His Excellency Ambassador Ahmad ALLAM-MI  
Secretary General  
Economic Community of Central African States  
Haut de Guégué  
BP: 2112  
Libreville  
GABON  

Re: GFDRR Grant No. TF0A7508  
Strengthening Disaster Risk Management Capacity in the  
Economic Community of Central African States Project  
Letter Agreement  

Excellency:  

In response to the request for financial assistance made on behalf of the Economic Community of Central African States ("Recipient"), I am pleased to inform you that the International Bank for Reconstruction and Development/International Development Association ("World Bank"), acting as administrator of grant funds provided by European Union, represented by the Commission of European Communities (the "Commission" or the "Donor") for the ACP-EU National Disaster Risk Reduction Program Trust Fund under the Global Facility for Disaster Reduction and Recovery Track II (TF071630) – European Trust Fund Number 2011/264/826 (the "Trust Fund"), proposes to extend to the Recipient for the benefit of the ECCAS countries ("Member Countries"), a grant in an amount not to exceed one million two hundred sixty-five thousand United States Dollars (USD 1,265,000) ("Grant") on the terms and conditions set forth or referred to in this letter agreement ("Agreement"), which includes the attached Annex, to assist in the financing of the project described in the Annex ("Project").  

This Grant is funded out of the abovementioned trust fund for which the World Bank receives periodic contributions from the Donor. In accordance with Section 3.02 of the Standard Conditions (as defined in the Annex to this Agreement), the World Bank’s payment obligations in connection with this Agreement are limited to the amount of funds made available to it by the Donors under the abovementioned trust fund, and the Recipient’s right to withdraw the Grant proceeds is subject to the availability of such funds.

The Recipient represents, by confirming its agreement below, that it is authorized to enter into this Agreement and to carry out the Project in accordance with the terms and conditions set forth or referred to in this Agreement.

Please confirm the Recipient’s agreement to the foregoing by having an authorized official of the Recipient sign and date the enclosed copy of this Agreement, and returning it to the World Bank.

1818 H Street NW • Washington, DC 20433 USA
Very truly yours,
INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT/INTERNATIONAL DEVELOPMENT ASSOCIATION

By
Elisa Bens
Regional Integration Team for Central Africa

AGREED:
ECONOMIC COMMUNITY OF CENTRAL AFRICAN STATES

By
Authorized Representative
Name

Title
SECRETARIAT GENERAL

Date 22nd October 2018

Enclosures:


(2) Disbursement Letter of the same date as this Agreement, together with the “Disbursement Guidelines for Investment Project Financing”, dated February 2017
Article I
Standard Conditions; Definitions

1.01. **Standard Conditions.** The Standard Conditions for Grants Made by the World Bank out of Various Funds dated February 15, 2012 ("Standard Conditions"), with the modifications set forth in Section I of the Appendix to this Agreement, constitute an integral part of this Agreement.

1.02. **Definitions.** Unless the context requires otherwise, the capitalized terms used in this Agreement have the meanings ascribed to them in the Standard Conditions or in this Agreement.

Article II
Project Execution

2.01. **Project Objectives and Description.** The objective of the Project is to strengthen DRM coordination, planning and policy advisory capacity of ECCAS through regional collaboration and knowledge dissemination capacity of ECCAS. The Project consists of the following parts:

Part A: Capacity Building for Disaster Risk Reduction/Climate Change Adaptation

Carrying out a program of capacity building including: (i) the provision of internships for Masters-level students from Member Countries according to criteria acceptable to the Bank; (ii) specific issues in DRM/Climate Change adaptation for Member States; and (iii) mainstreaming gender and other non-state considerations in DRR.

Part B: Strengthening of Policy Dialogue and Legislation on DRM

Carrying out a program of: (i) technical assistance to analyze national and regional policies and legislation on disaster risk reduction and climate change adaptation; and (ii) workshops and seminars on issues related to DRM and CCA.

Part C: Enhance Regional Capacity for Preparedness, Response & Post Disaster Assessment

Carrying out a program of training for national sectoral experts on post-disaster assessment, planning and coordination of needs and recovery framework.

Part D: Implementation support for the ECCAS Secretariat:

(i) Key Staffing of the PIU, under Terms of Reference satisfactory to the Bank;

(ii) Carrying out a program of capacity building for PIU staff; and

(iii) Provision of Operational Costs for the PIU.

2.02. **Project Execution Generally.** The Recipient declares its commitment to the objectives of the Project. To this end, the Recipient shall carry out the Project through its Secretariat in accordance with the provisions of: (a) Article II of the Standard Conditions; (b) the "Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants", dated October 15, 2006 and revised in January 2011 and as of July 1, 2016 ("Anti-Corruption Guidelines"); and (c) this Article II.
2.03. **Institutional and Other Arrangements.** Without limitation upon paragraph 2.02 above:
(a) the Recipient shall establish and maintain throughout the implementation of the Grant a Project Implementation Unit (PIU) with terms of reference, composition and resources satisfactory to the World Bank, which shall be responsible for overseeing the day-to-day implementation and fiduciary aspects of the Grant.

