Dear Dr. Jules:

Re: TFSCB Grant No. TF0A0988
(Developing a Harmonized Framework for Collecting and Reporting Tourism Market Intelligence Data in the OECS)

In response to the request for financial assistance made on behalf of the Organisation of Eastern Caribbean States ("Recipient"), I am pleased to inform you that the International Bank for Reconstruction and Development and the International Development Association ("World Bank"), acting as administrators of grant funds provided by various Donors ("Donors") under the Trust Fund for Statistical Capacity Building III (TF070561), proposes to extend to the Recipient for the benefit of the OECS Participating Countries, a grant in an amount not to exceed four hundred thousand United States Dollars (US$400,000) ("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 Donors. 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.

Very truly yours,

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL DEVELOPMENT ASSOCIATION

By: Karin Kemper
Acting Director
Caribbean Country Management Unit
Latin America and the Caribbean Region

AGREED:

ORGANISATION OF EASTERN CARIBBEAN STATES

By: 
Authorized Representative

Name: MARCEL JULES

Title: DIRECTOR GENERAL

Date: 23 NOV 2015

Enclosures:

(2) Disbursement Letter of the same date as this Agreement, together with World Bank Disbursement Guidelines for Projects, dated May 1, 2006.
(3) "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.
Article I
Standard Conditions; Definitions


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.

(a) “OECS” means the Organisation of Eastern Caribbean States, an international organisation duly established as a legal entity under the Treaty establishing the Organisation of Eastern Caribbean States (Treaty of Basseterre, 1981) signed on June 18, 1981.

(b) “OECS Commission” means the principal organ responsible for the general administration of the OECS and the provision of secretariat services to the organs of the OECS, established by Art. 7.1(e) of the Revised Treaty of Basseterre.

(c) “OECS Participating Countries” means the countries of Antigua and Barbuda, the Commonwealth of Dominica, Grenada, Saint Lucia, St. Kitts and Nevis, and St. Vincent and the Grenadines.

(d) “Operating Costs” means the reasonable costs, as shall have been approved by the World Bank, for the incremental expenses incurred on account of Project implementation, consisting of vehicle operation and maintenance, communication and insurance costs, banking charges, rental expenses, office (and office equipment) maintenance, utilities, document duplication/printing, consumables, travel cost and *per diem* for Project staff for travel linked to the implementation of the Project, and salaries of contractual staff for the Project (but excluding consultants’ services and salaries of officials of the Recipient’s civil service).

(e) “Training and Workshops” means the reasonable costs, as shall have been approved by the World Bank, for training and workshops conducted under the Project, including tuition, travel and subsistence costs for training and workshop participants, costs associated with securing the services of trainers and workshop speakers, rental of training and workshop facilities, preparation and reproduction of training and workshop materials, and other costs directly related to training course and workshop preparation and implementation (but excluding goods and consultants’ services).


Article II
Project Execution

2.01. **Project Objectives and Description.** The objective of the Project is to improve the planning and policy-making capacities of the OECS Participating Countries in assessing the impact of tourism
on their economies through accurate and timely provision of information. The Project consists of the following parts:

**Part 1: Harmonized regional approach for tourism**

Provision of support for, *inter alia*:

(i) carrying out diagnostics of the current status of the collection, processing and use of basic tourism-related market data and information, including gathering information on work done to date by the OECS Participating Countries; and

(ii) carrying out a workshop to formulate country-specific recommendations on tourism market intelligence.

**Part 2: Common methodological and institutional framework**

Provision of support for, *inter alia*:

(i) the creation of and implementation of a mechanism to harmonize tourism-related market data and information collection and analysis;

(ii) the development of a common methodological and institutional framework for tourism market intelligence;

(iii) the preparation of step-by-step guidelines and implementation of the action plans to assist the OECS Participating Countries to improve basic tourism-related market data and information;

(iv) the carrying out of training for the stakeholders on the methodical harmonization of tourism statistics; and

(v) the purchase of equipment and software for the implementation of a web-based tool for describing and reporting the activities specified in the action plans.

