H.E. Adji Otèth AYASSOR  
Minister of Economy, Finance and Development Planning  
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Immeuble CASEF  
Lomé - Togo  

Excellency:

Re: Global Facility for Disaster Reduction and Recovery (GFDRR)  
Grant Nos. TF011010 and TF013715 (Integrated Disaster and Land Management Project)  
Additional Instructions: Disbursement - Second Amendment

I refer to the Letter Agreement ("Agreement") dated April 20, 2012 and the Amended and Restated Agreement dated October 9, 2013 between the International Development Association ("World Bank"), acting as an administrator of grant funds provided by various donors ("Donors") under the Global Facility for Disaster Reduction and Recovery trust fund, and the Republic of Togo (the "Recipient") for the above-referenced project, dated April 20, 2012. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant Nos. TF011010 and TF013715 ("Grant"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional instructions.

This letter is the second Amendment of the Disbursement Letter dated April 20, 2012 to: (i) restate Section II (vi) to increase the ceiling of Designated Accounts A (DA-A) from CFAF 300 million to CFAF 700 million; and (ii) Section 11 (i) to update the provision for Authorized Signatories. All other provisions of the Disbursement Letter dated April 20, 2012 except as amended, shall remain in force and effect.

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 4 months after the Closing Date 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).
Application for this Financing will be signed by the officials(s) authorized to sign Application for all financings to the Recipient, as revised from time to time.

(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
Delta Centre, 13th Floor,
Menengai Road
Nairobi, Kenya
Tel: +254 20 2936 000
Attention: Loan Operations

(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 credentials (“SIDC”) 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 SIDC 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 SIDC to Process Applications.** By designating officials to use SDIC 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** ("Terms and Conditions of Use of SIDC") provided in Attachment 3; and (b) 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 Direct Payment, reimbursement and Special Commitment is twenty percent of the Designated Account ceiling (see subsection (vi) below).

(vi) **Advances (sections 5 and 6).**

- **Type of Designated Account[s] (subsection 5.3):** Two Pooled Accounts
  
  *DA-A* will be opened for Part B and managed by TS  
  *DA-B* will be opened for Parts A, C and D except Parts C 3 (a) and (b) and managed by TS

- **Currency of Designated Account[s] (subsection 5.4):** CFAF

- **Financial Institution at which the Designated Account[s] Will Be Opened (subsection 5.5):** ECOBANK-TOGO

- **Ceiling (subsection 6.1):** (see section IV of this Letter) for each Grant Account  
  *DA-A*: CFAF 700 million  
  *DA-B*: CFAF 380 million

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 and for reporting eligible expenditures paid from the Designated Account:**
  
  - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments against contracts valued at (a) USD 300,000 or more for works; (b) USD 200,000 or more for goods; (c) USD 100,000 or more for services for consulting firms; and (d) USD 50,000 or more for services of consulting individuals
  
  - Statement of Expenditure in the form attached (Attachment 4) for all other expenditures/contracts; and
- Customized Statement of Expenditure in the form attached (Attachment 5) for Category (2)

- List of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5)

For requests for Direct Payment and Special Commitment: 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

(iii) Other Supporting Documentation Instructions

Copies of the bank statement of the Designated Accounts (DAs) and a reconciliation statement for these accounts should be submitted with each withdrawal application for advances to the DAs.

All other supporting documentation for statements of expenditure (SOEs) should be retained by the project management or Recipient and must be made available for review by periodic World Bank missions and internal and external auditors.

IV. Other Disbursement Instructions

The funds advanced to the two pooled designated accounts will be drawn from the GEF, GFDRR and LDCF grant accounts. The ceiling amounts these pooled designated accounts reflect the combined ceiling. At the time of disbursement, funds will be advanced to each DA in line with the financing percentage of each financing sources, as such, this GFDRR TF will contribute XX% to DA-A and XX% to DA-B.

V. Other Important Information


From the Client Connection 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.

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 Faly Diallo, Finance Officer at wfafr@worldbank.org using the above reference.

Yours sincerely

Pierre Laporte
Country Director for Togo
Africa Region
cc: Mr. Mohamed Sikieh Kayad, Executive Director,
bcc: Messrs./Mmes. P. Laporte, J. Gogoua, Z. Mambo (AFCF2) ; E. Noubissie, N. Ramanivosoa (AFCCI) ; J. Businger (AFMTG); WBDocs P123922; P124198

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