HonorabI- Amara M. Konneh
Minister of Finance
Ministry of Finance
Monrovi.
Republic of Liberia

Excellency:

Re: Liberia DA Grant No. TF012105-LR
(Liberia Will Rise Again Diaspora Engagement Program Project)
Additional Instructions: Disbursement

I refer to the IDF Grant Agreement ("Agreement") between the International Bank for Reconstruction and Development ("World Bank"), and the Republic of Liberia (the "Recipient") for the above-referenced Project of even date herevith. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of the IDF Grant –TF012105 ("Grant"). 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.

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 Financing Agreement. Any changes to this date will be notified by the World Bank.
II. Withdrawal of Grant 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 Office
Bright Building
UN Drive,
Mamba Point
Monrovia, Liberia

Attention: Yusupha D. Crookes
Country Director
Country Director for Liberia

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

The World Bank Office
Bright Building
UN Drive,
Mamba Point
Monrovia, Liberia

Attention: Financial Management & Disbursement Unit

(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 devices (“Tokens”) 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 Tokens 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 Tokens to Process Applications. By designating officials to accept Tokens 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 Devices in connection with Use of Electronic Means to Process Applications and Supporting Documentation (“Terms and Conditions of Use of Tokens”) provided in Attachment [3]; and (b) deliver the Terms and Conditions of Use of Tokens to each such official and 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 USD 150,000.
(vi) Advances (sections 5 and 6).

- **Type of Designated Account** (subsection 5.3): Segregated
- **Currency of Designated Account** (subsection 5.4): US Dollars
- **Financial Institution at which the Designated Account Will Be Opened** (subsection 5.5): A commercial bank or financial institution acceptable to the World Bank.
- **Ceiling** (subsection 6.1): USD 100,000

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 and documentary evidence of delivery of contracted goods, works or services) for payments for i) goods and services (other than consulting services) against contracts valued at USD 100,000 or more; ii) consultants’ services provided by a firm against contracts valued at USD 50,000 or more; and iii) consultants’ services provided by individual consultants against contracts valued at USD 50,000 or more.
  - List of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5); and
  - Statement of Expenditures in the form attached (Attachment 4) for all other expenditures/contracts.

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

(ii) **Frequency of Reporting Eligible Expenditures Paid from the Designated Account** (subsection 6.3): monthly.

(iii) **Other Supporting Documentation Instructions:**

- Copies of bank statements of the Designated Account and a reconciliation statement should be attached to each Application for Withdrawal.

IV. Other Important 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 Financing, 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 Senior Finance Officer at email address <loa-afr@worldbank.org> using the above reference.

Yisupha D. Crookes
Country Director for Liberia
Africa Region

Attachments
1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Form for Authorized Signatures
4. Form of “Statement of Expenditure”
5. Form of Summary Sheet for Payments Against Contracts Subject to the World Bank’s Prior Review
6. Form of Reconciliation of the Designated Account

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