The World Bank
INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL DEVELOPMENT ASSOCIATION

OFFICIAL DOCUMENTS

The World Bank
INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL DEVELOPMENT ASSOCIATION

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Cable Address: INTBAFRAD
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April 25, 2013

H. E. Amadou Boubacar Cisse
Minister of State
Minister of Planning, Territorial Management and Community Development
Ministry for Planning, Territorial Management and Community Development
Niamey
Republic of Niger

Re: REPUBLIC OF NIGER: Advance Agreement for Preparation of the Proposed Third Community Action Program
Project Preparation Advance No. Q-855
Additional Instructions: Disbursement

Excellency:

I refer to the Advance Agreement ("Agreement") between the Republic of Niger ("Recipient") and the International Development Association ("World Bank") for the preparation of the above-referenced Project of even date, herewith. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Project Preparation Advance Q-855 ("PPA"). 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 PPA 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 PPA:

• Reimbursement
• Advance
• Direct Payment
(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is the
Refinancing Date specified in the Agreement. Any changes to this date will be notified by the
World Bank.

II. Withdrawal of PPA 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
Bamako, Mali
Attention: Mr. Ousmane Diagana, Country Director for Niger

(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
Kenya Re Towers, 10th Floor
Upper Hill, off Ragati Road
Nairobi
Kenya.
Contact Telephone number: +254 20 2983 000.

(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 (ii) of this Section, its officials who are authorized to sign
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 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 SIDC to Process Applications. By designating officials to
use SIDC and by choosing to deliver the Applications electronically, the Recipient confirms
through the authorized signatory letter is 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 all Applications except for replenishment applications should be US$50,000 equivalent.

(vi) Advances (sections 5 and 6).

- **Type of Designated Account (subsection 5.3):** Segregated
- **Currency of Designated Account (subsection 5.4):** CFAF
- **Financial Institution at which the Designated Account will be opened (subsection 5.5):** BIA Niger
- **Ceiling (subsection 6.1):** CFAF 100,000,000

III. Reporting on Use of PPA 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 requiring the Bank's prior review as well as all contracts exceeding USD 200,000 for goods; and USD 100,000 for consulting firms and USD 50,000 for individual consultants (Attachment 5).
  - Statement of Expenditure in the form attached (Attachment 4) for all other expenditures;

- **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

(iii) Other Supporting Documentation Instructions: All replenishment requests must be supported by bank statements and Designated Account reconciliation statement.
IV. Other Important Information


From the Client Connection website, you will be able to download Applications, monitor the near real-time status of the FPA, and retrieve related policy, financial, and procurement information.

If you have any queries in relation to the above, please contact Mr. Wolfgang M. T. Chadab, Senior Finance Officer, at loa-afr@worldbank.org, using the above reference.

Yours sincerely,

Ousmane Dianaga
Country Director for Niger
Africa Region

Attachments
1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Form for Authorized Signatures
4. Form for "Statement of Expenditures"
5. Form of Payments Against Contracts Subject to the Bank’s Prior Review.
Minister of Planning, Territorial Management and Community Development
Niamey, Republic of Niger

[DATE]
The World Bank
Resident Mission
Bamako, Mali

Attention: Mr. Ousmane Diagana

Dear Mr. Ousmane Diagana:

REPUBLIC OF NIGER: Advance Agreement for Preparation of the Proposed
Third Community Action Program
Project Preparation Advance No. Q-855

I refer to the Advance Agreement ("Agreement") between The Republic of Niger ("Recipient") and the
International Development Association ("World Bank") for the preparation of the above-referenced
Project, dated _______. For the purpose of Section 3.03 of the Standard Conditions for Advances, as
defined in the Agreement, any 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 Advance.
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] [jointly], to deliver Applications, and evidence in support thereof on the
terms and conditions specified by the Association.

1. 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 Association by electronic means. It 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

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1 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.

2 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.

3 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.

4 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.
("Terms and Conditions of Use of 51DC"), 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]  Specification Signature: __________________

[Name], [position]  Specification Signature: __________________

[Name], [position]  Specification Signature: __________________
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)\(^5\) will provide secure identification credentials (SIDC) to permit the Borrower\(^6\) 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.

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\(^5\) “Bank” includes IBRD and IDA.

\(^6\) “Borrower” includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.
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 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 an 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.
attachment 4

STATEMENT OF EXPENDITURES

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Category No.</th>
<th>Name of Supplier, Contractor or Consultant</th>
<th>Brief Description of Goods, Works or Services</th>
<th>Total Amount of Contract (Include all currencies)</th>
<th>Currency of Expenditure</th>
<th>Total invoice amount covered by this application (net of retention)</th>
<th>Eligible % of financing</th>
<th>Currency and eligible amount paid (7)x(8)</th>
<th>US$ Equivalent paid from Special Account**</th>
<th>Date of Payment</th>
</tr>
</thead>
</table>

| TOTALS | $ |
PAYMENTS MADE DURING REPORTING PERIOD AGAINST CONTRACTS SUBJECT TO THE WORLD 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 Bank's No Objection to contract</th>
<th>Amount Paid to Supplier during Period</th>
<th>Bank's Share of Amount Paid to Supplier during Period</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)** $ ______________

   ![Table]

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<tr>
<th>APPLICATION NO.</th>
<th>AMOUNT</th>
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**SUBTOTAL OF PREVIOUS APPLICATIONS NOT YET CREDITED** + $ ______________

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**

   ![Table]

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**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:**

    ![Explanation]

11. **DATE: ____________**  
    **SIGNATURE: ___________________________**  
    **TITLE: _____________________________**