Mr. George Osei-Bimpeh  
Country Director  
SEND-GHANA  
A 28 Regimanuel Estates  
Nungua Barrier, Sakumono  
Accra, Ghana  

Re: GPSA Making the Budget Work for Ghana Project (Grant No TF018055)  

Dear Mr. Osei-Bimpeh:

I refer to the Letter Agreement ("Agreement") between the International Bank for Reconstruction and Development ("World Bank"), acting as administrator of grant funds provided by various donors ("Donors") under the Global Partnership for Social Accountability Trust Fund ("GPSA Trust Fund"), and SEND-GHANA (the "Recipient") for the above-referenced project (Grant Agreement). The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF018055 ("Grant"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional instructions.

The attached World Bank Disbursement Guidelines for Projects, dated May 1, 2006, ("Disbursement Guidelines") (Attachment 1), are an integral part of the Disbursement Letter. The manner in which the provisions in the Disbursement Guidelines apply to the Grant is specified below. Sections and subsections in parentheses below refer to the relevant sections and subsections in the Disbursement Guidelines and, unless otherwise defined in this letter, the capitalized terms used have the meanings ascribed to them in the Disbursement Guidelines.

I. Disbursement Arrangements

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the Grant:

- Reimbursement
- Advance
- Direct Payment

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is four (4) months after the Closing Date specified in the Grant Agreement. Any changes to this date will be notified by the World Bank.
(iii) Disbursement Conditions (subsection 3.8). Please refer to the Withdrawal Condition(s) in Section 3.02 of the Grant Agreement.

II. Withdrawal of Grant Proceeds

(i) Authorized Signatures (subsection 3.1). A letter in the Form attached (Attachment 2) should be furnished to the World Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to submit Applications:

The World Bank
11, Taramani Main Road, Taramani,
Chennai – 600113, India
Mail Stop: KTMWB
Attention: Yusupha B. Crookes, Country Director of Ghana, Africa Region

(ii) Applications (subsections 3.2- 3.3). Please provide completed applications for withdrawal, together with supporting documents, through the World Bank’s Client Connection, web-based portal, following the instructions for electronic delivery. In the case the Recipient does not have internet access, the World Bank may permit the delivery of applications for withdrawal, together with supporting documents, in accordance with subsection 3.3, to the following address:

The World Bank
11, Taramani Main Road, Taramani,
Chennai – 600113, India
Attention: Loan Department

(iii) Electronic Delivery (subsection 3.4). The World Bank may permit the Recipient to electronically deliver to the World Bank Applications (with supporting documents) through the World Bank’s Client Connection, web-based portal. The option to deliver Applications to the World Bank by electronic means may be effected if: (a) the Recipient has designated in writing, pursuant to the terms of subparagraph (i) of this Section, its officials who are authorized to sign and deliver Applications and to receive secure identification credentials (“SIDC”) from the World Bank for the purpose of delivering such Applications by electronic means; and (b) all such officials designated by the Recipient have registered as users of Client Connection. If the World Bank agrees, the World Bank will provide the Recipient with SIDC for the designated officials. Following which, the designated officials may deliver Applications electronically by completing Form 2380, which is accessible through Client Connection (https://clientconnection.worldbank.org). The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The World Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient.

(iv) Terms and Conditions of Use of SIDC to Process Applications. By designating officials to accept SIDC and by choosing to deliver the Applications electronically, the Recipient confirms through the authorized signatory letter its agreement to: (a) abide by the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation (“Terms and Conditions of Use of SIDC”) provided in Attachment 3; and (b) deliver the Terms and Conditions of Use of SIDC to each such official and cause such official to abide by those terms and conditions.

(v) Minimum Value of Applications (subsection 3.5). The Minimum Value of Applications for Reimbursements and Direct Payments is $50,000.
(vi) Advances (sections 5 and 6) to: SEND-GHANA

- **Type of Designated Account (subsection 5.3):** Segregated
- **Currency of Designated Account (subsection 5.4):** USD
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** Standard Chartered Bank Ghana Bank
- **Ceiling (subsection 6.1):** Twelve month forecast subject to limits defined in Attachment 4

III. Reporting on Use of Grant Proceeds

(i) **Supporting Documentation (section 4).** Supporting documentation should be provided with each application for withdrawal as set out below:

**For reporting eligible expenditures paid from the Designated Account**
- Indicative Schedule of Disbursements (Attachment 4)
- Financial Reports approved by the World Bank in the agreed format (Attachment 5)
- List of payments for contracts subject to the Bank’s prior review in the form attached (Attachment 6).
- A Designated Account activity/reconciliation statement, in the form attached (Attachment 7) together with a copy of the Designated Account Bank statement.

**For requests for Reimbursement**
- Indicative Schedule of Disbursements (Attachment 4)
- Financial Reports approved by the World Bank in the agreed format (Attachment 5)
- List of payments for contracts subject to the World Bank’s prior review in the form attached (Attachment 6).