(b) The Recipient shall: (i) prepare and adopt a Project Implementation Manual in form and substance satisfactory to the World Bank, containing detailed arrangements and procedures for: (a) institutional coordination and day-to-day execution of the Project; (b) Project budgeting, disbursement and financial management; (c) procurement; (d) environmental and social safeguard guidelines; (e) monitoring, evaluation, reporting and communication; (f) such other administrative, financial, technical and organizational arrangements and procedures as shall be required for the Project; and (ii) carry out (and cause to be carried out) the Project in accordance with the arrangements and procedures set out in the PIM (provided, however, that in case of any conflict between the arrangements and procedures set out in the PIM and the provisions of this Agreement, the provisions of this Agreement shall prevail) and, except as the World Bank shall otherwise agree, shall not amend, abrogate or waive any provision of the PIM.

2.04. **Donor Visibility and Visit.** (a) The Recipient shall take or cause to be taken all such measures as the World Bank may reasonably request to identify publicly the Donor's support for the Project.

(b) For the purposes of Section 2.09 of the Standard Conditions, the Recipient shall, upon the World Bank's request, enable the representatives of the Donor to visit any part of the Member Country's territory for purposes related to the Project.

2.05 **Documents; Records.**

In addition and without limitation to the obligations set forth in Section 2.05 of the Standard Conditions, the Recipient shall ensure that:

(a) all records evidencing expenditures under the Project are retained for seven years and six months after the Closing Date, such records to include: (i) this Agreement, all addenda thereof, and any amendments thereto; (ii) the Recipient's financial and narrative progress reports submitted to the World Bank; (iii) the Recipient's financial information related to the Grant, including audit reports, invoices and payroll records; (iv) the Recipient's implementation documentation (including sub-agreements, procurement files, contracts, purchase orders); and (v) the corresponding supporting evidence referred to in Section 3.04 of the Standard Conditions; and

(b) the representatives of the World Bank are: (i) able to examine all records referred to above in paragraph (a); (ii) provided all such information concerning such records as they may from time to time reasonably request; and (iii) able to disclose such records and information to the Donor.

2.06. **Project Monitoring, Reporting and Evaluation.** (a) The Recipient shall monitor and evaluate the progress of the Project and prepare Project Reports in accordance with the provisions of Section 2.06 of the Standard Conditions and on the basis of indicators acceptable to the World Bank. Each Project Report shall cover the period of one calendar semester, and shall be furnished to the World Bank not later than one month after the end of the period covered by such report.
(b) The Recipient shall prepare the Completion Report in accordance with the provisions of Section 2.06 of the Standard Conditions. The Completion Report shall be furnished to the World Bank not later than six (6) months after the Closing Date.

2.07. **Financial Management.**

(a) The Recipient shall ensure that a financial management system is maintained in accordance with the provisions of Section 2.07 of the Standard Conditions.

(b) The Recipient shall ensure that interim unaudited financial reports for the Project are prepared and furnished to the World Bank not later than forty-five (45) days after the end of each calendar semester, covering the semester, in form and substance satisfactory to the World Bank.

(c) The Recipient shall have its Financial Statements audited in accordance with the provisions of Section 2.07 (b) of the Standard Conditions. Each such audit of the Financial Statements shall cover the period of one fiscal year of the Recipient. The audited Financial Statements for each such period shall be furnished to the World Bank not later than six months after the end of such period.

2.08. **Procurement**

All goods, works, non-consulting services and consulting services required for the Project and to be financed out of the proceeds of the Grant shall be procured in accordance with the requirements set forth or referred to in the “World Bank Procurement Regulations for IPF Borrowers” dated July 2016, revised November 2017 (“Procurement Regulations”), and the provisions of the Recipient’s procurement plan for the Project (“Procurement Plan”) dated May 16, 2018 provided for under Section IV of the Procurement Regulations, as the same may be updated from time to time in agreement with the World Bank.

**Article III**

**Withdrawal of Grant Proceeds**

3.01. **Eligible Expenditures.** The Recipient may withdraw the proceeds of the Grant in accordance with the provisions of: (a) the Standard Conditions; (b) this Section; and (c) such additional instructions as the World Bank may specify by notice to the Recipient (including the “Disbursement Guidelines for Investment Project Financing”, dated February 2017, as revised from time to time by the World Bank and as made applicable to this Agreement pursuant to such instructions), to finance Eligible Expenditures as set forth in the following table. The table specifies the categories of Eligible Expenditures that may be financed out of the proceeds of the Grant (“Category”), the allocations of the amounts of the Grant to each Category, and the percentage of expenditures to be financed for Eligible Expenditures in each Category:
### Table 1: Allocation of the Grant

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount of the Grant Allocated (expressed in USD)</th>
<th>Percentage of Expenditures to be Financed (inclusive of Taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Goods, works, non-consulting services, consulting services, Operational Costs and Training under the Project</td>
<td>1,265,000</td>
<td>100%</td>
</tr>
<tr>
<td>TOTAL AMOUNT</td>
<td>1,265,000</td>
<td></td>
</tr>
</tbody>
</table>

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**3.02. Withdrawal Conditions.** Notwithstanding the provisions of Section 3.01 of this Agreement, no withdrawal shall be made for payments made prior to the date of this Agreement.

