Re: Haiti: GFDRR Grant for Haiti Disaster Risk Management Mainstreaming and Capacity Building Program-Grant No. TF013014

Additional Instructions: Disbursement Letter

Dear Ms. de Caen:

Pursuant to Section 4.5 of the Annex to the Letter Agreement sent to you on July 29th, 2013, this letter gives instructions on withdrawal of proceeds from the Grant made by the International Bank for Reconstruction and Development ("IBRD") and the International Development Association ("IDA") (collectively, the "World Bank") to the United Nations Development Programme ("Recipient") for the benefit of the Republic of Haiti ("Member Country") for the Haiti Disaster Risk Management Mainstreaming and Capacity Building Program (TF013014). A copy of the Letter Agreement is attached. This letter and its attachments should be copied to all staff involved in the preparation of applications for withdrawal. Sample applications are attached and additional forms may be obtained online through our Web site, "Client Connection" (see paragraph below).

Following are the specific disbursement arrangements for the Haiti Disaster Risk Management Mainstreaming and Capacity Building Program (TF013014). These arrangements may be revised by the World Bank from time to time in consultation with the Recipient.

I. Withdrawals from the Grant Account and Supporting Documentation

(a) Withdrawals from the Grant Account will be made on the basis of the interim unaudited financial reports submitted in accordance with section 4.5 of the Annex to the Letter Agreement and in accordance with the periodicity specified at section 5 (c) of the Annex to the Letter Agreement. The agreed format of interim unaudited financial reports is attached.

(b) Withdrawals shall be made as follows:

(i) In the case of the first request for an advance, the Recipient shall submit to the World Bank a statement with the projected sources and applications of funds for the project for the first two periods.

(ii) In the case of subsequent requests for advances, the Recipient shall submit the interim unaudited financial report providing an accounting of expenditures incurred in the period
ended, together with the projected sources and applications of funds for the project for the next two periods.

(iii) Upon receipt of each application for withdrawal of an amount of the Grant, the Bank shall, on behalf of the Recipient, withdraw from the Grant Account and advance an amount equal to the lesser of: (i) the amount so requested; and (ii) the amount which the Bank has determined, based on the interim unaudited financial report submitted with such application, is required to be advanced in order to finance eligible expenditures to be incurred during the ensuing reporting period.

II. Advances of Grant Proceeds

(a) All advances made by the Bank pursuant to section I above will be deposited into an official UN bank account in accordance with the provisions of Regulation 4.15 of the Financial Regulations and Rules of the UN.

(b) The Bank shall not be required to make further advances:

(i) If the Recipient shall have failed to furnish to the Bank, within the period of time specified in the Financial Management Framework Agreement, any of the audited financial statements required to be furnished to the Bank;

(ii) If, at any time, the Bank shall have notified the Recipient of its intention to suspend in whole or in part the right of the Recipient to make withdrawals from the Grant Account pursuant to the provisions of paragraph 6 of the Annex to the Letter Agreement; or

(iii) If the Bank, at any time, is not satisfied that the interim unaudited financial reports submitted by the Recipient adequately provide the information required to support disbursements.

Thereafter, withdrawals from the Grant Account of the remaining unwithdrawn amount of the Grant shall follow such procedures as the Bank shall specify by notice to the Recipient. Such further withdrawals shall be made only after and to the extent that the Bank shall have been satisfied that all such outstanding advances as of the date of such notice will be used to make payments for eligible expenditures.

III. Refunds

(a) If the Bank shall have determined at any time that any withdrawal of the proceeds of the Grant:

(i) was made for an expenditure or in an amount not eligible pursuant to section 4.1 of the Annex to the Letter Agreement; or

(ii) was not justified by the evidence furnished to the Bank, the Recipient shall, promptly upon notice from the Bank refund to the Bank an amount equal to the amount of such payment or the portion thereof that was not eligible or justified. Unless the Bank shall otherwise agree, no further advances shall be made by the Bank until the Recipient has made such refund.

(b) If the Bank shall have determined at any time that any outstanding advances will not be required to cover further payments for eligible expenditures, the Recipient shall, promptly upon notice from the Bank, refund to the Bank such outstanding amount.

