H.E. Malado Kaba
Minister of Economy and Finance
Ministry of Economy and Finance
Conakry
Republic of Guinea

Re: Republic of Guinea
IDA Grant No. D-1210-GN
Ebola Recovery and Reconstruction Trust Fund TF0A2454
(Productive Social Safety Nets Project)
Additional Financing
Additional Instructions: Disbursement

Excellency:

I refer to the Financing Agreement between the International Development Association (the “Association”) and the Republic of Guinea (the “Recipient”) and the Grant Agreement between the International Development Association (“World Bank”), acting as administrator of Ebola Emergency and Recovery Trust Fund and the Republic of Guinea (the “Recipient”) for the above-referenced project, of even date herewith. The Agreements provides that the Association may issue additional instructions regarding the withdrawal of the proceeds of financing D-1210-GN and TF0A2454 (collectively “Financing”). 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 Financing 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.

1. Disbursement Arrangements

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the Financing:
   - 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 respective Grant Agreements (IDA 1210-GN and TF0A2454). 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 respective Grant Agreements (IDA 1210-GN and TF0A2454).

II. Withdrawal of Financing 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,
Resident Mission
Conakry, Republic of Guinea
Attention: Mr. Pierre Laporte, Country Director for Guinea

(ii) Applications (subsections 3.2 - 3.3). Please provide completed and signed applications for withdrawal, together with supporting documents to the address indicated below:

The World Bank
Loan Department
13th Floor, Delta Center
Menengai Road, Upper Hill
P.O. Box 30577-00100
Nairobi Kenya, Tel +254 20 2936 000

(iii) Electronic Delivery (subsection 3.4). The World Bank may permit the Recipient to electronically deliver to the Association 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 shall be 20% of the ceiling of the Designated Accounts.
(vi) Advances (sections 5 and 6).

- **Type of Designated Accounts (subsection 5.3): Segregated**
  - DA.A for the IDA Grant D1210 to finance eligible expenditures under Section IV of Schedule 2 of the IDA financing Agreement
  - DA.B for EERTF TF0A2454 to finance eligible expenditures under Section IV of Schedule 2 of the EERTF Grant Agreement

- **Currency of Designated Accounts (subsection 5.4):** US Dollars

- **Financial Institution at which the Designated Accounts Will Be Opened (subsection 5.5):**
  - United Bank of Africa (UBA) Guinea

- **Ceilings (subsection 6.1):**
  - DA.A: $US2,000,000
  - DA.B: $US1,000,000

III. Reporting on Use of Financing 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 reporting for eligible expenditures paid from the Designated Accounts**
  - Customized Statement of Expenditures for Cash Transfer under Category 1 of Section IV.A.2 of Schedule 2 of the EERTF Grant Agreement (Attachment 4B);
  - Statement of Expenditure in the form attached (Attachment 4) for all expenditures; and

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

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

(iii) **Other Supporting Documentation Instructions** All other supporting documentation for SOEs should be retained by the Recipient and must be made available for review by periodic World Bank missions and internal and external auditors.
IV. Other Disbursement Instructions

Funds from the Designated Accounts may be transferred to transaction accounts in local currency to meet eligible expenditures, provided that transactions and balances in these accounts are included in all project financial reports.

V. Other Important Information


From the Client Connection website, you will be able to download Applications, monitor the near real-time status of the Financing, 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 (http://clientconnection.worldbank.org). From this website you will be able to download Applications, monitor the near real-time status of the Loan/Grant, and retrieve related policy, financial and procurement information. 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 loan-afr@worldbank.org using the above reference.

Yours sincerely,

INTERNATIONAL DEVELOPMENT ASSOCIATION

By

Rachidi B. Radji
Country Manager for the Republic of Guinea
Africa Region

Attachments
1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Form for Authorized Signatures
4. A. Form of Statement of Expenditures
   B. Form of Customized Statement of Expenditures for Cash Transfer
5. Payments Made during Reporting Period Against Contracts Subject to the Bank’s Prior Review
6. Designated Account Reconciliation Statement
Attachment 2

Form of Authorized Signatory Letter

[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]

Re: Republic of Guinea
IDA Grant No D-1210-GN
Ebola Recovery and Reconstruction Trust Fund TF0A2454
(Productive Social Safety Nets Project)
Additional Financing

Additional Instructions: Disbursement

I refer to the Financing Agreement ("Agreement") between the International Development Association (the "Association") and the Democratic Republic of Congo (the "Recipient"), dated ______, providing the above Financing. For the purposes of Section 2.03 of the General Conditions and Section 3.04 of the Standard Conditions as defined in respective Grant Agreements (IDA D1210-GN and TF0A2454, 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 Financing.