**For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices

(ii) **Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3):** Annually or more often if needed.

IV. Other Important Information


From the Client Connection website, you will be able to download Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information.

If you have not already done so, the World Bank recommends that you register as a user of the Client Connection website ([https://clientconnection.worldbank.org](https://clientconnection.worldbank.org)). From this website you will be able to download Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information. All Recipient officials authorized to sign and deliver
Applications by electronic means are required to register with Client Connection before electronic delivery can be affected. For more information about the website and registration arrangements, please contact the World Bank by email at <clientconnection@worldbank.org>.

If you have any queries in relation to the above, please contact Loan Department by sending an email to CTRLD-TF@worldbank.org and using the trust fund number as a reference.

Yours sincerely,

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL DEVELOPMENT ASSOCIATION

By

Yusupha B. Crookes
Country Director
Ghana
Africa Region
Attachments

2. Form for Authorized Signatures.
4. Indicative Schedule of Disbursements.
6. List of Payments Against Contracts Subject to the World Bank’s Prior Review.
7. Designated Account Reconciliation Statement.
THE WORLD BANK

DISBURSEMENT GUIDELINES FOR PROJECTS

MAY 2006
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1. Purpose

1.1 The purpose of these Guidelines is to set out the Bank's procedures for disbursement of loan proceeds for projects. Specifically, the Guidelines explain (a) the different methods used by the Bank to disburse loan proceeds, (b) the requirements for withdrawal from the Loan Account, (c) the types of supporting documentation that the borrower may be required to provide to demonstrate the use of loan proceeds for eligible expenditures, (d) the criteria for establishing designated accounts, (e) the terms and conditions applicable to advances, (f) the types of actions that the Bank may take if it determines that loan proceeds are not needed or have been used for ineligible purposes, and (g) the consequence of refunds.

1 “Bank” includes IBRD and IDA; “loan” includes credit and grant; “borrower” includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant; and “Loan Agreement” includes the agreement with the Bank providing for a credit, grant, or advance. These Disbursement Guidelines apply to all loans, credits, advances under the Project Preparation Facility, and grants financed under the Institutional Development Fund and Global Environment Facility unless otherwise provided in Operational Policy 10.20, Global Environment Facility Operations (forthcoming). These Guidelines also apply to other recipient-executed grants financed from trust funds unless, exceptionally, the terms of the agreement with the donor make provision for different requirements. They do not apply to Development Policy loans.
2. Disbursement Methods

2.1 The Bank establishes disbursement arrangements for an operation in consultation with the borrower and taking into consideration, *inter alia*, an assessment of the borrower's financial management and procurement arrangements, the procurement plan and cash flow needs of the operation, and its disbursement experience with the borrower.

2.2 The Bank disburses proceeds from the Loan Account established for each loan, to or on the order of the borrower, using one or more of the disbursement methods set forth below, as determined by the Bank.

(a) **Reimbursement**: The Bank may reimburse the borrower for expenditures eligible for financing pursuant to the Loan Agreement ("eligible expenditures") that the borrower has prefinanced from its own resources.

(b) **Advance**: The Bank may advance loan proceeds into a designated account of the borrower to finance eligible expenditures as they are incurred and for which supporting documents will be provided at a later date (see section 5, "Designated Accounts").

(c) **Direct Payment**: The Bank may make payments, at the borrower's request, directly to a third party (e.g., supplier, contractor, consultant) for eligible expenditures.

(d) **Special Commitment**: The Bank may pay amounts to a third party for eligible expenditures under special commitments entered into in writing, at the borrower's request and on terms and conditions agreed between the Bank and the borrower.

3. Withdrawal of Loan Proceeds

3.1 **Authorized Signatures**. Before loan proceeds may be withdrawn or committed from the Loan Account, the au-
authorized representative of the borrower (as designated in the Loan Agreement) must furnish to the Bank (a) the name(s) of the official(s) authorized to sign applications for withdrawal and applications for a special commitment (collectively, “Applications”), and (b) the authenticated specimen signature(s) of the official(s). The borrower must indicate clearly if more than one signature is required on Applications and must notify the Bank promptly of any changes in signature authority.

3.2 Applications. Applications must be provided to the Bank in such form and include such information as the Bank may reasonably request. Application forms are available online from the Client Connection Web site at http://clientconnection.worldbank.org or from the Bank upon request.

3.3 For withdrawal from the Loan Account for advances, the borrower should provide an original signed application for withdrawal. For withdrawal from the Loan Account for reimbursements and direct payments and for reporting on the use of advances, the borrower should provide an original signed application for withdrawal together with one copy of supporting documents (see section 4, “Supporting Documentation Requirements”). For a special commitment from the Loan Account, the borrower should provide an original signed application for a special commitment together with one copy of the letter of credit. The Bank reserves the right not to accept or review duplicate copies of Applications and supporting documents and may at its discretion return or destroy the duplicates.

