Ms. Rosa Cañete  
Executive Director  
Fundación Intermon Oxfam  
C/ Josefa Perdomo 160, esquina Hermanos Deligne, Gazcue, Distrito Nacional,  
Dominican Republic

Re: Dominican Republic: Good Governance Practices for the Dominican Republic Project—GPSA Grant No. TF015862  
Additional Instructions: Disbursement Letter

Dear Ms. Cañete:

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 multiple donors ("Donors") under the Global Partnership for Social Accountability Trust Fund ("GPSA Trust Fund") and Fundación Intermon Oxfam (the "Recipient") for the above-referenced project, dated ______________. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF015862 ("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 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
1818 H St. NW
Washington DC 20433
USA
Mail Stop Number I 8-804
Attention: Sophie Sirtaine, Country Director LCC3

(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:

Banco Mundial
Sector Comercial Norte,
Queda 02, Lote A
Edificio Corporate Finance Center
7º Andar
70712-900 Brasilia, D.F., Brazil
Attention: Loan Department

(iii) Electronic Delivery (subsection 3.4) 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) to deliver the Terms and Conditions of Use of SIDC to each such official and to 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 Fundación Intermon Oxfam.

- Type of Designated Account[s] (subsection 5.3): Segregated.
• **Currency of Designated Account[s] (subsection 5.4):** USD.

• **Financial Institution at which the Designated Account[s] Will Be Opened (subsection 5.5):** At Banco Popular Dominicano.

• **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).
  - Interim Financial Reports 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).
  - Interim Financial Reports in the agreed format (Attachment 5).
  - List of payments for contracts subject to the 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):** Annual.

### IV. Other Important 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 LOA-TF by sending an email to loa-tf@worldbank.org and using the trust fund number as a reference.

Yours sincerely,

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT

By

Sophie Sirtaine
Country Director
Caribbean Country Management Unit
Latin America and the Caribbean Region

Attachments

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

Cc with copies: Fundación Intermon Oxfam
C/ Josefa Perdomo 160, esquina Hermanos
Deligne, Gazcue, Distrito Nacional,
República Dominicana
rmcanete@intermonoxfam.org
The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Attention: Sophie Sirtaine, Country Director, LCC3

Re: Dominican Republic: Good Governance Practices for the Dominican Republic Project-GPSA Grant No. TF015862

Dear Ms. Sirtaine:

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 donors ("Donors") under the Global Partnership for Social Accountability Trust Fund ("GPSA Trust Fund"), and Fundación (the "Recipient"), 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, [each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting [individually] [jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the World Bank.

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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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1 Instruction to the Recipient: 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.
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) \(^1\) will provide secure identification credentials (SIDC) to permit the Borrower \(^2\) 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 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.

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.

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1 “Bank” includes IBRD and IDA.
2 “Borrower” includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.
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, deactivate 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 interfer 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.
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>
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</thead>
<tbody>
<tr>
<td><strong>First Disbursement</strong></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 (dually signed by the Authorized Signatories).</td>
<td>255,000 (up to 35% of the total grant)</td>
</tr>
<tr>
<td><strong>Second Disbursement</strong></td>
<td>Withdrawal Application for the second disbursement (dually signed by the Authorized Signatories) and approval of Interim Financial Report covering the expenses financed by the initial advance, including forecast of expenditures for the next year, satisfactory to the World Bank.</td>
<td>218,396 (up to 30%)</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)**

1. First monitoring round of the national budget cycle completed as evidenced by the information provided in the Annual Progress Report which includes (but may not be limited to): (a) baseline of budget transparency and accountability status provided by the Executive branch, and targets to be gradually achieved throughout the project’s lifetime; any specific agreements reached with Executive public officials regarding the latter, and progress made during Year 1; (b) any other progress achieved as per the output indicators defined in the project’s Results Framework under Component One; and (c) planned monitoring activities and expected results for Year 2.

**(Component 2)**

2. The project has set up a social accountability process as evidenced by the following information included in the Annual Progress Report:
   a. Priority areas/issues and programs to be monitored at the sector level have been defined for the project’s three sector Observatories (Education, Habitat –comprising Water and Sanitation and Public Housing – and Agriculture)
   b. For each sector, a tailored set of social accountability tools and mechanisms with its corresponding data collection methodologies and operational guides has been developed
   c. First round of implementation of social accountability tools/mechanisms has been completed; interim results assessment –including sector Action Plans agreed upon with sector public authorities– included in the progress report, along with planned second round of social accountability processes for Year 2, and reflected in any changes to the project’s operational plan for Year 2.

**(Component 3)**

3. The project’s partners and local CSOs in the three aforementioned sectors have been trained in the tailored social accountability process and have been able to implement a first round of SAcc tools/mechanisms; an assessment of the capacity-building program is included in the progress report and informs planned activities for Year 2 that are reflected in the
### Indicative Timing of Disbursements, Supporting Documents and related Milestones

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<tr>
<th>Disbursement Amount (USD)</th>
<th>Timing/Schedule</th>
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#### Third Disbursement

Withdrawal Application for the third disbursement *(duly signed by the Authorized Signatories)* and approval of Interim Financial Report covering the expenses financed by the previous disbursement, including forecasts of expenditures for the next year, satisfactory to the World Bank.

The GPSA Secretariat and the grantee have agreed upon the following project milestones to be duly reported in the Annual Progress Report:

**Component 1**
1. Second monitoring round of the national budget cycle completed as evidenced by the information provided in the Annual Progress Report which includes reported progress against specific targets related to budget transparency and accountability and any specific agreements reached with Executive public officials and with other public sector institutions; an interim assessment of this monitoring round is included in the Progress Report, drawing on the findings from the project's mid-term evaluation and from the project team's analyses, and informs any revisions incorporated into the action plan for Year 3.