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, to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

This confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the World Bank by

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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.
electronic means. In full recognition that the World Bank shall rely upon such representations and warranties, including without limitation, the representations and warranties contained in 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"), the Recipient represents and warrants to the World Bank that it 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]

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5 Instruction to the Recipient: Add this paragraph if the Recipient wishes to authorize the listed persons to accept Secure Identification Credentials 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 Association.*
The World Bank (Bank)\(^6\) will provide secure identification credentials (SIDC) to permit the Borrower\(^7\) 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.

SIDC can be either: (a) hardware-based (Physical Token), or (b) software-based (Soft Token). The Bank reserves the right to determine which type of SIDC is most appropriate.

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 SIDC 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 receipt of his/her SIDC. 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. **Initialization of SIDC**

1. Prior to initialization of SIDC by a Signatory, the Signatory will acknowledge having read, understood and agreed to be bound by these Terms and Conditions of Use.

2. Where a Physical Token is to be used, promptly upon receipt of the Physical Token, the Signatory will access CC using his/her account name and CC Password and register his/her Physical Token and set a personal identification number (PIN) to be used in connection with the use of his/her Physical Token, after which the Physical Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Where a Soft Token is to be used, the Signatory will access CC using his/her account name and CC Password and set a personal identification number (PIN) to be used in connection with the use of his/her Soft Token, after which the Soft Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Upon initialization of the SIDC, the Signatory will be a “SIDC User”. The Bank will maintain in its database a user account (Account) for each SIDC User for purposes of managing

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\(^6\) “Bank” includes IBRD and IDA.

\(^7\) “Borrower” includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.
the SIDC of the SIDC User. Neither the Borrower nor the SIDC User will have any access to the Account.

3. Prior to first use of the SIDC by the SIDC User, the Borrower shall ensure that the SIDC User has received training materials provided by the Bank in use of the SIDC.

C. **Use of SIDC**

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

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

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

4. **Security**

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

   4.2. The SIDC User shall not allow anyone else to utilize his/her SIDC to deliver an Application to the Bank.

   4.3. The SIDC 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 SIDC User believes a third party has learned his/her PIN or has lost his/her Physical 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 SIDC, and take other reasonable steps to ensure such SIDC are disabled immediately.

5. **Reservation of Right to Disable SIDC**

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

5.2. The Bank reserves the right, in its sole discretion, to temporarily or permanently disable a SIDC, de-activate a SIDC User’s Account or both.

6. **Care of Physical Tokens**

6.1. Physical Tokens will remain the property of the Bank.
6.2. The Bank will physically deliver a Physical Token to each Signatory designated to receive one in a manner to be determined by and satisfactory to the Bank.

6.3. Physical 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, Physical 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. Physical 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 Physical Token.

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

7. **Replacement**

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

7.2. The Bank reserves the right, in its sole discretion, not to replace any Physical Token in the case of misuse, or not to reactivate a SIDC User’s Account.
## Statement of Expenditures (SOE)

**BSR: International Bank for Reconstruction and Development**

- **Application #**
- **Page #**
- **Category #**

**Payments made during the period from**

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**ELIGIBLE EXPENDITURES**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Beneficiary, Consultant, or Supplier</th>
<th>Brief Description of the Expenditure</th>
<th>Expenditure Type (EB, IS, CS, W, FR, M)</th>
<th>Prior Reference</th>
<th>Contract Reference</th>
<th>Contract Total Amount (original + amendments)</th>
<th>Accumulated Contract Amount (incurred to previous SOE)</th>
<th>Invoice Number</th>
<th>Date of Payment</th>
<th>Total Amount Paid</th>
<th>% Financed</th>
<th>Eligible Amount (Column 11 x 12)</th>
<th>Exchange Rate</th>
<th>Date of Withdrawal from the Designated Account</th>
<th>Amount Withdrawn from the Designated Account (Column 13 x 14)</th>
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**Instructions**