(c) The Recipient may, upon notice to the Bank, refund to the Bank all or any outstanding advances.
(d) Refunds to the Bank made pursuant to subparagraph (a), (b) or (c) of this paragraph shall be credited to the Grant Account for subsequent withdrawal or for cancellation in accordance with the provisions of the Letter Agreement.

IV. Other

Authorized Signatures. Please refer to Section 4.4 of the Annex to the Letter Agreement. A letter in the form attached should be furnished to the Bank at the address below providing the name(s) and specimen signature(s) of the official(s) authorized to sign applications for withdrawal:

The World Bank
1818 H Street, N.W.
Washington, DC 20433
United States of America
Attention: Country Director

Client Connection Web Site. From the Bank’s secure Web site, “Client Connection” (http://clientconnection.worldbank.org), you will be able to download applications for withdrawal, monitor the near real-time status of the grant, and retrieve related policy, financial, and procurement information. For more information about the Web site and registration arrangements, please contact the World Bank by email at clientconnection@worldbank.org. Any non compliance with the provisions in this letter may result in the Bank’s application of the remedies provided for in Section 6 of the Annex to the Letter Agreement.

Please contact us if you have any questions about withdrawal procedures, quoting Grant No. TF013014 as your reference.

Yours sincerely,

By Mary Barton-Dock
Special Envoy for Haiti
Latin America and the Caribbean Region

Attachments:

1. Letter Agreement.

2. Sample form for Authorized Signatures.

3. Agreed format of Interim Unaudited Financial Report
The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Attention: Ms. Mary Barton-Dock, Special Envoy for Haiti

Re: Haiti: GFDRR Grant for Haiti Disaster Risk Management Mainstreaming and Capacity Building Program-Grant No. TF013014

Dear Ms. Barton-Dock:

I refer to the Letter Agreement between the International Bank for Reconstruction and Development ("IBRD") and the International Development Association ("IDA") (collectively, the "World Bank") and the United Nations Development Programme ("Recipient"), dated ______, providing the above grant. For the purposes of Section 4.4 of the Annex to the Letter Agreement, any one of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign an Application for Withdrawal under this grant:

[Name], [position] Specimen Signature: _______________________

[Name], [position] Specimen Signature: _______________________

[Name], [position] Specimen Signature: _______________________

Yours truly,

/ signed /

[position]
**CASH FLOW STATEMENT FOR THE QUARTER ENDED: XXX, 201X**

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<th>TOTAL ALLOCATION</th>
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<th>YEAR TO DATE</th>
<th>BALANCE</th>
<th>FORECAST FOR NEXT 2 QUARTERS</th>
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<td>- World Bank</td>
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<td>- Direct Payments</td>
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**NET CASH INFLOW/OUTFLOW**

**CASH AT THE BEGINNING OF THE PERIOD**

**CASH AT THE END OF THE PERIOD**

Prepared by: ____________________________  Reviewed by: ____________________________

Date: ____________________________  Date: ____________________________

Documents to be attached to the quarterly IFR: (i) copy of the bank reconciliation; (ii) copy of the bank statement.

For each month of the quarter.
Mémorandum interne

De: Mme Sophie de Caen, Directrice Principale, RC/HC/RR a.i.  Date: 18 Juillet 2013

À : Membres de l’Équipe pays
Personnel du PNUD Haïti

C.C. M. Heraldo Muñoz
Directeur Régional, RBLAC
Madame Jessica Faieta
Directrice Régionale adjointe, RBLAC

Objet : Absence de la Directrice principale, RC/HC/RR a.i du 20 juillet au 17 août 2013

Par la présente, j’ai le plaisir de vous informer que je serai absente du bureau du 20 juillet au 17 août 2013.

Pendant mon absence, Mme Katyna Argueta, Directrice Adjointe Programme, assurera les fonctions de Directrice principale a.i. et d’officier en charge du PNUD et M Ramiz Alakbarov, Représentant du FNJAP assurera les fonctions de Coordonnateur Résident et Humanitaire a.i.

Je vous remercie pour votre collaboration.