3.4 Electronic Delivery. The Bank may authorize the borrower to use electronic means, in a manner and on terms and conditions specified by the Bank, to deliver Applications and supporting documentation to the Bank. Applications and supporting documentation delivered in accordance with this subsection will be deemed to have been provided to the Bank for the purposes of satisfying the requirements of subsections 3.2 and 3.3 of these Guidelines.
3.5 **Minimum Value of Applications.** The Bank establishes a minimum value for Applications for reimbursement, direct payment, and special commitment. The Bank reserves the right not to accept Applications that are below such minimum value.

3.6 **Loan Disbursing Period.** The Bank processes Applications only after the Loan Agreement has been declared effective in accordance with the terms of the Loan Agreement. The expenditures for which the Applications are made must be:

(a) paid for (i) on or after the date of the Loan Agreement, or (ii) in the case of operations that permit retroactive financing, on or after the earlier date specified in the Loan Agreement for that purpose; and

(b) incurred on or before the closing date specified or referred to in the Loan Agreement ("Closing Date"), except as otherwise specifically agreed with the Bank.

3.7 The loan disbursing period ends on the final date established by the Bank for receipt by the Bank of applications for withdrawal and supporting documentation (the "Disbursement Deadline Date"). The Disbursement Deadline Date may be the same as the Closing Date, or up to four months after the Closing Date. Normally, to support orderly project completion and closure of the Loan Account, the Bank does not accept applications for withdrawal or supporting documentation received after the Disbursement Deadline Date. The borrower should promptly inform the Bank of any expected implementation delays or exceptional administrative issues before these dates. The Bank notifies the borrower of any exception that the Bank may make to the Disbursement Deadline Date.

3.8 **Disbursement Conditions.** If the Loan Agreement contains a disbursement condition for a specific expenditure category, the Bank will disburse loan proceeds for that category only after the disbursement condition has been fulfilled and the Bank has notified the borrower to this effect.
4. Supporting Documentation Requirements

4.1 The borrower provides supporting documentation to the Bank to show that loan proceeds have been or are being used to finance eligible expenditures.

4.2 For special commitments, the commercial bank provides its confirmation directly to the Bank that conditions for release of payments committed for withdrawal have been met.

4.3 Types of Supporting Documentation. The Bank requires either copies of the original documents evidencing eligible expenditures ("Records") or summary reports of expenditure ("Summary Reports") in such form and substance as the Bank may specify. Records include such documents as invoices and receipts. A Summary Report may be either (a) the interim un-audited financial report required under the Loan Agreement ("Interim Financial Report") or (b) a statement of expenditure summarizing eligible expenditures paid during a stated period ("Statement of Expenditure"). In all cases, the borrower is responsible for retaining the original documents evidencing eligible expenditures and making them available for audit or inspection.

4.4 The Bank determines the types of supporting documentation that the borrower should provide, taking into consideration the disbursement method used. The supporting documentation may be the following:

(a) For applications for reimbursement: (i) Interim Financial Reports, (ii) Statements of Expenditure, (iii) Records, or (iv) Records required by the Bank for specific expenditures and Statements of Expenditure for all other expenditures;

(b) For reporting on the use of advances: (i) Interim Financial Reports, (ii) Statements of Expenditure, (iii) Records, or (iv) Records required by the Bank for specific expenditures and Statements of Expenditure for all other expenditures;
(c) For applications for direct payments: Records; and
(d) Any other supporting documentation that the Bank may request by notice to the borrower.

4.5 Failure to Provide Audited Financial Statements. If the borrower fails to provide any of the audited Financial Statements required in accordance with, and within the period of time specified in, the Loan Agreement, the Bank may at its discretion decide not to accept applications for withdrawal supported by Summary Reports, even if such reports are accompanied by Records.

5. Designated Accounts

5.1 The borrower may open one or more designated accounts into which the Bank may, at the borrower’s request, deposit amounts withdrawn from the Loan Account for the purpose of paying for eligible expenditures as they are incurred (“Designated Account”). Before the Bank authorizes establishment of a Designated Account, the borrower must have adequate administrative capability, internal controls, and accounting and auditing procedures to ensure effective use of the Designated Account.

5.2 The Bank may decide not to permit the use of Designated Accounts in new projects if the borrower has failed to refund undocumented advances in the Designated Account of any other loan to, or guaranteed by, the borrower within two months after the Disbursement Deadline Date for such loan.

5.3 Type of Designated Account. A Designated Account may be established in one of the two ways set out below, as appropriate for the operation concerned, as determined and notified by the Bank.
(a) Segregated Account: this is an account of the borrower into which only proceeds of the loan may be deposited; or

(b) Pooled Account: this is an account of the borrower into which the loan proceeds and proceeds of other financing for the operation (e.g., borrower resources and/or financing by other development partners) may be deposited.

