

# OFFICIAL DOCUMENTS



**THE WORLD BANK**  
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FIRST LAST NAME (All Caps)  
Country Director  
Vice Presidency, GP, Unit (Upper/Lower case)

February 28 2018

H. E. Félix Moloua  
Minister of Economy, Planning and Cooperation  
Ministry of Economy, Planning and Cooperation  
Rue Martin Luther King B.P 696 Bangui  
Central African Republic

**Re: Central African Republic  
IDA Grant No D2690  
(Water and Electricity Upgrading Project)**

## **Additional Instructions: Disbursement and Financial Information Letter.**

Excellency

I refer to the Grant Agreement between Central African Republic (the “Recipient”) and the International Development Association (the “Association”) for the above-referenced Project. The General Conditions, as defined in the Grant Agreement, provide that the Recipient may from time to time request withdrawals of Grant amounts from the Grant Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Association may specify from time to time by notice to the Recipient. The General Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter (“DFIL”), and may be revised from time to time.

### **I. Disbursement Arrangements, Withdrawal of Grant Funds, and Reporting of Uses of Grant Funds.**

The *Disbursement Guidelines for Investment Project Financing*, dated February 2017, (“Disbursement Guidelines”) are available in the Association’s public website at <https://www.worldbank.org> and its secure website “Client Connection” at <https://clientconnection.worldbank.org>. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the guidelines apply to the Grant is specified below.

#### **(i) Disbursement Arrangements**

- **General Provisions** (Schedule 1). The table in Schedule 1 sets out the disbursement methods which may be used by the Recipient, information on registration of authorized signatures processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account<sup>2/</sup>.

#### **(ii) Electronic Delivery.** Section 11.01 (c) of the General Conditions.

The Association may permit the Recipient to electronically deliver applications (with supporting documents) through the Association’s web-based portal (<https://clientconnection.worldbank.org>) “Client Connection”. This option may be effected if the officials designated in writing by the Recipient who are authorized to sign and deliver Applications have registered as users of “Client Connection”. The designated



officials may deliver Applications electronically by completing the Form 2380, which is accessible through “Client Connection”. By signing the Authorized Signatory Letter, the Recipient confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Association by electronic means. The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The Association reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient. By designating officials to use 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, available in the Association’s public website at <https://worldbank.org> and “Client Connection”; and (b) to cause such official to abide by those terms and conditions.

## **II. Financial Reports and Audits.**

*(i) Financial Reports.* The Recipient must prepare and furnish to the Association not later than forty-five (45) days after the end of each calendar quarter, interim unaudited financial reports (“IFR”) for the Project covering the quarter.

*(ii) Audits.* Each audit of the Financial Statements shall cover the period of one fiscal year of the Borrower, commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period must be furnished to the Association not later than six (6) months after the end of such period.

## **III. Other Information.**

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Association’s website (<http://www.worldbank.org/>) and “Client Connection”. The Association recommends that you register as a user of “Client Connection”. From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the [Grant] [Credit], and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, please contact the Association by email at [clientconnection@worldbank.org](mailto:clientconnection@worldbank.org).

If you have any queries in relation to the above, please contact Faly Diallo, Finance Officer at [fdiallo1@worldbank.org](mailto:fdiallo1@worldbank.org), using the above reference.

Very truly yours,

**INTERNATIONAL DEVELOPMENT ASSOCIATION**

By 

Franck Bousquet  
Acting Country Director for Central African Republic  
Africa Region

### <sup>9/</sup>**Attachments**

1. [Form of Authorized Signatory Letter]



## 2. Statement of Expenditure (SOE)

**Schedule 1 : Disbursement Provisions**

<b>Grant/ Number</b>	<b>Country</b>	Central African Republic	<b>Closing Date</b>	June, 30 2022
	<b>Recipient</b>	Central African Republic		
	<b>Name of the Project</b>	Water and Electricity Upgrading Project	<b>Disbursement Deadline Date</b> <i>Subsection 3.7 **</i>	Four months after the closing date.
<b>Disbursement Methods</b> <i>Section 2 (**)</i>	<b>Methods</b>	<b>Supporting Documentation</b> <i>Subsections 4.3 and 4.4 (**)</i>		
Direct Payment	Yes	Copy of records		
Reimbursement	Yes	Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL		
Designated Account	Yes	Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL		
Special Commitments	Yes	Copy of Letter of Credit		
<b>Type</b>	Segregated	<b>Ceiling</b>	Fixed	
<b>Financial Institution - Name</b>	Commercial Bank Centrafrique	<b>Currency</b>	XAF	
<b>Frequency of Reporting</b> <i>Subsection 6.3 (**)</i>	Monthly	<b>Amount</b>	660 million	
The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is 20% of the Ceiling of the Designated Account..				
<p><b><i>i) Authorized Signatures (subsection 3.1).</i></b>  An authorized signatory letter in the Form attached (Attachment 2) should be furnished to the Association at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:</p> <p align="center">The World Bank  1818 H. Street N.W.  Washington DC 20443,  Attention: Mr. Ahmadou Moustapha Ndiaye</p>				
<p><b><i>(ii) Applications (subsections 3.2 - 3.3).</i></b> Please provide completed and signed (a) applications for withdrawal, together with supporting documents, and (b) applications for special commitments, together with a copy of the commercial bank letter of credit, to the address indicated below:</p>				