- Column 1: Alphanumeric name
- Column 2: Short description of the expenditure
- Column 3: Expenditure Type (EB, IS, CS, W, FR, M)
- Column 4: Prior Reference
- Column 5: Contract Reference
- Column 6: Contract Total Amount (original + amendments)
- Column 7: Accumulated Contract Amount (incurred to previous SOE)
- Column 8: Invoice Number
- Column 9: Date of Payment
- Column 10: Total Amount Paid
- Column 11: % Financed
- Column 12: Eligible Amount (Column 11 x 12)
- Column 13: Exchange Rate
- Column 14: Date of Withdrawal from the Designated Account
- Column 15: Amount Withdrawn from the Designated Account (Column 13 x 14)

**Notes:**

- A separate SOE should be used for reports related to the World Bank's financing, if applicable.
- SOEs should be grouped by category of disbursement as per the Withdrawal Schedule and Schedule 2, Section 4A of the Grant Agreement.

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**Attachments:**

- Attachment 4A

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**Table Data:**

- Total SOE: 10
- Total Amount: 5.00

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**Comments:**

- This table reflects the amount in US dollars of each expenditure item, the amount considered documented by the World Bank.
The World Bank
APPLICATION FOR WITHDRAWAL
STATEMENT OF EXPENDITURES –
CUSTOMIZED (SOE)\(^8\)

### CASH TRANSFER

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Beneficiary name</th>
<th>Beneficiary ID number</th>
<th>Brief Description of Cash transfer Activity</th>
<th>Currency and Total Amount of Cash Transfer</th>
<th>Total amount Cash transfer payment request covered by</th>
<th>Elig. %</th>
<th>Payment request Eligible for Financing</th>
<th>Amount Paid From Designated Account (if any)</th>
<th>Date of Payment</th>
<th>Remarks</th>
</tr>
</thead>
</table>

\(^8\) Supporting documents for this Customized SOE retained at: Project Coordination Unit (PCU)
Payments Made during Reporting Period  
Against Contracts Subject to the Bank’s Prior Review

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Supplier</th>
<th>Contract Date</th>
<th>Contract Amount</th>
<th>Date of WB’s No-Objection to Contract</th>
<th>Amount Paid to Supplier during Period</th>
<th>WB’s Share of Amt Paid to Supplier during Period</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
**DESIGNATED ACCOUNT RECONCILIATION STATEMENT**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TOTAL ADVANCED BY WORLD BANK (OR COFINANCIER)</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>LESS TOTAL AMOUNT RECOVERED BY WORLD BANK</td>
<td>- $</td>
</tr>
<tr>
<td>3</td>
<td>EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED TO THE DESIGNATED ACCOUNT (NUMBER 1 LESS NUMBER 2)</td>
<td>- $</td>
</tr>
<tr>
<td>4</td>
<td>BALANCE OF DESIGNATED ACCOUNT PER ATTACHED BANK STATEMENT AS OF DATE</td>
<td>$</td>
</tr>
<tr>
<td>5</td>
<td>PLUS TOTAL AMOUNT CLAIMED IN THIS APPLICATION</td>
<td>+ $</td>
</tr>
<tr>
<td>6</td>
<td>PLUS TOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED REASON</td>
<td>+ $</td>
</tr>
<tr>
<td>7</td>
<td>PLUS AMOUNTS CLAIMED IN PREVIOUS APPLICATIONS NOT YET CREDITED</td>
<td>+ $</td>
</tr>
<tr>
<td>8</td>
<td>MINUS INTEREST EARNED</td>
<td>- $</td>
</tr>
<tr>
<td>9</td>
<td>TOTAL ADVANCE ACCOUNTED FOR (NO 4 TOUGH NO 9)</td>
<td>- $</td>
</tr>
<tr>
<td>10</td>
<td>EXPLANATION OF ANY DIFFERENCE BETWEEN THE TOTALS APPEARING ON LINES 3 AND 9</td>
<td></td>
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<tr>
<td>11</td>
<td>DATE:</td>
<td></td>
</tr>
</tbody>
</table>

* ALL ITEMS SHOULD BE INDICATED ON THE BANK STATEMENT