5.4 Currency of the Designated Account. Designated Accounts must be in a currency acceptable to the Bank. In countries that have a freely convertible currency, Designated Accounts may be held in the currency of the borrower or any freely convertible currency. The Bank may also agree to local currency Designated Accounts when, inter alia, the country’s currency (even if not freely convertible) is stable and the expenditures to be financed are primarily in local currency. The borrower bears all risks associated with foreign exchange fluctuations between (a) the currency of denomination of the loan and that of the borrower’s Designated Account, and (b) the currency of denomination of the borrower’s Designated Account and the currency or currencies of project expenditures.

5.5 Financial Institution. Designated Accounts must be opened and maintained in a financial institution acceptable to the Bank on terms and conditions acceptable to the Bank. To be acceptable to the Bank, the financial institution proposed by the borrower should generally meet all the following requirements:

(a) be financially sound;
(b) be authorized to maintain the Designated Account in the currency agreed between the Bank and the borrower;
(c) be audited regularly, and receive satisfactory audit reports;
(d) be able to execute a large number of transactions promptly;
(e) be able to perform a wide range of banking services satisfactorily;
(f) be able to provide a detailed statement of the Designated Account;
(g) be part of a satisfactory correspondent banking network; and
(h) charge reasonable fees for its services.

5.6 The Bank reserves the right not to accept a financial institution for the opening and/or maintenance of a Designated Account if such institution has asserted or asserts a claim to set off, seize, or attach the proceeds of any Bank loan on deposit in a Designated Account maintained by it.

6. Terms and Conditions Applicable to Advances

6.1 Ceiling. The Bank notifies the borrower of the maximum amount of loan proceeds that may be on deposit in a Designated Account (the “Ceiling”). The Bank, at its discretion, may establish the Ceiling as either (a) a fixed amount, or (b) an amount that is adjusted from time to time during project implementation based on periodic forecasts of project cash flow needs.

6.2 Applications for Advances. The borrower may apply for an advance in an amount up to the Ceiling less the aggregate amount of those advances previously received by the borrower for which the borrower has not yet provided supporting documentation. Normally, to support orderly closure of the Loan Account, the Bank does not advance loan proceeds into the Designated Account after the Closing Date.

6.3 Frequency of Reporting Eligible Expenditures Paid from the Designated Account. The borrower reports on the use of loan proceeds advanced to the Designated Account
at intervals specified by the Bank by notice to the borrower ("Reporting Period"). The borrower should ensure that all amounts deposited in the Designated Account are accounted for and their use reported prior to the Disbursement Deadline Date. After this date, the borrower must refund to the Bank any advances still unaccounted for or remaining in the Designated Account.

6.4 Withholding Advances. The Bank is not required to make any deposit into the Designated Account if:

(a) The Bank determines that payment of the deposit would result in exceeding the Ceiling (see subsection 6.2, "Applications for Advances");

(b) The Bank is not satisfied that the borrower's planned project expenditures justify the deposit. The Bank may, by notice to the borrower, adjust the amount it deposits or withhold further deposits into the Designated Account until it is satisfied that the financial needs of the project warrant further deposits;

(c) The borrower fails to take the action required pursuant to the determinations made by the Bank under subsections 7.1 and 7.2 of these Guidelines;

(d) The borrower fails to provide any of the audited Financial Statements required in accordance with, and within the period of time specified in, the Loan Agreement;

(e) The Bank determines that all further withdrawals of loan proceeds should be made by the borrower directly from the Loan Account; or

(f) The Bank has notified the borrower of its intention to suspend in whole or in part the borrower's right to make withdrawals from the Loan Account.

6.5 Excess Advances. If at any time the Bank determines that any amount deposited in the Designated Account will not be required to cover further payments for eligible expenditures ("Excess Amount"), it may, at its discretion, require the borrower to take one of the two actions listed below. Upon
notification by the Bank, the borrower must promptly take
the action requested:

(a) Provide evidence satisfactory to the Bank within a pe-
riod specified by the Bank that the Excess Amount will
be used to pay for eligible expenditures. If the evidence
is not furnished within the time period specified, the
borrower must promptly refund the Excess Amount to
the Bank; or
(b) Refund the Excess Amount promptly.

7. Ineligible Expenditures

7.1 Ineligible Expenditures Generally. If the Bank deter-
mines that any amount of the loan was used to pay for an
expenditure that is not eligible pursuant to the Loan Agree-
ment ("ineligible expenditure"), the Bank may, at its dis-
cretion, require the borrower to take one of the two actions
listed below. Upon notification by the Bank, the borrower
must promptly take the action requested:

(a) Refund an equivalent amount to the Bank; or
(b) Exceptionally, provide substitute documentation evi-
dencing other eligible expenditures.

7.2 Ineligible Expenditures Paid from the Designated
Account. If the Bank determines that any payment out of
the Designated Account was not justified by the evidence
furnished to the Bank or was made for an ineligible expen-
diture, the Bank may, at its discretion, require the borrower
to take one of the actions listed below. Upon notification
by the Bank, the borrower must promptly take the action
requested:

(a) Provide the additional evidence requested by the Bank;
(b) Deposit an equivalent amount into the Designated Ac-
count;
(c) Refund an equivalent amount to the Bank; or
(d) Exceptionally, provide substitute documentation evidencing other eligible expenditures.

