Mr. Hari Bastola  
Country Representative  
Center for International Studies and Cooperation (CECI)  
GPO Box 2959, Baluwatar  
Kathmandu, Nepal

Re: Nepal’s Program to Promote the Demand for Good Governance  
State-and Peace-Building Fund (SPF) Grant No. TF098650  
Additional Instructions: Disbursement

Dear Mr. Bastola:

I refer to the Letter Agreement ("Agreement") between the International Bank for Reconstruction and Development ("IBRD") and International Development Association ("IDA") (collectively, the "World Bank"), acting as administrator of grant funds provided under the State-and Peace-Building Fund ("SPF") for the above-referenced project, January 20, 2001. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF098650 ("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 this 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:

• Advance  
• Reimbursement  
• 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 Condition (subsection 3.8). Please refer to the Disbursement Condition in the Letter 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 sign Applications:

The World Bank  
1818 H Street, N.W., J 8-103  
Washington, D.C. 20433  
United States of America  
Attn.: Susan G. Goldmark, Country Director, Nepal

(ii) Applications (subsections 3.2 - 3.3). Please provide completed and signed applications for withdrawal, together with supporting documents, to the address indicated below:

The World Bank  
No. 11, Taramani Main Road  
Taramani, Chennai – 600 113  
India  
Attn.: Ms. Samvita R. Arikatla, Sr. Finance Officer

(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 devices (“Tokens”) 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 Tokens 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 Tokens to Process Applications. By designating officials to accept Tokens 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 Devices in connection with Use of Electronic Means to Process Applications and Supporting Documentation (“Terms and Conditions of Use of Tokens”) provided in Attachment 3: and (b) to deliver the Terms and Conditions of Use of Tokens 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 Reimbursement and Direct payments is US$30,000.

(vi) Advances (sections 5 and 6).

- Type of Designated Account (subsection 5.3): Segregated
• **Currency of Designated Account (subsection 5.4):** United States Dollars (US$)

• **Financial Institution at which the Designated Account will be opened (subsection 5.5):** NABIL Bank.

• **Ceiling (subsection 6.1):** forecast for 2 quarters as provided in the quarterly Interim Financial Report.

**III. Reporting on Use of Grant Proceeds**

(i) **Supporting Documentation (section 4):** Supporting documentation should be provided with each Application, as set out below:

• **For reporting eligible expenditures paid from the Designated Account:**
  - Interim Financial Report(s) in the form(s) attached (Attachment 4);
  - List of payments against contracts that are subject to the Bank’s prior review in the form attached (Attachment 5); and
  - Reconciled bank statements.

• **For requests for Reimbursement:**
  - Interim Financial Report(s) in the form(s) attached (Attachment 4); and
  - List of payments against contracts that are subject to the Bank’s prior review in the form attached (Attachment 5).

• **For requests for Direct Payments:**
  - 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):** Quarterly.

**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 effected. 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 CTRFC’s Trust Fund Unit at LOATF@worldbank.org using the above reference.

Yours sincerely,

/s/ Christine E. Kimes

Christine E. Kimes
Acting Country Director for Nepal
South Asia Region

Attachments

2. Form of Authorized Signature Letter
4. Forms of Interim Financial Report (IFR)
5. Form of Payments Against Contracts Subject to the World Bank’s Prior Review