropolitan Municipalities/Utilities for planning (including urban planning and capital investment planning) and management as well as for the preparation of feasibility studies, environmental

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<sup>1</sup> This Program is financed by the Government of Japan and managed through the Global Facility for Disaster Risk Reduction and Recovery (GFDRR) and receives technical support from the World Bank Tokyo Disaster Risk Management Hub.

<sup>2</sup> The CRP is a partnership between the World Bank and GFDRR aimed at increasing financing for urban resilience and building resilient cities with the capacity to plan for and mitigate adverse impacts of disasters and climate change.

assessments and engineering designs for municipal investment sub-projects and (ii) ILBANK for management of the grant and capacity building. SCP1-Component B finances water and sewerage investment sub-projects in Denizli Province (DESKI) and Mugla Province (MUSKI). The works include construction and rehabilitation of water, wastewater, stormwater networks and of wastewater treatment plants (WWTPs), as well as procurement of related equipment. Some works have already been completed, while others are underway.

SCP 2 was approved with an IBRD Loan in the amount of EUR73.5 million in May 2018 and an Additional Financing (AF) Loan in the amount of EUR 500m was approved in May 2019, extending the project closing date to May 29, 2026. SCP2 consists of Component A on Municipal Investments (EUR 573.5 M) financed through the IBRD loans and Component B on Project Management financed by ILBANK. The original SCP2 Loan finances water and sewerage sub-projects in Antalya Province (ASAT) and Mugla Province (MUSKI), including construction and rehabilitation of water transmission lines, wastewater networks, WWTPs, and procurement of related equipment. Some works have already been completed, while others are underway or about to start. The SCP2 AF Loan is facilitating the scale up of municipal sub-projects in a broader number of municipalities and sectors, including not only water and sanitation but also stormwater management, solid waste management, urban transport, energy, disaster risk management, and social infrastructure. The aim is to increasingly support multi-sectoral, system and resilient thinking towards sustainable urban development, for example, by considering energy efficiency, minimizing water losses in urban water systems, and alternative energy sources for water and wastewater facilities or ensuring storm water systems can support greater volumes during intense localized rainfall events, which are expected to increase as the climate warms. To date, a total of 54 feasibility studies and 49 environmental and social studies for municipal subprojects to be financed under the AF loan were prepared. The works for the first sub-project are under execution in Kozakli and procurement for consultancy, works, and goods contracts for another three sub-projects is underway.

The *Climate and Disaster Resilient Cities Project* (CDRCP, P173025) was approved in September 2022 with a total IBRD lending envelope of EUR 500 M and a closing date on October 31, 2028. The Project Development Objective is to increase access to seismic and climate resilient housing, municipal infrastructure and services in selected provinces in Türkiye, and to respond promptly and effectively in the event of an Eligible Crisis or Emergency. It consists of five components that will be implemented by the General Directorate for Infrastructure and Urban Transformation Services (GDIUTS) of the Ministry of Environment, Urbanization, and Climate Change (MoEUCC) (Components 1, 2, 4a, 5) and ILBANK (Components 3 and 4b). Component 1 on Institutional Strengthening to Enable Conditions for Urban Resilience (EUR 6 million) will provide technical assistance to MoEUCC and local authorities in Project provinces and other provinces vulnerable to disaster risks to strengthen their capacity to develop, implement, and monitor green and resilient urban transformation programs. Component 2 on Expanding Access to Resilient Housing (EUR 317 million) will provide demand-side support for resilient housing in the Project provinces by financing sub-loans at below-market conditions for eligible owners to retrofit or reconstruct their housing or commercial units in risky residential or mixed-use buildings to meet resilient building code and energy efficiency standards. Component 3 on Investments in Climate and Disaster Resilient Municipal Infrastructure (EUR 167 million) will support ILBANK to on-lend loans to eligible utilities of Project metropolitan municipalities to undertake infrastructure investments that increase resilience against the impacts of climate-related and/or other disaster hazards. Component 4 (EUR 10 million) will support Project Management, Monitoring, and Evaluation for both MoEUCC and ILBANK. Finally, Component 5 is a Contingent Emergency Response Component (CERC – zero allocation) that will allow the government to respond promptly and effectively to an eligible emergency.

## 2. Tasks and responsibilities

The Consultant will provide operational and technical support to the World Bank task team working on the Sustainable Cities Series of Projects and the Climate and Disaster Resilient Cities Project in Türkiye, as well as related Bank-executed technical assistance activities financed by trust funds. The Consultant is expected to carry out specific duties and tasks under the guidance of the Task Team Leaders (TTLs), which will include but are not limited to:

- Support the Task Team on day-to-day project management tasks, in coordination with the government's Project Management Units (PMUs) as needed, including for example tracking and filing of documents received for Bank review, organizing check-in meetings, and preparing notes of meetings
- Support project monitoring and reporting for internal and external purposes, including preparation of Implementation Status Reports (ISRs), trust fund grant reports, and ad-hoc reporting and information requests from World Bank management (in English)
- Contribute to the review and consolidation of World Bank comments on project documentation submitted by the client, including for example draft Project Operations Manuals, Terms of Reference, Technical Reports, and Progress Reports (in both English and Turkish)
- Support the organization of regular World Bank implementation support missions and check-in meetings (virtual, in-person, and hybrid as needed), including drafting of mission announcements, agenda, and aide-memoires as well as updating the status of agreed actions (in English)
- Participate in the Task Team's regular check-in and mission meetings with the PMUs and other government agencies, as well as in site visits as needed, to review implementation project and discuss any technical, social, environmental, and fiduciary issues, and draft inputs for related documentation as needed
- Contribute to the implementation and management of relevant Bank-executed trust funds grants, including drafting Terms of References for required consultancy services, planning and monitoring of consultant and client deliverables so as to ensure timely and quality delivery, organizing and documenting technical meetings with consultants and clients (e.g., kick-off, technical progress meetings), contribute to review of deliverables provided by consultants, and drafting trust fund progress reports
- Contribute to the development of communication and knowledge sharing materials for the project and related technical assistance activities as needed, including writing blogs or other communication pieces, preparing presentations, drafting talking points or short briefs, and coordinating with World Bank communications and Knowledge Management teams as appropriate
- Support analytical and policy dialog work in areas such as municipal development, urban resilience, urban planning, land, municipal finance, climate mitigation and adaptation in cities as needed, including desk review (e.g., of new Turkish regulations, new literature), gathering and analyzing data, synthesizing findings of research to the TTLs, preparing inputs for strategic documents, etc.
- Work collaboratively in multidisciplinary teams as needed
- Perform any other duties as requested by the TTLs

### **3. Outputs and Deliverables**

STC outputs and deliverables will be agreed with the TTLS. They are expected to include:

- Draft meeting minutes, mission aide-memoires and ISRs
- Draft Terms of References, Progress reports, etc. for trust funded technical assistance activities
- Draft e-mails consolidating comments from the broader Task Team on reports
- Draft communication and knowledge sharing materials for the projects and related technical assistance activities
- Updated excel tables keeping track of document reviews
- Research and written inputs on specific tasks.
- Logistics arrangements for mission planning and other meetings (agendas, minutes, etc.)
- Other outputs and deliverables as agreed with the Task team Leaders.

### **4. Reporting**

The consultant shall report to the Task Team Leaders of SCP and CDRCP, Bontje Zaengerling (Sr. Urban Specialist) and Ahmet Kindap (Sr. Urban Specialist). S/he will work with other task team members, including other Bank staff and consultants.

### **5. Time frame and level of effort**

The contract will start as soon as possible and end on June 30, 2023, for an initial 40 working days, with the possibility of extension for subsequent WB fiscal years (July 1 – June 30) or including additional days based on satisfactory performance and mutual agreement.

### **6. Qualifications**

- Masters degree or other advanced degree in relevant discipline such as urban planning/regional development, geography, economics/finance (incl. municipal finance), architecture, environmental or civil engineering, social sciences, or international development (preferably with an emphasis on urban, land or housing issues) with at least 2 years of work experience or an equivalent combination of education and experience in a relevant sub-area of expertise, such as urban development, housing, municipal finance, urban land, flood risk management, municipal infrastructure, resilient infrastructure, etc.
- Knowledge of key developments in related sectors and on cross-cutting issues affecting the performance of the sectors is an advantage, such as: environmental and social impacts, gender equality, climate change, or poverty reduction;
- Strong organizational, technical, and presentation skills with the ability to rapidly analyze and integrate diverse information from varied sources into conclusion and recommendations,
- Excellent interpersonal skills and the ability to work sensitively in multi-cultural teams and function effectively as a member of a multi-disciplinary team, and with clients, different stakeholders and colleagues across units and departmental boundaries;
- Capacity to delivery of quality outputs while working under pressure and handling multiple tasks within tight deadlines;
- High motivation, agility, ability to work flexibly and independently on a range of assignments, adjusting to and prioritizing a variety of evolving tasks, taking ownership of assigned tasks and proactively move them forward under general guidance of supervisor;

- Ability to communicate effectively and develop written content and presentations for different audiences (in both English and Turkish);
- Excellent command of English and Turkish in both verbal and written forms required.

## **7. Payment**

The contract will be based on a daily rate in Turkish Liras to be established based on the CV and guidance from the World Bank's resources management unit. The consultancy may involve travel to project sites in Turkish municipalities. The World Bank will reimburse all reasonable transportation and accommodation expenses for the consultant's participation in site visits and mission(s). In case of in-country travel, the World Bank will also reimburse for a reasonable transportation and accommodation. Every reimbursable, out-of-pocket expense that will be incurred must be authorized upfront and will be reimbursed upon presentation of appropriate supporting documentation. Travel arrangements also must be made in coordination with the World Bank after previous authorization by the TTLs.

## **8. Application**

Please send your application, consisting of a CV and cover letter in English, to Burcu Degirmencioglu ([bdegirmencioglu@worldbank.org](mailto:bdegirmencioglu@worldbank.org)) by December 20, 2022.