8. Refunds

8.1 Borrower Decision to Refund. The borrower may, upon notice to the Bank, refund all or any amount of the loan on deposit in the Designated Account to the Bank for credit to the Loan Account.

8.2 Consequence of Refunds. The Bank shall determine whether refunds made to the Bank in accordance with sections 6 and 7 and subsection 8.1 of these Disbursement Guidelines will be credited to the Loan Account for subsequent withdrawal or for cancellation. Borrowers should be aware that refunds of loan proceeds may result in swap termination fees and/or unwinding costs for amounts for which the interest rate basis or currency has been converted or hedged.

8.3 Other Obligations Unaffected by Refunds. Refunds of amounts of the loan do not affect any remedies of the Bank under the Loan Agreement.
Attachment 2

Form of Authorized Signatory Letter

Mr. George Osei-Bimpeh
SEND-GHANA
A 28 Regimanuel Estates
Nungua Barrier, Sakumono
Accra, Ghana

The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Attention: Yusupha B. Crookes, Country Director, Ghana, Africa Region

Dear Mr. Crookes:

Re: GPSA Making the Budget Work For Ghana Project (Grant No TF018055)

I refer to the Grant Agreement ("Agreement") between the International Bank for Reconstruction and Development ("World Bank"), acting as administrator of grant funds provided by multiple donor's ("Donors") under the Global Partnership for Social Accountability Trust Fund ("GPSA Trust Fund") and SEND-GHANA for the above-referenced Grant, dated ____________, providing the above Grant. For the purposes of Section 3.04 (b) of the Standard Conditions, as defined in the Agreement, any [one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal under this Grant.

For the purpose of delivering Applications to the World Bank, 2[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting 3[individually] 4[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the World Bank.

1 Instruction to the Recipient when sending this letter to the World Bank: Stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. Please delete this footnote in final letter that is sent to the World Bank.

2 Instruction to the Recipient: Stipulate if more than one person needs to jointly sign Applications, if so, please indicate the actual number. Please delete this footnote in final letter that is sent to the World Bank.

3 Instruction to the Recipient: Use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.

4 Instruction to the Recipient: Use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.
This confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the World Bank by electronic means. In full recognition that the World Bank shall rely upon such representations and warranties, including without limitation, the representations and warranties contained in the Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation (“Terms and Conditions of Use of SIDC”), the Recipient represents and warrants to the World Bank that it will cause such persons to abide by those terms and conditions.

This Authorization replaces and supersedes any Authorization currently in the World Bank records with respect to this Agreement.

[Name], [position]  Specimen Signature: __________________

[Name], [position]  Specimen Signature: __________________

[Name], [position]  Specimen Signature: __________________

Yours truly,

/ signed /

______________________________
Executive Director

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Footnote: Add this paragraph if the Recipient wishes to authorize the listed persons to accept Tokens and to deliver Applications by electronic means; if this is not applicable, please delete the paragraph. Please delete this footnote in final letter that is sent to the World Bank.
Attachment 3

Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation

March 1, 2013

The World Bank (Bank)\(^6\) will provide secure identification credentials (SIDC) to permit the Borrower\(^7\) to deliver applications for withdrawal and applications for special commitments under the Agreement(s) and supporting documentation (such applications and supporting documentation together referred to in these Terms and Conditions of Use as Applications) to the Bank electronically, on the terms and conditions of use specified herein.

SIDC can be either: (a) hardware-based (Physical Token), or (b) software-based (Soft Token). The Bank reserves the right to determine which type of SIDC is most appropriate.

A. Identification of Users

1. The Borrower will be required to identify in a completed Authorized Signatory Letter (ASL) duly delivered to and received by the Bank each person who will be authorized to deliver Applications. The Bank will provide SIDC to each person identified in the ASL (Signatory), as provided below. The Borrower shall also immediately notify the Bank if a Signatory is no longer authorized by the Borrower to act as a Signatory.

2. Each Signatory must register as a user on the Bank’s Client Connection (CC) website (https://clientconnection.worldbank.org) prior to receipt of his/her SIDC. Registration on CC will require that the Signatory establish a CC password (CC Password). The Signatory shall not reveal his/her CC Password to anyone or store or record the CC Password in written or other form. Upon registration as a CC user, the Signatory will be assigned a unique identifying account name.

B. Initialization of SIDC

1. Prior to initialization of SIDC by a Signatory, the Signatory will acknowledge having read, understood and agreed to be bound by these Terms and Conditions of Use.

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\(^6\) “Bank” includes IBRD and IDA.

