H.E. Domitien NdihoKubwayo  
Minister of Finances, Budget and Cooperation  
Ministry of Finances, Budget and Cooperation  
Bujumbura, Republic of Burundi  

Re: Burundi COVID-19 Preparedness and Response Project  
IDA Grant No D616-BI  

Additional Instructions: Disbursement and Financial Information Letter.

Excellency,

I refer to the Financing Agreement between the Republic of Burundi (the “Recipient”) and the International Development Association (the “Association”) for the above-referenced Project. The General Conditions, as defined in the Grant Agreement, provide that the Recipient may from time to time request withdrawals of Grant amounts from the Grant Account in accordance with the Disbursement and Financial Information Letter and such additional instructions as the Association may specify from time to time by notice to the Recipient. The General Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter (“DFIL”) and may be revised from time to time.

I. Disbursement Arrangements, Withdrawal of Grant Funds, and Reporting of Uses of Grant Funds.


(i) Disbursement Arrangements

- **General Provisions** (Schedule 1). The table in Schedule 1 sets out the disbursement methods which may be used by the Borrower, information on registration of authorized signatures, processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.
- **Special Provision.** Projects in situations of urgent need of assistance or capacity constraints: Disbursements under contracts for goods, works, non-consulting services and consulting services procured or selected through international open or limited competition or Direct Selection, as set out in the procurement plan, must be made only through Direct Payment and/or Special Commitment disbursement methods.

(ii) Electronic Delivery. Section 11.01 (c) of the General Conditions.

The Recipient will deliver Withdrawal Applications (with supporting documents) electronically through the Association’s web-based portal “Client Connection” at https://clientconnection.worldbank.org. This option will be effected after the officials designated in writing by the Recipient who are authorized to sign and deliver Withdrawal Applications have registered as users of “Client Connection”. The designated officials will deliver Applications electronically by completing the Form 2380, which is accessible through
"Client Connection". By signing the Authorized Signatory Letter, the Recipient confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Association by electronic means. The Recipient may exercise the option of preparing and delivering Withdrawal Applications in paper form on exceptional cases (including those where the Borrower encounters legal limitations), and which were previously agreed with the Association. By designating officials to use 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, available in the Association's public website at https://worldbank.org and "Client Connection"; and (b) to cause such official to abide by those terms and conditions.

II. Financial Reports and Audits.

(i) Financial Reports. The Recipient must prepare and furnish to the Association not later than forty-five (45) days after the end of each calendar quarter, interim unaudited financial reports ("IFR") for the Project covering the quarter.

(ii) Audits. Each audit of the Financial Statements must cover the period of one fiscal year of the Borrower, commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period must be furnished to the Association not later than six (6) months after the end of such period.

III. Other Information.

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Association’s website (http://www.worldbank.org/) and "Client Connection". The Association recommends that you register as a user of "Client Connection". From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the Financing and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, please contact the Association by email at askloans@worldbank.org.

Yours sincerely,

Veronique Kabongo
Représentante Résidente
Burundi
Africa Region

Attachments
1. Authorized Signatories Letter
2. Statement of Expenditure (SOE)
## Schedule 1: Disbursement Provisions

### Basic Information

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>D616-BI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Country</strong></td>
<td>Republic of Burundi</td>
</tr>
<tr>
<td><strong>Borrower</strong></td>
<td>Republic of Burundi</td>
</tr>
<tr>
<td><strong>Name of the Project</strong></td>
<td>Burundi COVID-19 Preparedness and Response Project</td>
</tr>
<tr>
<td><strong>Closing Date</strong></td>
<td>Section [III.B.2.] of Schedule [2] to the Financing Agreement.</td>
</tr>
<tr>
<td><strong>Disbursement Deadline Date</strong></td>
<td>Four months after the closing date.</td>
</tr>
</tbody>
</table>