The World Bank,  
Loan Operation and Trust Funds Department,  
Delta Center, 13th Floor, Menengai Road, Upper Hill,  
Nairobi, Kenya.  
Contact Telephone number: +254 20 2936 000.

TBD

Other Disbursement Instructions

(ii) Disbursements under Category 3 of Section III.A of Schedule 2 of the Financing Agreement (Part 4 of the Project - Contingent Emergency Response Component (CERC)) will be subject to the conditions precedent to accessing the CERC funds, namely that the Recipient has provided, and the Bank has accepted, evidence of the occurrence of an eligible crisis or emergency and the Recipient has prepared and adopted/adhered to the CERC Operations Manual. Disbursements under this component will follow procedures described in the CERC Manual including supporting documentation; provided that this disbursement letter will first need to be amended and reinstated at a later date to reflect those specific arrangements. In order to provide necessary liquidity for fast response, the ceiling of the Advance under the CERC could be up to 100% of the amount allocated to the CERC category.

*\*\* Sections and subsections relate to the "Disbursement Guidelines for Investment Project Financing", dated February 2017.*

[Letterhead]  
Ministry of Finance  
[Street address]  
[City] [Country]

[DATE]

International Development Association  
1818 H Street, N.W.  
Washington, D.C. 20433  
United States of America

**Re: Central African Republic  
IDA Grant D2690  
(Water and Electricity Upgrading Project)**

Additional Instructions: Disbursement and Financial Information Letter.

Attention: \_\_\_\_\_, Country Director

I refer to the [Grant] [Credit] Agreement (“Agreement”) between the International Development Association (the “Association”)[, acting as implementing of the ]<sup>1</sup> and [name of recipient] (the “Recipient”), dated \_\_\_\_\_, providing the above [Grant] [Credit]. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any <sup>2</sup>[one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal [and applications for a special commitment] under this [Grant] [Credit].

For the purpose of delivering Applications to the Association, including by electronic means, <sup>3</sup>[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting <sup>4</sup>[individually] <sup>5</sup>[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

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<sup>1</sup> Instruction to the Recipient: add text in line with the Grant Agreement if applicable; if not applicable delete it. *Please delete this footnote in final letter that is sent to the Associations*

<sup>2</sup> Instruction to the Recipient: 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 Association.*

<sup>3</sup> 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 Association.*

<sup>4</sup> 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 Association.*

<sup>5</sup> 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 Association.*

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

[Name], [position] Specimen Signature: \_\_\_\_\_

[Name], [position] Specimen Signature: \_\_\_\_\_

[Name], [position] Specimen Signature: \_\_\_\_\_

Yours truly,

/ signed /

\_\_\_\_\_

**Attachment 2 – Statement of Expenditures**

**Statement of Expenditures**

Payment made during the period from  to

The following expenditures have been incurred during the retroactive financing period (please tick)

Yes	No
Yes	No

The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick)

Financier	
Loan/Credit/Grant #	
Application #	
Category #	
Page #	

											ONLY for the Designated Account			
1	2	3	4	5	6	7	8	9	10	11	13	14	15	
Item No	Supplier's Name	Brief Description of the expenditure	Prior Review Contract? (YES or NO)	Contract # (Client Connection # for Prior Review contracts)	Contract currency and amount (original + amendment)	Invoice number	Date of payment	Total amount of invoice covered by Application (net of retention)	% Financed by the Bank	Eligible Amount (Col 9 X 10)	Exchange rate	Date of Withdrawal from the Designated Account	Amount Withdrawn from the Designated Account (Col 11 / 12)	
									0.00			0.00	TOTAL	0.00

Supporting documents for this SOE are retained at \_\_\_\_\_  
(insert location)

A separate form should be used for each category



**FOR INTERNAL DISTRIBUTION ONLY**

Prepared by Faly Diallo]

Cleared with and cc: Siobhan M. Lankford (LEGAM)  
Pierre Francois-Xavier Boulenger [.....]

Cc: Tahirou Kalam [FMS, unit]