\(^7\) “Borrower” includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.
2. Where a Physical Token is to be used, promptly upon receipt of the Physical Token, the Signatory will access CC using his/her account name and CC Password and register his/her Physical Token and set a personal identification number (PIN) to be used in connection with the use of his/her Physical Token, after which the Physical Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Where a Soft Token is to be used, the Signatory will access CC using his/her account name and CC Password and set a personal identification number (PIN) to be used in connection with the use of his/her Soft Token, after which the Soft Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Upon initialization of the SIDC, the Signatory will be a "SIDC User". The Bank will maintain in its database a user account (Account) for each SIDC User for purposes of managing the SIDC of the SIDC User. Neither the Borrower nor the SIDC User will have any access to the Account.

3. Prior to first use of the SIDC by the SIDC User, the Borrower shall ensure that the SIDC User has received training materials provided by the Bank in use of the SIDC.

C. **Use of SIDC**

1. Use of the SIDC is strictly limited to use in the delivery of Applications by the SIDC User in the manner prescribed by the Bank in the Agreement(s) and these Terms and Conditions. Any other use of the SIDC is prohibited.

2. The Bank assumes no responsibility or liability whatsoever for any misuse of the SIDC by the SIDC User, other representatives of the Borrower, or third parties.

3. The Borrower undertakes to ensure, and represents and warrants to the Bank (such representation and warranty being expressly relied upon by the Bank in granting SIDC) that each SIDC User understands and will abide by, these Terms and Conditions of Use, including without limitation the following:

4. **Security**

4.1. The SIDC User shall not reveal his/her PIN to anyone or store or record the PIN in written or other form.

4.2. The SIDC User shall not allow anyone else to utilize his/her SIDC to deliver an Application to the Bank.

4.3. The SIDC User shall always logout from CC when not using the system. Failure to logout properly can create a route into the system that is unprotected.
4.4. If the SIDC User believes a third party has learned his/her PIN or has lost his/her Physical Token he/she shall immediately notify clientconnection@worldbank.org.

4.5. The Borrower shall immediately notify the Bank at clientconnection@worldbank.org of any lost, stolen or compromised SIDC, and take other reasonable steps to ensure such SIDC are disabled immediately.

5. **Reservation of Right to Disable SIDC**

5.1. The Borrower shall reserve the right to revoke the authorization of a SIDC User to use a SIDC for any reason.

5.2. The Bank reserves the right, in its sole discretion, to temporarily or permanently disable a SIDC, de-activate a SIDC User's Account or both.

6. **Care of Physical Tokens**

6.1. Physical Tokens will remain the property of the Bank.

6.2. The Bank will physically deliver a Physical Token to each Signatory designated to receive one in a manner to be determined by and satisfactory to the Bank.

6.3. Physical Tokens contain delicate and sophisticated instrumentation and therefore should be handled with due care, and should not be immersed in liquids, exposed to extreme temperatures, crushed or bent. Also, Physical Tokens should be kept more than five (5) cm from devices that generate electromagnetic radiation (EMR), such as mobile phones, phone-enabled PDAs, smart phones and other similar devices. Physical Tokens should be carried and stored separate from any EMR device. At close range (less than 5 cm), these devices can output high levels of EMR that can interfere with the proper operation of electronic equipment, including the Physical Token.

6.4. Without derogating from these Terms and Conditions of Use, other technical instructions on the proper use and care of Physical Tokens are available at http://www.rsa.com.

7. **Replacement**

7.1. Lost, damaged, compromised (in terms of 4.5, above) or destroyed Physical Tokens will be replaced at the expense of the Borrower.

7.2. The Bank reserves the right, in its sole discretion, not to replace any Physical Token in the case of misuse, or not to reactivate a SIDC User’s Account.
Attachment 4

Indicative Schedule of Disbursements

The Recipient’s requests for withdrawal of Grant proceeds shall be made in accordance with the schedule set forth below, subject to the World Bank’s receipt of the relevant withdrawal application and supporting documentation, satisfactory to the World Bank, as indicated in Section III of the Disbursement Letter. The supporting documentation for all advances excepting the first advance shall include an Annual Progress Report and Annual Interim Financial Report, and copies of any corresponding deliverables, that cover the activities, results and deliverables financed by the preceding advance. The table below presents the indicative schedule for disbursements, related supporting documentation, and a list of milestones as agreed upon between the GPSA Secretariat and the grantee:

<table>
<thead>
<tr>
<th>Indicative Timing of Disbursements, Supporting Documents and related Milestones</th>
<th>Disbursement Amount (USD)</th>
<th>Timing/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Disbursement</td>
<td>Upon effectiveness of the Grant Agreement, and after receipt of the original signed Authorized Signatories Form (Attachment 2 of the Disbursement Letter) and original signed Withdrawal Application for the initial advance (duly signed by the Authorized Signatories).</td>
<td>255,000.00 (up to 30% of the total grant)</td>
</tr>
<tr>
<td><strong>Second Disbursement</strong></td>
<td><strong>Indicative Timing of Disbursements, Supporting Documents and related Milestones</strong></td>
<td><strong>Disbursement Amount (USD)</strong></td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td></td>
<td>Withdrawal Application for the second disbursement (duly signed by the Authorized Signatories) and approval of Financial Report (Attachment 5) covering the expenses financed by the initial advance, including forecast of expenditures for the next twelve months, satisfactory to the World Bank.</td>
<td>255,000.00 (up to 30% of the total grant)</td>
</tr>
</tbody>
</table>

