April 5, 2012

Ref: WB/CD/077/04/05/2012

H.E. Ato Sufian Ahmed
Minister
Ministry of Finance and Economic Development
Addis Ababa

Dear Ato Sufian,

Ethiopia: MDTF Grant No. TF097830
(Protection of Basic Services Program - Phase II Project
(Sub-program D)

Additional Instructions: Disbursement

I refer to the Letter Agreement ("Agreement") between the International Development Association ("World Bank"), acting as administrator of grant funds provided by various donors under the Multi Donor Trust Fund (TF071313) for the Co-financing of the Ethiopia Protection of Basic Services Program - Phase II Project (Monitoring and Evaluation - Subprogram D), and the Federal Democratic Republic of Ethiopia (the "Recipient"), dated April 5, 2012. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF097830 ("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
- Special Commitment

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is four months after the Closing Date specified in the Agreement. Any changes to this date will be notified by the World Bank.
(iii) Disbursement Conditions (subsection 3.8). Please refer to the Disbursement Condition(s) in the 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
P. O. Box 5515
Addis Ababa, Ethiopia
Attention: Country Director for Ethiopia

(ii) Applications (subsections 3.2 - 3.3). Please provide completed and signed (a) applications for withdrawal, together with supporting documents, and (b) applications for special commitments, together with a copy of the commercial bank letter of credit, to the address indicated below:

The World Bank
4 Fricker Road
Illovo 2196
Johannesburg, Republic of South Africa
Attention: Loan Department

(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 Payment is United States Dollars 50,000.
(vi) Advances (sections 5 and 6).

- **Type of Designated Account (subsection 5.3):** Pooled. The Designated Account ‘D’ currently in use for the IDA Financing 4578 ET and H477-ET will be used for this Grant.
- **Currency of Designated Account (subsection 5.4):** United States Dollars
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** the National Bank of Ethiopia.
- **Ceiling (subsection 6.1):** Expenditure Forecast for 2 quarters, as stated in Interim Unaudited Financial Reports, consistent with Conformation letter on sharing proportions among donors and approved Annual Work Plans.

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**
  - Interim Unaudited Financial Report (Attachment 6);
  - List of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5)
  - Supplementary Financial Information for Reimbursements in the form attached (Attachment 4) with supporting records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices and documentary evidence of delivery of contracted goods and services).

- **For reporting eligible expenditures paid from the Designated Account:**
  - Interim Unaudited Financial Report (Attachment 6);
  - List of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5)
  - For expenditures paid from the Designated Account, please also attach a Designated Account activity reconciliation statement and Bank Statement should be submitted with each withdrawal application reporting on the use of Credit proceeds from the Designated Account (Attachment 7).

- **For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices and documentary evidence of delivery of contracted goods and services.

(ii) **Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3):** Monthly

(iii) **Other Supporting Documentation Instructions**

- A copy of the Confirmation Letter issued by the World Bank, stating the percentage of Eligible Expenditures that the World Bank may determine as eligible for financing for each six monthly period of the Ethiopian Fiscal Year, should be submitted to accompany each withdrawal application clearly stating the amount and percentage of expenditure to be financed by various Cofinanciers, including IDA Credit No. 4578-ET, IDA Grant No. H477-ET and MDTF Grants.
for this project, for each expenditure category, consistent with the approved Annual Work Plan and Budget.

- There will be one common Interim Financial report (Attachment 4) to document expenditures incurred and financed from various cofinanciers, including IDA Credit No. 4578-ET, IDA Grant No. H477-ET and various MDTF Grants for this project, including this Grant. This report should be submitted on a quarterly basis and will attribute eligible expenditures to these cofinanciers, in the agreed proportion as stated in the applicable Confirmation Letter.

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). 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 Senior Finance Officer at LOA_AFR@worldbank.org using the above reference.

Sincerely,

Guang Z. Chen
Country Director for Ethiopia
Africa Region

Attachments

1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Form for Authorized Signatures
4. Form of Supplementary Financial Information for Reimbursements
5. Form of Payments Against Contracts Subject to the World Bank’s Prior Review
6. Form of Interim Unaudited Financial report
7. Form of Designated Account Activity Statement
H.E. Ato Sufian Ahmed

-5 -

April 5, 2012

Attachment 2

[Letterhead]
Ministry of Finance
[Street address]
[City] [Country]

[DATE]

The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Attention: [Country Director]

Dear [Country Director]:

Ethiopia: MDTF Grant No. TF097830
(Protection of Basic Services Program - Phase II Project
(Sub-program D)

I refer to the Letter Agreement ("Agreement") between the International Development Association ("World Bank"), acting as administrator of grant funds provided by various donors under the Multi Donor Trust Fund, (TF097830) and Federal Democratic Republic of Ethiopia (the "Recipient"), dated April 5, 2012, providing the above Grant. For the purposes of Section 3.04 (b) of the Standard Conditions, as defined in the Agreement, any [one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign applications for withdrawal [and applications for a special commitment] under this Grant.

