Mr. Michael Rewald  
Country Director  
Care Malawi  
Pamodzi House  
Presidential Driver  
Private Bag A 89  
Lilongwe, Malawi

Dear Sir:

Re: GPSA Grant Global Partnership for Social Accountability *Strengthening Social Accountability in the Education Sector in Malawi Project*  
(GPSA Grant No. TF015841)  
Additional Instructions: Disbursement Letter

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, and Care Malawi (the "Recipient") for the above-referenced project of even date herewith. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF015841 ("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 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
Mulanje House, City Centre
Lilongwe 3, Malawi
Mail Stop: LUNWB
Attention: Kundhavi Kadiresan, Country Director Malawi

(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,
Loan Department,
P. O. Box 30577 – 00100,
Nairobi, Kenya.
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 Care Malawi.
- **Type of Designated Account[s] (subsection 5.3):** Pooled
- **Currency of Designated Account[s] (subsection 5.4):** USD
- **Financial Institution at which the Designated Account[s] Will Be Opened (subsection 5.5):** At Standard Bank.
- **Ceiling (subsection 6.1):** semiannual based on twelve month forecasts.

**(vii) Advances (sections 5 and 6).** For the reason set forth in subsection 5.2 of the Disbursement Guidelines, the advancing of grant proceeds into a designated account is not a Disbursement Method currently available under this Grant. Please send Applications only in support of the Disbursement Methods listed in subsection I (i) of this letter.

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 Advance Request:**
  - Applications for advance should be accompanied by the documents specified in Attachment 4, including:
    - Interim Financial Reports in the agreed format provided in Attachment 5
  - List of payments for contracts subject to the Bank’s prior review in the form attached (Attachment 6).

- **For requests for Reimbursement:**
  - Applications for advances should be accompanied by the documents specified in Attachment 4, including:
    - Interim Financial Reports in the agreed format provided in Attachment 5
  - List of payments for contracts subject to the Bank’s prior review in the form attached (Attachment 6); and,
  - 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 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.

VI. Other Important Information

For additional information on disbursement arrangements, please refer to the Disbursement Handbook available on the World Bank’s public website at https://www.worldbank.org and its secure
website “Client Connection” at https://clientconnection.worldbank.org. Print copies are available upon request.

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). 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 DEVELOPMENT ASSOCIATION

By

Kundhavi Kadiresan
Country Director for Malawi, Zambia and Zimbabwe
Africa 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:  Care Malawi
               Pamodzi House
               Presidential Driver
               Private Bag A 89
               Lilongwe, Malawi
               mrewald@co.care.org

               Ministry of Finance
               P.O. Box 30136 Capital City
               Lilongwe 3, Malawi