**3.03. Withdrawal Period.** The Closing Date referred to in Section 3.06 (c) of the Standard Conditions is December 31, 2019.

### Article IV

**Additional Remedies**

**4.01. Additional Events of Suspension.** The Additional Events of Suspension referred to in Section 4.02 (k) of the Standard Conditions consist of the following, namely, the ECCAS Treaty has been amended, suspended, abrogated, repealed or waived so as to affect materially and adversely the ability of the Recipient to perform any of its obligations under this Agreement.

### Article V

**Effectiveness; Termination**

**5.01** This Agreement shall not become effective until evidence satisfactory to the World Bank has been furnished to the World Bank that the following condition has been satisfied:

(a) As part of the evidence to be furnished pursuant to Section 5.01 immediately above, there shall be furnished to the World Bank an opinion or opinions satisfactory to the World Bank of counsel acceptable to the World Bank or, if the World Bank so requests, a certificate satisfactory to the World Bank of a competent official of the Recipient, showing the following matter, namely, that on behalf of the Recipient, that this Agreement has been duly authorized or ratified by, and executed and delivered on behalf of the Recipient and is legally binding upon it in accordance with its terms.

(b) The Recipient has adopted a Project Implementation Manual acceptable to the Association.

**5.02. Termination for Failure to Become Effective.** This Agreement and all obligations of the parties under it shall terminate if it has not entered into effect by the date ninety (90) days
after the date of this Agreement (the “Effectiveness Deadline”), unless the World Bank, after consideration of the reasons for the delay, establishes a later date for the purpose of this Section. The World Bank shall promptly notify the Recipient of such later date.

Article VI
Recipient’s Representative; Addresses

6.01. **Recipient’s Representative.** The Recipient’s Representative referred to in Section 7.02 of the Standard Conditions is its Secretary General.

6.02. **Recipient’s Address.** The Recipient’s Address referred to in Section 7.01 of the Standard Conditions is:

Economic Community of Central African States
Haut de Guégué
BP: 2112
Libreville
GABON

Facsimile: +241 44 47 32
Email: macmfoula@yahoo.com

6.03. **World Bank’s Address.** The World Bank’s Address referred to in Section 7.01 of the Standard Conditions is:

International Bank for Reconstruction and Development
International Development Association
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Telex: 248423 (MCI) or 64145 (MCI)
Facsimile: 1-202-477-6391
APPENDIX
Modifications to the Standard Conditions

Section I: Definitions

(a) “DRR” means Disaster Risk Reduction.

(b) “ECCAS Treaty” means the treaty entered into by the ECCAS Member States establishing Economic Community of Central African States, dated August 17, 1992, as amended.

(c) “Operating Costs” means the incremental operating expenses incurred on account of the implementation of the Activities, management and monitoring including on account of operation and maintenance costs of office and office equipment; office supplies, additional staff costs, travel and supervision costs, per diem, but excluding the salaries and indemnities of officials and public servants of the Recipient’s civil service.

(d) “Project Implementation Manual” means the manual referred to in Section 2.03 (b) of the Annex to this Agreement, as the same may be revised from time to time with the prior approval of the Association.

(e) “Project Implementation Unit” means the unit established within the Secretariat of the Recipient responsible for the day-to-day implementation of Project activities, as further referred to in Section 2.03 (a) of the Annex to this Agreement.

(f) “Training” means the cost associated with the training and workshops for reasonable expenditures (other than for consultants’ services), including: (i) travel, room, board and per diem expenditures incurred by trainers and trainees in connection with their training; (ii) course fees; (iii) training facility rentals; and (iv) training material preparation, acquisition, reproduction and distribution expenses.

Section II: Modifications to the Standard Conditions

The Standard Conditions are modified to read as follows:

“Member Country” in Section 17 of the Appendix to the Standard Conditions shall mean: “each of the following World Bank members, namely the Republic of Angola, Republic of Burundi, Republic of Cameroon, Central African Republic, Republic of Chad, Democratic Republic of Congo, Republic of Congo, Republic of Equatorial Guinea, Gabonese Republic, the Republic of Rwanda and Democratic Republic of São Tomé and Príncipe.” If the project is carried out in the territory of more than one of such members of the World Bank, “Member Country” refers separately to each such member.