The GPSA Secretariat and the grantee have agreed upon the following project milestones to be duly reported in the Annual Progress Report and copies of deliverables attached or included in the Annex:

**Component 1)**

By the end of Q1 (Y2) a collaborative engagement framework between civil society organizations (CSOs) and government has been set up and is functioning effectively as evidenced by:

i) Memorandum of Understanding (MoU)/Agreements renewed/signed with Ministry of Finance, Ministries of Education and Health, Parliamentary sub-committees, and 30 District Assemblies,

ii) Interim qualitative assessment (and supporting quantitative data) of capacity needs of targeted stakeholders (PME network members, government officials and SEND’s staff) at national, regional, and district levels performed and included as stand-alone section in Annual Progress Report

iii) First phase of capacity-building program delivered for PME (Participatory Monitoring & Evaluation) network stakeholders, government officials and SEND’s staff, and

iv) Interim qualitative assessment of progress achieved, project implementation challenges and corrective measures taken to address them included as stand-alone section in Annual Progress Report, and adjustments made to project operational plan as a result of assessment.

**Component 2)**

By the end of Q1 (Y2), the Project’s budget literacy and analysis activities for Year 1 have been delivered as evidenced by:

i) Citizen budgets prepared in 30 districts

ii) First consolidated national citizen budget prepared, and

iii) Budget literacy campaign rolled out and independent budget analysis conducted according to deliverables included in operational plan and interim qualitative assessment (and supporting quantitative data) included in Annual Progress Report

**Component 3)**

By the end of Q1 (Y2) a knowledge management and Monitoring & Evaluation (M&E) system has been set up as evidenced by:

i) Interim qualitative assessment of knowledge and learning system included in Annual Progress Report, and

ii) Project Baseline completed, and adjustments to Results Framework made as needed.
<table>
<thead>
<tr>
<th>Indicative Timing of Disbursements, Supporting Documents and related Milestones</th>
<th>Disbursement Amount (USD)</th>
<th>Timing/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Disbursement</strong></td>
<td>Withdrawal Application for the third disbursement (duly signed by the Authorized Signatories) and approval of Financial Report (Attachment 5) covering the expenses financed by the initial advance, including forecast of expenditures for the next for the next twelve months, satisfactory to the World Bank.</td>
<td>212,500 (up to 25% of the total grant)</td>
</tr>
</tbody>
</table>

The GPSA Secretariat and the grantee have agreed upon the following project milestones to be duly reported in the Annual Progress Report and copies of deliverables attached or included in the Annex:

**Components 1)**

By the end of Q2 (Y3) the collaborative engagement framework between civil society organizations (CSOs) and government for achieving the project’s objectives is functioning effectively as evidenced by:

- **Component 2)**

By the end of Q2 (Y3), a participatory monitoring framework is being implemented in 30 districts and at the national level as evidenced by:

- **Component 3)**

By the end of Q2 (Y3) K&L and M&E activities have been delivered and assessed as evidenced by:
### Indicative Timing of Disbursements, Supporting Documents and related Milestones

<table>
<thead>
<tr>
<th>Final Disbursement</th>
<th>Disbursement Amount (USD)</th>
<th>Timing/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the Recipient’s completion of the activities financed under this Grant, the final disbursement will consist of:</td>
<td>127,500.00</td>
<td>Year 4 – Quarter 3</td>
</tr>
<tr>
<td>(i) a Withdrawal Application (<em>duly signed by the Authorized Signatories</em>) and approval of Financial Report covering the expenses financed by the previous disbursement, including final reconciliation of funds disbursed and accounted for, satisfactory to the World Bank, and</td>
<td>(up to 15% of total grant)</td>
<td></td>
</tr>
<tr>
<td>(ii) a Withdrawal Application (<em>duly signed by the Authorized Signatories</em>) and Project Completion Report (due no later than 4 months after the closing date of the Project) covering activities and expenditures funded under the Grant, as referred to in Section 2.04 (b) of the grant agreement, satisfactory to the World Bank.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The GPSA Secretariat and the grantee have agreed on the following milestones to be achieved by the end of the Project and copies of deliverables attached or included in the Annex:

1. **Use of social accountability for opening up spaces for public participation and citizen feedback in the budget process towards better delivery of basic services in poor districts in Ghana**: SEND-Ghana Participatory and Evaluation (PM&E) social accountability model -consisting of an holistic approach linking budgetary phases to budget performance and impact on service delivery outcomes-, applied to strengthening PFM (public financial management) processes and local government capacity in Ghana, has been developed, tested and refined based on iterations to the model from its implementation throughout the Project’s lifetime, including recommendations for scaling-up and/or replicating it beyond the project’s target geographic areas.

2. **Constructive civil society-government engagement**: The Ministry of Finance, relevant line Ministries (Education and Health) Municipal and Ministry District Assemblies (“MMDAs”), and other key stakeholders have used the information generated by the Project as evidenced by citizen priorities included in the enacted budgets during project implementation, and by corrective measures introduced in the budget execution and oversight processes, and in health and education service delivery (e.g. official regulations, program directives and memorandums, budgetary macro context and provisions, etc.), which have been recorded in the Project Annual Report.

3. **Knowledge and Learning (K&L)**: The grantee has developed and refined a social accountability model applied to local public governance and the public financial management (PFM) process in Ghana as evidenced by the set of knowledge products agreed under the Project’s K&L Plan and delivered successfully by the end of the project.

4. **M&E**: The Project’s Results Framework has been refined and constitutes a critical tool to be used for evaluating the project’s final results and the grantee has improved its M&E system as a result of the Project’s experience as evidenced by:
   - Revised end-of-project Results Framework.
   - Proposal (methodology and process) for end-of-project external evaluation included in Project Annual Report.
## Actual Expenditures (period)

<table>
<thead>
<tr>
<th>Trust Fund No: TF018055</th>
<th>Total GPSA approved Budget</th>
<th>Consulting Services $</th>
<th>Goods $</th>
<th>Training $</th>
<th>Operating Costs $</th>
<th>Total for the Quarter $</th>
<th>% of milestone achieved&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Amount Eligible for Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT ACTIVITY</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5=(1+2+3+4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Establishing Enabling Environment for Social Accountability in Ghana</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Integrating Budget Monitoring With Service Delivery Outcomes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Project Management and Knowledge and Learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. GPS Sub-Total Project Expenditure

B. Amount Eligible for Disbursement

C. Amount documented in Withdrawal Application

D. Closing Balance

<sup>1</sup> Assessment of completion of milestones per project component as described in attachment four.
### Attachment 5

#### Financial Reports

(2 of 2)

#### Forecasted Expenditures (period)

<table>
<thead>
<tr>
<th>Trust Fund No. TF018055</th>
<th>Total GPSA approved Budget</th>
<th>Consulting Services $</th>
<th>Goods $</th>
<th>Training $</th>
<th>Operating Costs $</th>
<th>Total for the Quarter $</th>
<th>Cumulative Expenditure up to the reporting period</th>
<th>Exchange Rate applied</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECT ACTIVITY</strong></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5=(1+2+3+4)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Opening Balance**

1. Establishing Enabling Environment for Social Accountability in Ghana
2. Integrating Budget Monitoring With Service Delivery Outcomes
3. Project Management and Knowledge and Learning

**GPS Sub-Total Project Expenditure**

<table>
<thead>
<tr>
<th></th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
</table>

**Less amount remaining in DA**

**Funding Amount Required for Next Period**

**Amount of Advance/Reimbursement request in Withdrawal Application Request**
Attachment 6

Payments Made during Reporting Period
Against Contracts Subject to the World Bank’s Prior Review

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## DESIGNATED ACCOUNT RECONCILIATION STATEMENT

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TOTAL ADVANCED BY WORLD BANK (OR COFINANCER)</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>LESS: TOTAL AMOUNT RECOVERED BY WORLD BANK</td>
<td>- $</td>
</tr>
<tr>
<td>3</td>
<td>EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED TO THE DESIGNATED ACCOUNT (NUMBER 1 LESS NUMBER 2)</td>
<td>$</td>
</tr>
<tr>
<td>4</td>
<td>BALANCE OF DESIGNATED ACCOUNT PER ATTACHED BANK STATEMENT AS OF DATE</td>
<td>$</td>
</tr>
<tr>
<td>5</td>
<td>PLUS: TOTAL AMOUNT CLAIMED IN THIS APPLICATION NO.</td>
<td>+ $</td>
</tr>
<tr>
<td>6</td>
<td>PLUS: TOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED</td>
<td>+ $</td>
</tr>
<tr>
<td>7</td>
<td>PLUS: AMOUNTS CLAIMED IN PREVIOUS APPLICATIONS NOT YET CREDITED AT DATE OF BANK STATEMENTS</td>
<td>+ $</td>
</tr>
<tr>
<td>8</td>
<td>MINUS: INTEREST EARNED</td>
<td>- $</td>
</tr>
<tr>
<td>9</td>
<td>TOTAL ADVANCE ACCOUNTED FOR (NO. 4 THROUGH NO. 9)</td>
<td>= $</td>
</tr>
<tr>
<td>10</td>
<td>EXPLANATION OF ANY DIFFERENCE BETWEEN THE TOTALS APPEARING ON LINES 3 AND 9:</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>DATE: SIGNATURE: TITLE:</td>
<td></td>
</tr>
</tbody>
</table>

* ALL ITEMS SHOULD BE INDICATED ON THE BANK STATEMENT