

**OFFICIAL
DOCUMENTS****The World Bank**INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
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Postal Address: P.O. Box 798

April 6, 2015

Mr. Suman Prasad Sharma
Secretary
Ministry of Finance
Government of Nepal
Singha Durbar
Kathmandu, Nepal

Dear Mr. Sharma:

**Re: IDA Credit No. 5586-NP
Higher Education Reforms Project
Additional Instructions: Disbursement**

I refer to the Financing Agreement (“Agreement”) between Nepal (the “Recipient”) and the International Development Association (the “Association”) for the above-referenced Credit, dated April 6, 2015. The Financing Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds under IDA Credit No. 5586-NP. 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 Funding 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 Credit:

- Reimbursement for category 1 and category 2
- Advance for category 2
- Direct Payment for category 2

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is four 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 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
GPO Box 798
Kathmandu, Nepal
Attention: The Country Director for Nepal

(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
No. 11, Taramani Main Road
Taramani, Chennai – 600 113
India
Attention: Ms. Samvita R. Arikatla, Sr. Finance Officer

(iii) Electronic Delivery (subsection 3.4) The Association may permit the Recipient to electronically deliver to the Association Applications (with supporting documents) through the Association's Client Connection, web-based portal. The option to deliver Applications to the Association 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 Association 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 Association agrees, the Association 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 Association 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 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 Values of Applications (subsection 3.5).

The Minimum Value of Reimbursement and Direct payment Application: US\$ 100,000

(vi) Advance (sections 5 and 6)

- *Type of Designated Account (subsection 5.3):* Segregated
- *Currency of Designated Account (subsection 5.4):* U.S. dollars.
- *Financial Institution at which the Designated Account will be opened (subsection 5.5):* Nepal Rastra Bank.
- *Ceiling (subsection 6.1):* USD 1,000,000

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 under category 1:*
 - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments against contracts that are subject to the World Bank's prior review in the form attached (Attachment 4);
 - Statement of Expenditures (SOE) in the form attached (Attachment 5A, 5B and 5C) for all other expenditures / contracts
 - Statement relating to roll-over of Eligible Expenditure Programs and DLI amounts (Attachment 6)
- *For requests for reimbursement and for reporting eligible expenditures paid from the Designated Account under category 2:*
 - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments against contracts that are subject to the World Bank's prior review in the form attached (Attachment 4);
 - Statement of Expenditures (SOE) in the form attached (Attachment 7) for all other expenditures / contracts
- *For Direct Payment under category 2:* Records evidencing eligible expenditures, e.g. invoices

(ii) Frequency of Reporting Eligible Expenditures Paid from the Designated Accounts (subsection 6.3): Monthly

(iii) Other Supporting Documentation Instructions: Copies of bank statement of the Designated Account and reconciliation Statement (attachment 8) should be attached to Application for Withdrawal related to designated account.

IV. Other Disbursement Instructions

(i) For category 1 – Eligible Expenditures Program under Part 1, only reimbursement disbursement method is applicable. IDA funds will be disbursed based on (i) eligible expenditures reported by SOEs and statement pertaining to roll-over of the Eligible Expenditure Programs and DLI amounts; and (ii) verification of target DLIs.

(ii) For category 1 – Eligible Expenditures Program under Part 1 claims relating to Grants, actual expenditures incurred and paid by grantees should be reported in the SOE.

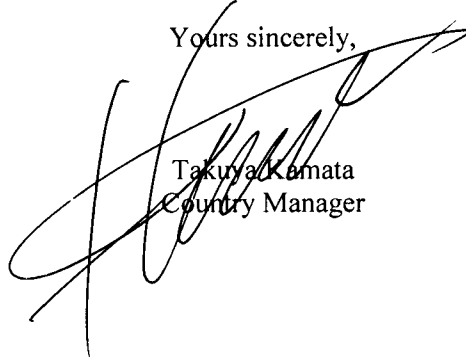
V. Other Important Information

For additional information on disbursement arrangements, please refer to the Disbursement Handbook available on the World Bank's public website at <http://www.worldbank.org> and its secure website "Client Connection" at <http://clientconnection.worldbank.org>. Print copies are available upon request.

If you have not already done so, the World 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 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 Mr. Yogesh Bom Malla or Mr. Nagendra Nakarmi, from the Country Office in Nepal.

If you have any queries in relation to the above, please contact Mr. Satish Kumar Shivakumar, Finance Officer or a member of the Loan Department team responsible for the Nepal portfolio at CTRLN_chennai@worldbank.org using the above reference.

Yours sincerely,

A large, stylized handwritten signature in black ink, appearing to read 'Takuya Kamata', is written over the typed name and title.

Takuya Kamata
Country Manager

Attachments

1. *World Bank Disbursement Guidelines for Projects*, dated May 1, 2006
2. Form for Authorized Signatures
3. *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”), dated March 1, 2013
4. Form of Payments Against Contracts Subject to the Association’s Prior Review
- 5A. Form of Statement of Expenditures (SOE) for category 1 for expenditures other than scholarships to students and research, development and innovation grants
- 5B. Form of Statement of Expenditures (SOE) for category 1 for scholarships to students
- 5C. Form of Statement of Expenditures (SOE) for category 1 for research, development and innovation grants
6. Statement relating to roll-over of Eligible Expenditure Programs and DLI amounts
7. Form of Statement of Expenditures (SOE) for category 2
8. Designated Account Reconciliation Statement

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

[DATE]

The World Bank
GPO Box 798
Katmandu, Nepal

Attention: Mr. Johannes Zutt, Country Director:

Re: IDA Credit No. 5586-NP
Higher Education Reforms Project

I refer to the Financing Agreement (“Agreement”) between the International Development Association (the “Association”) and [name of Recipient] (the “Recipient”), dated April 6, 2015, providing the above Financing. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any ¹[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 Association, ²[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting ³[individually] ⁴[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

⁵[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. In full recognition that the Association shall rely upon

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.*

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.*

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 Association that it will cause such persons to abide by those terms and conditions.]

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 /

[Position]

**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)⁶ will provide secure identification credentials (SIDC) to permit the Borrower⁷ 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.

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.

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 reactivate a SIDC User's Account.

Attachment 4

Payments Made during Reporting Period Against Contracts Subject to the Bank's Prior Review

Payments made during the period from _____ to _____

Date: _____
Category: _____
Sheet No.: _____

Contract Number	Supplier/Consultant/details	Contract Date/description	Contract Amount	Date of WB's Non Objection to Contract	Amount Paid to Supplier during Period	WB's Share of Amt Paid to Supplier during Period

Attachment 5A

Statement of Expenditures (SOE)

Payments made during the period from _____ to _____

Date: _____

Application No.: _____

For expenditures against the contracts not subject to the Bank Prior Review other than scholarship to students and research, development and innovation grants

Loan: _____

Category : 1

SOE No.: _____

Item No.	Name and address	Brief Description of Goods or services or operating costs	Currency and Total Amount of Contract and contract number	Currency and Total Amount of Invoice Covered by Application (Net of Retention)	Eligible % as per Financing Agreement	Amount Eligible for Financing (4 x 5)	Currency and Amount Paid	Remarks

Supporting documents for this SOE retained at _____

(insert location)

Prepared by :

Authorized Representative:

(*) A separate SOE form should be used for retroactive financing

(**) Items should be grouped by category; or alternatively, a separate SOE form may be used for each category

Attachment 5B

Statement of Expenditures (SOE)

Payments made during the period from _____ to _____

Date: _____

Application No.: _____

For expenditures against the contracts not subject to the Bank Prior Review relating to scholarship to students

Loan: _____

Category : 1 _____

SOE No.: _____

Item No.	Student Cohort details	Brief Description including Institution details/number	Number of students	Period	Scholarship per student	Eligible % as per Financing Agreement	Amount Eligible for Financing (4 x 5)	Currency and Amount Paid	Bank transfer details

Supporting documents for this SOE retained at _____

(insert location)

Prepared by :

Authorized Representative:

(*) A separate SOE form should be used for retroactive financing

(**) Items should be grouped by category; or alternatively, a separate SOE form may be used for each category

Attachment 5C

Statement of Expenditures (SOE)

Payments made during the period from _____ to _____

Date: _____

Application No.: _____

For expenditures against the contracts not subject to the Bank Prior Review relating to research development and innovation grants

Loan: _____

Category : 1

SOE No.: _____

Item No.	Name and address	Brief Description of Grant including institution details	Currency and Total Amount of Grant and Grant number	Instalment/Milestone details	Eligible % as per Financing Agreement	Amount Eligible for Financing (4 x 5)	Currency and Amount Paid	Remarks

Supporting documents for this SOE retained at _____ (insert location)

Prepared by :

Authorized Representative:

(*) A separate SOE form should be used for retroactive financing
 (**) Items should be grouped by category; or alternatively, a separate SOE form may be used for each category

Attachment 7

Statement of Expenditures (SOE)

Payments made during the period from _____ to _____

Date: _____

Application No.: _____

For expenditures against the contracts not subject to the Bank Prior Review

Loan: _____

Category : 2

SOE No.: _____

Item No.	Name and address of suppliers	Brief Description of Goods or services or operating costs	Currency and Total Amount of Contract and contract number	Currency and Total Amount of Invoice Covered by Application (Net of Retention)	Eligible % as per Grant Agreement	Amount Eligible for Financing (4 x 5)	Currency and Amount Paid from Special Account (if Applicable)	Exchange Rate (Col. 7 divided by Col. 6)

Supporting documents for this SOE retained at _____

(insert location)

Prepared by :

Authorized Representative:

(*) A separate SOE form should be used for retroactive financing
 (***) Items should be grouped by category; or alternatively, a separate SOE form may be used for each category

Attachment 8

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

<u>APPLICATION NO.</u>	<u>AMOUNT *</u>
_____	_____
_____	_____

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: _____