H.E. Emilia Pires
Minister of Finance
Ministry of Finance
Palacio Do Governo
Edificio 5, 1.º Andar
Dili, Democratic Republic of Timor-Leste

TIMOR-LESTE: IDF Grant for Building the Capacity of Procurement Institutions to Achieve Development Outcomes Project
IDF Grant No. TF099233
Additional Instructions: Disbursement

Excellency:

I refer to the Letter of Agreement (the Agreement), between the International Bank for Reconstruction and Development (the Bank), acting as administrator of the World Bank’s Institutional Development Fund (IDF), and the Democratic Republic of Timor-Leste (the Recipient) for the above-referenced project. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant No. TF099233 (the 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 I), 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:
- Advance
- Reimbursement
- Direct Payment
(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is 4 months after the Closing Date as specified in the Grant Agreement. Any changes to this date will be notified by the World Bank.

II. Withdrawal of Grant Proceeds

(i) Authorized Signatures (subsection 3.1). A letter in the Form attached (Attachment II) 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  
Level 19, 14 Martin Place  
CML Building  
Sydney NSW 2000, Australia  
Attention: Ferid Belhaj, Country Director

(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  
23/F, The Taipan Place Building  
Emerald Avenue, Ortigas Center  
Pasig City, Metro Manila, Philippines  
Attn.: Regional Disbursement Processing Center

(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 III; 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 is US$10,000 for Direct Payment and Reimbursement.
(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):** A commercial bank / financial institution acceptable to the Bank.
- **Ceiling (subsection 6.1):** US$50,000.

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 requests for Reimbursement:**
  - Statement of Expenditure in the form attached (Attachment IV) for all expenditures / contracts not subject to the World Bank’s prior review.
  - List of payments against contracts that are subject to the Bank’s prior review in the form attached (Attachment V) together with records evidencing eligible expenditures (e.g. copies of receipts, supplier invoices).

- **For reporting eligible expenditures paid from the Designated Account:**
  - Statement of Expenditure in the form attached (Attachment IV) for all expenditures / contracts not subject to the World Bank’s prior review.
  - List of payments against contracts that are subject to the Bank’s prior review in the form attached (Attachment V) together with records evidencing eligible expenditures (e.g. copies of receipts, supplier invoices).
  - A Designated Account activity statement in the form attached (Attachment VI); 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):** Monthly.

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 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 the World Bank’s Loan Department Trust Fund Unit by sending an email to LOATF@worldbank.org and using the grant number and name as a reference.

Yours sincerely,

By/s Ferid Belhaj

Ferid Belhaj
Country Director
Timor-Leste, Papua New Guinea
and Pacific Islands
East Asia and Pacific Region

Attachments
1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Sample Authorized Signature Letter
4. Sample Form of Statement of Expenditure (SOE)
5. Sample Form of Payments Against Contracts Subject to the Association’s Prior Review
6. Sample Designated Account Activity Statement

Cc: Mr. Manuel Monteiro
Director of the National Procurement Directorate
Ministry of Finance
Palacio Do Governo
Edificio 5,1.º Andar
Dili, Democratic Republic of Timor-Leste