H.E. Dr. Ibrahim Saif  
Minister of Planning and International Cooperation  
Ministry of Planning and International Cooperation  
3rd Circle, Zahran St  
Amman, Jordan

Excellency:

Re: IBRD Loan 8283-JO (Emergency Project to Assist Jordan Partially Mitigate Impact of Syrian Conflict on Jordan)  
Additional Instructions: Disbursement

I refer to the Loan Agreement ("Agreement") between the Hashemite Kingdom of Jordan ("Borrower") and the International Bank for Reconstruction and Development ("Bank") of even date herewith. The Agreement provides that the Bank may issue additional instructions regarding the withdrawal of the proceeds of Loan 8283-JO ("Loan"). 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 Loan 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 Loan:

- 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 Loan Agreement. Any changes to this date will be notified by the Bank.
(iii) **Disbursement Conditions** (subsections 3.8). Please refer to the Disbursement Condition(s) in the Loan Agreement.

II. **Withdrawal of Loan Proceeds**

(i) **Authorized Signatures** (subsections 3.1). An authorized signatory letter in the Form attached (Attachment 2) should be furnished to the 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  
   1818 H Street, N.W.  
   Washington, DC 20433  
   United States of America  
   Attention: Ferid Belhaj, Country Director

(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:

   Disbursement Management Group  
   CTRDM-Regional Center Zagreb  
   The World Bank  
   Radnicka 80/9, 10 000 Zagreb, Croatia  
   Attention: Sergo Lomtatidze – Senior Finance Officer  
   Tel: + 385 1 235 7281  
   Fax: + 385 1 235 7233

(iii) **Electronic Delivery** (subsections 3.4) The Bank may permit the Borrower to electronically deliver to the Bank Applications (with supporting documents) through the Bank’s Client Connection, web-based portal. The option to deliver Applications to the Bank by electronic means may be effected if: (a) the Borrower 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 Bank for the purpose of delivering such Applications by electronic means; and (b) all such officials designated by the Borrower have registered as users of Client Connection. If the Bank agrees, the Bank will provide the Borrower 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](https://clientconnection.worldbank.org)). The Borrower may continue to exercise the option of preparing and delivering Applications in paper form. The Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Borrower.
(iv) **Terms and Conditions of Use of SIDC to Process Applications.** By designating officials to use SIDC and by choosing to deliver the Applications electronically, the Borrower 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 Secure Identification Credentials") 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 will be the equivalent of 20% of the Advance ceiling amount.

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

- **Type of Designated Account[s] (subsection 5.3):** Segregated

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

- **Financial Institution at which the Designated Account[s] Will Be Opened (subsection 5.5):**
  - Central Bank of Jordan

- **Ceiling (subsection 6.1):** US Dollars 60,000,000.

### III. Reporting on Use of Loan 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:**
  - Necessary supporting documents will be sent to the Bank in connection with Contracts with an estimated value of: (a) US$ 100,000 or more for Consulting Firms; (b) US$ 50,000 or more for Individual Consultants. Contracts below these thresholds should be claimed based on Statement of Expenditure in the form attached (Attachment 4 – Model 3) for Consultant’ Services.

  - For Provision of vaccines and essential drugs; Financing of healthcare services for uninsured Jordanians in non-MOH health facilities; and Financing universal subsidies for household basic needs. Details are under Section IV (Other Disbursement Instructions).
List of payments against contracts that are subject to the Bank's prior review, in the form attached (Attachment 5)

- For requests for Direct Payment: 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

IV. Other Disbursement Instructions: For vaccines, drugs and financing of subsidies, the SOE threshold would be $ 5 million. All WAs will include appropriate supporting documentation including detailed SOEs and certification for reimbursements and replenishments to the DA as follows:

(i) Retroactive financing would be provided for vaccines and drugs purchased and paid during period from June 30, 2012 to June 30, 2013 against submitted Statements of Expenditures (SOEs). Attachment 4 – Model 2

(ii) For the cost of referring Jordanian patients to non-MOH hospitals and health facilities, no retroactive financing is provided for this activity. Disbursements will be made from the DA and replenishments will be against SOEs with appropriate certification of payments by the consultancy firm. Attachment 4 – Model 1.

(iii) For the bread and LPG cylinder subsidies, Retroactive Financing would be provided during period from June 30, 2012 to June 30, 2013 against submitted SOEs that are reviewed and approved by the World Bank task team. Attachment 4 – Model 2.