For the purpose of delivering Applications to the World Bank, [each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting [individually] [jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the World Bank.

[This confirms that the Recipient is authorizing such persons to accept Tokens and to deliver the Applications and supporting documents to the World Bank by electronic means. In full recognition that the World Bank shall rely upon such representations and warranties, including without limitation, the

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1 Instruction to the Recipient when sending this letter to the World Bank: Stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. Please delete this footnote in final letter that is sent to the World Bank.

2 Instruction to the Recipient: Stipulate if more than one person needs to jointly sign Applications, if so, please indicate the actual number. Please delete this footnote in final letter that is sent to the World Bank.

3 Instruction to the Recipient: Use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.

4 Instruction to the Recipient: Use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. Please delete this footnote in final letter that is sent to the World Bank.

5 Instruction to the Recipient: Add this paragraph if the Recipient wishes to authorize the listed persons to accept Tokens and to deliver Applications by electronic means; if this is not applicable, please delete the paragraph. Please delete this footnote in final letter that is sent to the World Bank.

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representations and warranties contained in 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"), the Recipient represents and warrants to the World Bank that it will deliver to each such person a copy of the Terms and Conditions of Use of Tokens and will cause such persons to abide by those terms and conditions.

This Authorization replaces and supersedes any Authorization currently in the World Bank records with respect to this Agreement.

[Name], [position] Specimen Signature: ______________________

[Name], [position] Specimen Signature: ______________________

[Name], [position] Specimen Signature: ______________________

Yours truly,

/ signed /

/ [Position]
The World Bank (Bank)\(^1\) will provide secure identification devices (Tokens) to permit the Borrower\(^2\) to deliver applications for withdrawal and applications for special commitments under the Agreement(s) and supporting documentation (such applications and supporting documentation together referred to in these Terms and Conditions of Use as Applications) to the Bank electronically, on the terms and conditions of use specified herein.

A. **Identification of Users.**

1. The Borrower will be required to identify in a completed Authorized Signatory Letter (ASL) duly delivered to and received by the Bank each person who will be authorized to deliver Applications. The Bank will provide Tokens to each person identified in the ASL (Signatory), as provided below. The Borrower shall also immediately notify the Bank if a Signatory is no longer authorized by the Borrower to act as a Signatory.

2. Each Signatory must register as a user on the Bank’s Client Connection (CC) website (https://clientconnection.worldbank.org) prior to delivery of Tokens. Registration on CC will require that the Signatory establish a CC password (CC Password). The Signatory shall not reveal his/her CC Password to anyone or store or record the CC Password in written or other form. Upon registration as a CC user, the Signatory will be assigned a unique identifying account name.

B. **Distribution, Initialization and Return of Tokens.**

1. The Bank will physically deliver a Token to each Signatory in a manner to be determined by and satisfactory to the Bank.

2. At the time of delivery of a Token to a Signatory, the Signatory will receive a copy of these Terms and Conditions of Use for purposes of initializing the Token.

3. The Bank will verify that the Token, Temporary Password and Terms and Conditions of Use have been duly delivered to and received by the CC User.

4. Promptly upon receipt of the Token and Terms and Conditions of Use, the Signatory will access CC using his/her account name and CC Password and register his/her Token and set a personal identification number (PIN) to be used in connection with the use of his/her Token, after which the Token will be initialized for use by the Signatory exclusively for purposes of delivering

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\(^1\) "Bank" includes IBRD and IDA.

\(^2\) "Borrower" includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.
Applications. Upon initialization of the Token, the Signatory will be a "Token User". The Bank will maintain in its database a user account (Account) for each Token User for purposes of managing the Token of the Token User. Neither the Borrower nor the Token User will have any access to the Account.

5. Prior to first use of the Token by the Token User for delivering Applications, the Borrower shall ensure that the Token User has received training materials provided by the Bank in use of the Token.

6. Tokens shall be promptly returned to the Bank upon request of the Bank.

C. Management of Tokens.

1. Tokens will remain the property of the Bank.

2. Use of the Token is strictly limited to use in the delivery of Applications by the Token User in the manner prescribed by the Bank in the Agreement(s) and these Terms and Conditions. Any other use of the Token is prohibited.

3. The Bank assumes no responsibility or liability whatsoever for any misuse of the Token by the Token User, other representatives of the Borrower, or third parties.

4. The Borrower undertakes to ensure, and represents and warrants to the Bank (such representation and warranty being expressly relied upon by the Bank in delivery of a Token to each Token User) that each Token User is provided, understands and will abide by, these Terms and Conditions of Use, including without limitation the following:

   Security

4.1. The Token User shall not reveal his/her PIN to anyone or store or record the PIN in written or other form.

4.2. The Token User shall not allow anyone else to utilize a Token to deliver an Application to the Bank.

4.3. The Token User shall always logout from CC when not using the system. Failure to logout properly can create a route into the system that is unprotected.

4.4. If the Token User believes a third party has learned his/her PIN or has lost his/her Token he/she shall immediately notify clientconnection@worldbank.org.