### Disbursement Methods and Supporting Documentation

#### Disbursement Methods (Section 2 (**))

<table>
<thead>
<tr>
<th>Methods</th>
<th>Supporting Documentation (Subsections 4.3 and 4.4 (**))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Payment</td>
<td>Yes</td>
</tr>
<tr>
<td>Reimbursement</td>
<td>Yes</td>
</tr>
<tr>
<td>Advance</td>
<td>Yes</td>
</tr>
<tr>
<td>Special Commitments</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Type** | Segregated |
**Financial Institution Name** | Central Bank of Burundi (with transaction accounts set up at commercial banks acceptable to the Association) |
**Currency** | USD |
**Amount** | USD 1,000,000 |

### Designated Account (Sections 5 and 6 (**))

<table>
<thead>
<tr>
<th>Type</th>
<th>Segregated</th>
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<tbody>
<tr>
<td><strong>Financial Institution Name</strong></td>
<td>Central Bank of Burundi (with transaction accounts set up at commercial banks acceptable to the Association)</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>USD</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>USD 1,000,000</td>
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</table>

### Minimum Value of Applications (subsection 3.5)

The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is twenty percent of the Designated Account Ceiling. Payments against contracts subject to the Special Provision under Paragraph I(i) of the DFIL are not subject to the above Minimum Value of Application irrespective of the payment amount.

**Authorized Signatures** (Subsection 3.1 and 3.2 (**)) The form for Authorized Signatories Letter is provided in Attachment 1 of this letter Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 (**))

(i) **Authorized Signatures** (Subsection 3.1). A letter in the form attached (attached 1) 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 Application:

- The World Bank
- Resident Mission
- Bujumbura, Republic of Burundi
- Attention: Jean-Christophe Carret, Country Director for Republic of Burundi

(ii) **Applications** (subsections 3.2 - 3.3). All Withdrawal Applications and their supporting documentation shall be electronically submitted via the Association’s web-based Portal “Client Connection”.

### Additional Disbursement Instructions

Funds from the Designated Account may be transferred to Transaction Account, in a commercial bank, in local currency to meet eligible expenditures, provided that transactions and balance in this account are included in all project financial reports and in the Designated Account reconciliation.

**Sections and subsections relate to the “Disbursement Guidelines for Investment Project Financing”, dated February 2017**
International Development Association
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Re: Burundi COV1D19 Preparedness and Response Project
IDA Grant No D616-BI

Attention, Country Director

I refer to the Financing Agreement ("Agreement") between the International Development Association (the "Association") and the Republic of Burundi (the "Recipient"), dated _____, providing the above D616-BI. For the purposes of Section 2.03 of the General 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 Association, including by electronic means, [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 Association.

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

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1 Instruction to the Recipient: 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 Association.

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 Association.

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 Association.

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 Association.
[Name], [position] Specimen Signature: __________________

[Name], [position] Specimen Signature: __________________

[Name], [position] Specimen Signature: __________________

Yours truly,

/ signed /

____________
Attachment 2 – Statement of Expenditures

**IDA – International Development Association**

**Statement of Expenditures**

Payment made during the period from __________ to __________

The following expenditures have been incurred during the retroactive financing period (please tick) Yes No

The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick) Yes No

<table>
<thead>
<tr>
<th>Item No</th>
<th>Supplier's Name</th>
<th>Brief Description of the Expenditure</th>
<th>Prior Review (Contract?)</th>
<th>Contract # (Client Connection # for Prior Review Connection)</th>
<th>Contract Currency and Amount (Original + Amendment)</th>
<th>Invoice Number</th>
<th>Date of Payment</th>
<th>Total Amount of Invoice Covered by Application (Net of Retention)</th>
<th>% Financed from the Bank (Col 9 x 10)</th>
<th>Eligible Amount</th>
<th>Exchange Rate</th>
<th>Date of Withdrawal from the Designated Account</th>
<th>Amount Withdrawn from the Designated Account (Col 11/12)</th>
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0.00 0.00 TOTAL 0.00

Supporting documents for this SOE are retained at (insert location)

A separate form should be used for each category.