



April 13, 2018

H.E. Jude Alix Patrick Salomon  
Minister of Economy and Finance  
Ministère de l'Economie et des Finances  
Avenue Charles Sumners No. 5  
Port-au-Prince  
Haiti

**Re: Republic of Haiti**  
**IDA Grant No. D2720-HT**  
**Resilient Productive Landscapes**  
**Additional Instructions: Disbursement and Financial Information Letter**

Excellency:

I refer to the Financing Agreement (the "Agreement") between the Republic of Haiti (the "Recipient") and the International Development Association (the "Association") for the above-referenced Project. The General Conditions, as defined in the Agreement, provide that the Recipient may from time to time request withdrawals of Grant amounts from the Grant Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Association may specify from time to time by notice to the Recipient. The General Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter ("DFIL"), and may be revised from time to time.

**I. Disbursement Arrangements, Withdrawal of Grant Funds, and Reporting of Uses of Grant Funds**

The *Disbursement Guidelines for Investment Project Financing*, dated February 2017, ("Disbursement Guidelines") are available in the Association's public website at <https://www.worldbank.org> and its secure website "Client Connection" at <https://clientconnection.worldbank.org>. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the guidelines apply to the Grant is specified below.

**(i) Disbursement Arrangements**

- **General Provisions** (Schedule 1). The table in Schedule 1 sets out the disbursement methods which may be used by the Recipient, information on registration of authorized signatures, processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.

**(ii) Electronic Delivery.** Section 11.01 (c) of the General Conditions.

The Association may permit the Recipient to electronically deliver applications (with supporting documents) through the Association's web-based portal (<https://clientconnection.worldbank.org>) "Client Connection". This option may be effected if the officials designated in writing by the Recipient who are authorized to sign and deliver Applications have registered as users of "Client Connection". The designated officials may deliver Applications electronically by completing the Form 2380, which is accessible through

“Client Connection”. By signing the Authorized Signatory Letter, the Recipient confirms that it is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Association by electronic means. The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The Association reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient. By designating officials to use SIDC 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, available in the Association's public website at <https://worldbank.org> and “Client Connection”; and (b) to cause such official to abide by those terms and conditions.

## II. Financial Reports and Audits

*(i) Financial Reports.* The Recipient must prepare and furnish to the Association not later than forty-five (45) days after the end of each calendar quarter, interim unaudited financial reports (“IFR”) for the Project covering such period.

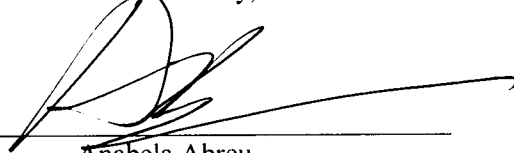
*(ii) Audits.* Each audit of the Financial Statements must cover the period of one fiscal year of the Recipient, the audited Financial Statements for each such period must be furnished to the Association not later than six (6) months after the end of such period.

## III. Other Information

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Association’s website (<http://www.worldbank.org/>) and “Client Connection”. The Association recommends that you register as a user of “Client Connection”. From this website you will be able to prepare and deliver Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, please contact the Association by email at [clientconnection@worldbank.org](mailto:clientconnection@worldbank.org).

If you have any queries in relation to the above, please contact Faly Diallo, Finance Officer at [wfala-afr@worldbank.org](mailto:wfala-afr@worldbank.org) using the above reference.

Yours sincerely,



Anabela Abreu

Country Director for Haiti  
Latin America and the Caribbean Region

Attachments

1. Form for Authorized Signatures
2. *Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation*, dated March 1, 2013
3. Form of "Statement of Expenditure"
4. Form of Customized Statement of Expenditures for Subgrants
5. Form of Customized Statement of Expenditures for Vouchers

Cc with copies: [Ministry of Finance]  
[street address]  
[city], [country]  
[email address]

[Project Implementing Entity 1]  
[street address]  
[city], [country]  
[email address]

**Schedule 1 : Disbursement Provisions**

<b>Basic Information</b>			
<b>Grant/Credit Number</b>	<b>Country Recipient</b>	<b>Closing Date</b>	
<b>No. D2720-HT</b>	REPUBLIC OF HAITI REPUBLIC OF HAITI	12/31/2023	
	<b>Name of the Project</b>	<b>Disbursement Deadline Date</b>	
	Resilient Productive Landscapes	Subsection 3.7 **	Four months after the closing date.
<b>Disbursement Methods and Supporting Documentation</b>			
<b>Disbursement Methods</b> <i>Section 2 (**)</i>	<b>Methods</b>	<b>Supporting Documentation</b> <i>Subsections 4.3 and 4.4 (**)</i>	
Direct Payment	Yes	Copy of records	
Reimbursement	Yes	Customized SOE for Matching Grants under Category 4 of Section III.A. of Schedule 2 of the Financing Agreement in the format provided in Attachment 5 of the DFIL	
		Customized SOE for Vouchers under Category 3 of Section III.A of Schedule 2 of the Financing Agreement (Attachment 6); in the format provided in Attachment 6 of the DFIL and	
		Statement of Expenditure (SOE) for all other expenditures in the format provided in Attachment 4 of the DFIL	
Designated Account	Yes	Customized SOE for Matching Grants under Category 4 of Section III.1. of Schedule 2 of the Financing Agreement in the format provided in Attachment 5 of the DFIL	
		Customized SOE for Vouchers under Category 3 of Section III.1 of Schedule 2 of the Financing Agreement (Attachment 6); in the format provided in Attachment 6 of the DFIL and	
		Statement of Expenditure (SOE) for all other expenditures in the format provided in Attachment 4 of the DFIL	
Special Commitments	Yes	Copy of Letter of Credit	
<b>Designated Account (Sections 5 and 6 **)</b>			
<b>Type</b>	Segregated	<b>Ceiling</b>	Fixed
<b>Financial Institution - Name</b>	Central Bank of Haiti (BRH)	<b>Currency</b>	USD
<b>Frequency of Reporting</b> <i>Subsection 6.3 (**)</i>	Quarterly	<b>Amount</b>	1,000,000
<b>Minimum Value of Applications (subsection 3.5)</b>			
The minimum value of applications for Direct Payment and Special Commitment is 20% of the ceiling of the Designated Account.			

**Authorized Signatures (Subsection 3.1 and 3.2 \*\*) The form for Authorized Signatories Letter is provided in Attachment 1 of this letter  
Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 \*\*)**

**(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  
1818 H Street, N. W.  
Washington, DC 20433  
United States of America  
Attention: Anabela Abreu, Country Director for Haiti  
Latin America and the Caribbean Region

**(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,  
Loan Operations and Trust Funds Department  
Delta Center, 13th Floor,  
Menengai Road, Upper Hill,  
Nairobi, Kenya.

**Additional Information/Instructions]**

Funds from the Designated Accounts may be transferred to Transaction Accounts in local currency to meet eligible expenditures, provided that transactions and balance in this account are included in all project financial reports and in the Designated Accounts reconciliation.

**Other**

\*\* Sections and subsections relate to the "Disbursement Guidelines for Investment Project Financing", dated February 2017.

Attachment 1 – Form of Authorized Signatory Letter

[Letterhead]  
Ministry of Finance  
[Street address]  
[City] [Country]

[DATE]

International Development Association  
1818 H Street, N.W.  
Washington, D.C. 20433  
United States of America

**Re: Republic of Haiti**  
**IDA Grant No. D2720-HT**  
**Resilient Productive Landscapes**  
**Additional Instructions: Disbursement and Financial Information Letter.**

\_\_\_\_\_, *Country Director*

I refer to the Financing Agreement (“Agreement”) between the International Development Association (the “Association”) [, acting as implementing of the]<sup>1</sup> and [name of recipient] (the “Recipient”), dated \_\_\_\_\_, providing the above Grant. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any <sup>2</sup>[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 Grant.

For the purpose of delivering Applications to the Association, including by electronic means, <sup>3</sup>[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting <sup>4</sup>[individually] <sup>5</sup>[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

<sup>1</sup> Instruction to the Recipient: add text in line with the Agreement if applicable; if not applicable delete it. *Please delete this footnote in final letter that is sent to the Associations*

<sup>2</sup> 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.*

<sup>3</sup> 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.*

<sup>4</sup> 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.*

<sup>5</sup> 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.*

This Authorization replaces and supersedes any Authorization currently in the Association records with respect to this Agreement.

[Name], [position] Specimen Signature: \_\_\_\_\_

[Name], [position] Specimen Signature: \_\_\_\_\_

[Name], [position] Specimen Signature: \_\_\_\_\_

Yours truly,

/ signed /

\_\_\_\_\_

**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)<sup>1</sup> will provide secure identification credentials (SIDC) to permit the Borrower<sup>2</sup> 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

<sup>1</sup> "Bank" includes IBRD and IDA.

<sup>2</sup> "Borrower" includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.



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](mailto:clientconnection@worldbank.org).
- 4.5. The Borrower shall immediately notify the Bank at [clientconnection@worldbank.org](mailto: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.



The World Bank  
**APPLICATION FOR WITHDRAWAL  
 STATEMENT OF EXPENDITURES –  
 CUSTOMIZED (SOE)<sup>8</sup>**

Category No.

**MATCHING GRANTS**

1	2	3	4	5	6	7	8	9	10	11
Item No.	Name and Address of Beneficiary	Matching Grant Agreement No. & Date (or other ref.)	Brief Description of Matching Grant Activity	Currency and Total Amount of Matching grant	Total amount Matching Grant payment request covered by application (net of retention)	Elig. %	Payment request eligible for financing	Amount Paid From Designated Account (if any)	Date of Payment	Remarks
<b>TOTALS</b>										

<sup>8</sup> Supporting documents for this Customized SOE retained at Project Implementation Unit (PIU)



**FOR INTERNAL DISTRIBUTION ONLY**

Prepared by Faly Diallo, Finance Officer (WFALA)

Cleared with and cc: Escarlata Baza Nunez (LEGLE)  
Caroline Aurelie Plante (TTL – GFA04)

Cc: Lydie Madjou/Emeline Bredy (FM Specialist)