**Part 3: Capacity-building through standardized and harmonized statistics**

Provision of support to build the capacities of relevant stakeholders to:

(i) carry out a mid-term evaluation of the Project and to recommend any changes of direction based on the progress made and challenges identified;

(ii) carry out a workshop to address gaps identified in the mid-term evaluation and revise the action plans;

(iii) implement the modified action plans through on the job training;

(iv) carry out a hackathon at the end of the Project to give an opportunity to the private sector, youth in particular, to compete in developing applications and software that would make the best use of the data; and
(v) carry out an evaluation on the final results to recommend post-project actions.

**Part 4: Supervision and monitoring**

Provision of support for Project supervision, monitoring, audit and reporting, including the hiring of a technical expert.

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 OECS Commission, specifically the Economic Development Policy Unit, 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 (“Anti-Corruption Guidelines”); and (c) this Article II.

2.03. *Institutional and Other Arrangements.*

(a) For purposes of carrying out the Project, the Recipient shall maintain at all times during Project implementation professional staff in adequate numbers and with terms of reference, qualifications and functions acceptable to the World Bank, to perform all Project’s related functions including, inter alia, procurement and financial management.

(b) The Recipient shall establish and maintain during Project implementation a Regional Technical Committee, satisfactory to the World Bank, composed of a national coordinator selected from a public tourism institution of each OECS Participating Country. The Regional Technical Committee will be responsible for: (i) strategic guidance; and (ii) analyzing the proposals and recommendations made in the framework of the Project. The OECS Commission will chair and convene the Regional Technical Committee.


(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 semester, and shall be furnished to the World Bank not later than forty-five (45) days 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 three months after the Closing Date. In order to assist the Recipient in preparing the Completion Report, the Recipient shall employ consultants in accordance with the provisions of Section 2.06 of this Agreement.

2.05. *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 as part of the Project Report not later than forty-five
(45) days after the end of each 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. Such audit of the Financial Statements shall cover the entire period during which withdrawals from the Grant Account were made. The audited Financial Statements for such period shall be furnished to the World Bank not later than six (6) months after the Closing Date of the Grant.

2.06. Procurement.

(a) General. All goods and consultants’ 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:


(ii) Sections I and IV of the “Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers” dated January 2011 (revised July 2014) (“Consultant Guidelines”) in the case of consultants’ services; and

(iii) The provisions of this Section, as the same shall be elaborated in the procurement plan prepared and updated from time to time by the Recipient for the Project in accordance with paragraph 1.18 of the Procurement Guidelines and paragraph 1.25 of the Consultant Guidelines (“Procurement Plan”).

(b) Definitions. The capitalized terms used in the following paragraphs of this Section to describe particular procurement methods or methods of review by the World Bank of particular contracts, refer to the corresponding method described in Sections II and III of the Procurement Guidelines, or Sections II, III, IV and V of the Consultant Guidelines, as the case may be.

(c) Particular Methods of Procurement of Goods.

All goods and non-consulting services for those contracts which are specified in the Procurement Plan, may be procured through: (A) Shopping; and (B) Direct Contracting.

(d) Particular Methods of Procurement of Consultants’ Services.

All consulting services for those contracts which are specified in the Procurement Plan, may be procured through: (A) Least Cost Selection; (B) Selection based on Consultants’ Qualifications; (C) Single-source Selection of consulting firms; (D) Selection of Individual Consultants; and (E) Single-source procedures for the Selection of Individual Consultants.

(e) Review by the World Bank of Procurement Decisions. The Procurement Plan shall set forth those contracts which shall be subject to the World Bank’s Prior Review. All other contracts shall be subject to Post Review by 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: (i) Article III of the Standard Conditions; (ii) this Section; and (iii) such additional instructions as the World Bank may specify by notice to the Recipient (including the “World Bank Disbursement Guidelines for Projects” dated May 2006, as revised from time to time by the World Bank and as made applicable to this Agreement pursuant to such instructions), to finance 100% of Eligible Expenditures consisting of goods, consultants’ services, Training and Workshops and Operating Costs, all inclusive of Taxes.

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 1, 2017.

Article IV
Recipient’s Representative; Addresses

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

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

OECS Commission
Organisation of Eastern Caribbean States (OECS)
P.O. Box 179
Castries
Saint Lucia

Facsimile:
(758) 453-1628

4.03. **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 and
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