(iv) For financing part of the increase in the cost of bread and LPG cylinder subsidies after June 30, 2013, disbursement will be made from the DA based on the monthly reports submitted by the MoIT and JPR verified and approved by MOF. The replenishment will be against SOEs reviewed and approved by the World Bank task team. Who will review the monthly reports for the increased cost of bread and LPG. Attachment 4 – Model 4

V. Other Important Information


From the Client Connection website, you will be able to prepare and deliver Applications, monitor the near real-time status of the Loan, and retrieve related policy, financial, and procurement information.
If you have not already done so, the 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 prepare and deliver Applications, monitor the near real-time status of the Loan, and retrieve related policy, financial, and procurement information. All Borrower 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 Bank by email at <clientconnection@worldbank.org>.

If you have any queries in relation to the above, please contact Hassine Hedda, Finance Officer at hhedda@worldbank.org using the above reference.

Yours sincerely,

Ferid Belhaj
Director
Middle East Department
Middle East and North Africa

Attachments

1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Form for Authorized Signatures
4. Form of Statement of Expenditures – Modules 1, 2, 3 & 4
5. Form of Payments Against Contracts Subject to the Bank’s Prior Review
6. Designated Account Reconciliation Statement
Form of Authorized Signatory Letter

[Letterhead]
Minister of Planning and International Cooperation
[Street address]
[City] [Country]

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

[DATE]

Attention: [Country Director]

Re: IBRD Loan 8283-JO (Emergency Project to Mitigate Impact of Syrian Conflict on Jordan)

I refer to the Loan Agreement ("Agreement, between HASHEMITE KINGDOM OF JORDAN ("Borrower") and INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT ("Bank"), of even date herewith, providing the above Loan. 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 Borrower to sign applications for withdrawal [and applications for a special commitment] under this Loan.

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

[This confirms that the Borrower is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to

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1 Instruction to the Borrower: 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 Bank.

2 Instruction to the Borrower: 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 Bank.

3 Instruction to the Borrower: 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 Bank.

4 Instruction to the Borrower: 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 Bank.
the Bank by electronic means. In full recognition that the 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 Borrower represents and warrants to the Bank that it will cause such persons to abide by those terms and conditions.

This Authorization replaces and supersedes any Authorization currently in the 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 Borrower: Add this paragraph if the Borrower 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 Bank.*
Terms and Conditions of Use of Secure Identification Credentials
in connection with Use of Electronic Means
to Process Applications
and Supporting Documentation

March 1, 2013

The World Bank (Bank)\(^1\) will provide secure identification credentials (SIDC) 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.

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.

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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.
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 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 re-activate a SIDC User’s Account.
Attachment 4

Statement of Expenditures (SOEs) Modules 1, 2, 3, & 4:
## 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 Non-Objection to Contract</th>
<th>Amount Paid to Supplier During Period</th>
<th>WB’s Status of Anti-Money Laundering Process</th>
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DESIGNATED ACCOUNT RECONCILIATION STATEMENT

LOAN/CREDIT/PPF/COFINANCIER NUMBER
ACCOUNT NUMBER WITH (BANK)

1. TOTAL ADVANCED BY WORLD BANK (OR COFINANCIER) $ 

2. LESS: TOTAL AMOUNT RECOVERED BY WORLD BANK - $ 

3. EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED TO THE SPECIAL ACCOUNT (NUMBER 1 LESS NUMBER 2) = $ 

4. BALANCE OF SPECIAL ACCOUNT PER ATTACHED BANK STATEMENT AS OF DATE $ 

5. PLUS: TOTAL AMOUNT CLAIMED IN THIS APPLICATION NO. + $ 

6. PLUS: TOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED REASON: + $ 

7. PLUS: AMOUNTS CLAIMED IN PREVIOUS APPLICATIONS NOT YET CREDITED AT DATE OF BANK STATEMENTS

APPLICATION NO. AMOUNT *

SUBTOTAL OF PREVIOUS APPLICATIONS NOT YET CREDITED + $ 

8. MINUS: INTEREST EARNED - $ 

*
9. TOTAL ADVANCE ACCOUNTED FOR (NO. 4 THROUGH NO. 9) = $

10. EXPLANATION OF ANY DIFFERENCE BETWEEN THE TOTALS APPEARING ON LINES 3 AND 9:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

11. DATE: ____________________ SIGNATURE: ____________________

TITLE: ____________________