**Component 2**
2. Second round of social accountability tools/mechanisms for the three sector Observatories has been completed; an interim assessment of its results—along with progress achieved in the implementation of Action Plans agreed upon with sector public authorities in Years 1 and 2—, is included in the progress report, and any changes or revisions to the project's operational plan for Year 3.

**Component 3**
3. Knowledge & Learning products and events delivered; findings and feedback informing K&L activities for Year 3.
4. M&E: External mid-term project evaluation completed; findings and recommendations integrated into project operation as evidenced in revised Project Action Plan.

#### Final Disbursement

After the Recipient's completion of the activities financed under this Grant, the final disbursement will consist of:

- Withdrawal Application *(duly signed by the Authorized Signatories)* and approval of Interim 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
- Withdrawal Application *(duly signed by the Authorized Signatories)* and Project Completion Report 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.

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:

**Components 1 & 2**
1. **Use of social accountability for generating citizen feedback:**
   a. The project has developed and implemented a social accountability model applied to monitoring the national budget cycle and to three sectors -Education, Habitat (encompassing Water and Sanitation and Public Housing)- and Agriculture in the Dominican Republic consisting of tailored tools and mechanisms applicable at the local and national levels.
### Indicative Timing of Disbursements, Supporting Documents and related Milestones

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<tr>
<th>Disbursement Amount (USD)</th>
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#### 2. Public sector engagement:
The relevant Ministries and public sector institutions engaged in the project have used the information generated through social accountability to introduce changes to or improve the performance of the national budget cycle and of sector policies, management and service delivery processes as evidenced by executive and legislative instruments (e.g. budget documents and regulations, local-level regulations, etc.), which have been included in the Project Completion Report.

(Component 3)

#### 3. Knowledge and Learning (K&L):
The grantee has developed and refined a social accountability model for monitoring the national budget cycle and service delivery in the project’s three selected sectors 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 Completion Report
## Actual Expenditures (period)

<table>
<thead>
<tr>
<th>PROJECT ACTIVITY</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5=(1+2+3+4)</th>
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<tbody>
<tr>
<td>1. Building an environment enabling sustainable social accountability in Moldova—Dominican Republic</td>
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<td>2. Applying Social Accountability Tools to empower local and regional stakeholders to increase policy accountability</td>
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<td>3. Integrating SAcc with policy and budget dialogue</td>
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<td>4. Knowledge and Learning</td>
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<td>5. Project Implementation, Supervision and Administration/Audit cost</td>
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### Opening Balance

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<thead>
<tr>
<th>GPSA Approved Budget</th>
<th>Consulting Services $</th>
<th>Dissemination Cost $</th>
<th>Training/Capacity Building $</th>
<th>Others $</th>
<th>Total for the Quarter $</th>
<th>Exchange Rate applied</th>
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### A. GPSA Sub-Total Project Expenditure

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<tr>
<th>Activities</th>
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### B. Co-Financed Expenditures

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<tr>
<th>Total Project Expenditure C=(A+B)</th>
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### Closing Balance

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## Forecasted Expenditures (period)

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<tr>
<th>Trust Fund No: TF015862</th>
<th>Total GPSA approved Budget</th>
<th>Consulting Services $</th>
<th>Dissemination Cost $</th>
<th>Training/Capacity Building $</th>
<th>Others $</th>
<th>Total for the Quarter $</th>
<th>Cumulative Expenditure upto the reporting period</th>
<th>Exchange Rate applied</th>
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<tr>
<td><strong>PROJECT ACTIVITY</strong></td>
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<td><strong>GPSA Approved Budget for Initial</strong></td>
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<td><strong>D. Co- Financed Expenditures</strong></td>
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<td>Total Project Expenditure C=(A+B)</td>
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<td><strong>Closing Balance</strong></td>
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Payments Made during Reporting Period
Against Contracts Subject to the World Bank's Prior Review

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DESIGNATED ACCOUNT RECONCILIATION STATEMENT

TRUST FUND NUMBER ______________
ACCOUNT NUMBER ______________ WITH (BANK) ______________

1. TOTAL ADVANCED BY WORLD BANK (OR COFINANCER) $ ____________________

2. LESS: TOTAL AMOUNT RECOVERED BY WORLD BANK - $ ____________________

3. EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED TO THE DESIGNATED ACCOUNT (NUMBER 1 LESS NUMBER 2) = $ ____________________

4. BALANCE OF DESIGNATED ACCOUNT PER ATTACHED BANK STATEMENT AS OF DATE ____________________ $ ____________________

5. PLUS: TOTAL AMOUNT CLAIMED IN THIS APPLICATION NO. ______________ + $ ____________________ *

6. PLUS: TOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED REASON: ____________________ + $ ____________________ *

7. PLUS: AMOUNTS CLAIMED IN PREVIOUS APPLICATIONS NOT YET CREDITED AT DATE OF BANK STATEMENTS

   APPLICATION NO.  AMOUNT *
   ____________________  ____________________
   ____________________  ____________________

   SUBTOTAL OF PREVIOUS APPLICATIONS NOT YET CREDITED + $ ____________________

8. MINUS: INTEREST EARNED - $ ____________________ *

9. TOTAL ADVANCE ACCOUNTED FOR (NO. 4 THROUGH NO. 9) = $ ____________________

10. EXPLANATION OF ANY DIFFERENCE BETWEEN THE TOTALS APPEARING ON LINES 3 AND 9: ____________________________________________

11. DATE: ____________________ SIGNATURE: ____________________
     TITLE: ____________________

* ALL ITEMS SHOULD BE INDICATED ON THE BANK STATEMENT