4.5. The Borrower shall immediately notify the Bank at clientconnection@worldbank.org of any lost, stolen or compromised Tokens, and take other reasonable steps to ensure such Tokens are disabled immediately.

Care of Tokens

4.6. Tokens contain delicate and sophisticated instrumentation and therefore should be handled with due care, and should not be immersed in liquids, exposed to extreme temperatures,
crushed or bent. Also, Tokens should be kept more than five (5) cm from devices that generate electromagnetic radiation (EMR), such as mobile phones, phone-enabled PDAs, smart phones and other similar devices. Tokens should be carried and stored separate from any EMR device. At close range (less than 5 cm), these devices can output high levels of EMR that can interfere with the proper operation of electronic equipment, including the Token.

4.7 Without derogating from these Terms and Conditions of Use, other technical instructions on the proper use and care Tokens are available at http://www.rsa.com.

5. Replacement

5.1. Lost, damaged, compromised (in terms of 4.5, above) or destroyed Tokens will be replaced at the expense of the Borrower.

5.2. The Bank reserves the right, in its sole discretion, not to replace any Token in the case of misuse, or not to reactivate a Token User’s Account.

6. Reservation of Right to disable Token

6.1. The Borrower shall reserve the right to revoke the authorization of a Token User to use a Token for any reason.

6.2. The Bank reserves the right, in its sole discretion, to temporarily or permanently disable a Token, de-activate a Token User’s Account or both.
**SUPPLEMENTARY FINANCIAL INFORMATION**

**- REIMBURSEMENTS**

Payments made during the period from __________ to __________

For expenditures to be reimbursed by IDA to the Recipient

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Category Name &amp; No. (**</th>
<th>Currency and Total Amount of Contract</th>
<th>Name of Contractor / Payee</th>
<th>Currency and Total Amount of Invoice</th>
<th>Eligible % from Schedule 1 of Financing Agreement / Annual Work Plan</th>
<th>Amount Eligible for Financing and covered by this Application</th>
<th>Amount Paid by Donor Partners</th>
<th>US$ equivalent Amount Paid by Recipient</th>
<th>Remarks / Records attached</th>
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Supporting documents for this Statement retained at _________________________ (insert location)

Authorized Signatory: ________________________
Payments made during the period from ___________ to ___________

Summary Sheet For expenditures against the contracts subject to the Bank Prior Review

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Category No. &amp; Description (***)</th>
<th>Currency and Total Amount of Contract</th>
<th>Name of Contractor</th>
<th>Ref. No. of Contract</th>
<th>Date of NOL from World Bank</th>
<th>Invoice No. &amp; date</th>
<th>Currency and Total Amount of Invoice Covered by Application</th>
<th>Eligible % from Schedule 1 of Financing Agreement &amp; Annual Work Plan</th>
<th>Amount Eligible for IDA Financing (8 x 9)</th>
<th>Amount Paid by Donor Partners</th>
<th>Amount Paid by Govt.</th>
<th>Contract Balance</th>
<th>Date paid</th>
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Remarks:

Authorized Signatory

Supporting documents for this Application retained at ____________________________
Interim Unaudited Financial Report

(Format as attached to Disbursement Letter
Dated May 16, 2009 for Credit 4578 and H477 ET)
Form of Designated Account Reconciliation Statement

Designated Account Activity Statement for the Reporting Period

Project Name: 
Loan Number
Bank and Account No.: 

<table>
<thead>
<tr>
<th>IDA Grant</th>
<th>IDA Credit</th>
<th>MDTF</th>
<th>Donor 1</th>
<th>Total</th>
</tr>
</thead>
</table>

Part I: Advances to be accounted (Cumulative)
1. Cumulative advances to end of current reporting period
2. Cumulative expenditures to end of last reporting period
3. Outstanding advances to be accounted (1-2)

Part II: Movements in pooled Designated Account in current period
3. Opening balance at beginning of reporting period (as of....)
   3.1. Designated Account
   3.2. Project Bank accounts
   3.3. Total
4. a Advances received from the World Bank during reporting period
   Application No. Amount.
   Sub total (4 a)
4. b Advances received from other Donor Partners
   Total (4 a + 4 b)
5 a. Subtract: Recoveries of Advances, if any
5 b. Add/Subtract: Other Cumulative adjustments, including interest earned, (if any)
   Sub total 5 (5a + 5 b)
6. Net advances to be accounted for (3+4+5)
7. Closing balance at end of current reporting (as of ........)
   (Designated Account Bank statement attached)
   7.1 Designated Account
   7.2 Project Bank accounts
   7.4 Total
8. Expenditures reported for current reporting period (only expenditures paid from Designated Account & project bank account)
9. Total Advances Accounted for (7+8)
10. Applications submitted but not yet credited to DA
11. Difference (if any) 6-9-10

Part III

15. Total Expenditure Forecasted amount
16. Less: Closing SA balance after adjustment
17. Less: Direct payments/ SC payments expected (if any)
18. Add 16+17

19. Cash requirement from WB for next six months (15-18)

Approved by: