



TF015162

The World BankINTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL DEVELOPMENT ASSOCIATION1818 H Street N.W.
Washington, D.C. 20433
U.S.A.(202) 473-1000
Cable Address: INTBAFRAD
Cable Address: INDEVAS

February 26, 2014

Mr. Stephen O'Malley
UNDP Resident Representative
for the OECS and Barbados
UN House, Marine Gardens
Christ Church
Barbados

Re: GFDRR Grant for Strengthening Capacity in Post-Disaster Needs Assessment (PDNA) in the Caribbean- Grant No. TF015162
Additional Instructions: Disbursement Letter

Dear Sir:

Pursuant to Section 4.5 of the Annex to the Letter Agreement sent to you on February 26, 2014, this letter gives instructions on withdrawal of proceeds from the Grant made by the International Bank for Reconstruction and Development ("IBRD") and the International Development Association ("IDA") (collectively, the "World Bank") to indicate the Bank's agreement, as administrator of grant funds provided by the European Union, represented by the European Commission ("Donor") under the Global Facility for Disaster Reduction and Recovery (GFDRR) to the United Nations Development Program in Barbados and the OECS ("Recipient") for the benefit of Barbados, Dominica, Grenada, Antigua and Barbuda, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines ("Participating Countries") for the Project (TF015162). A copy of the Letter Agreement is attached. This letter and its attachments should be copied to all staff involved in the preparation of applications for withdrawal. Sample applications are attached, and additional forms may be obtained online through our Web site, "Client Connection" (see paragraph below).

Following are the specific disbursement arrangements for the Project (TF015162). These arrangements may be revised by the World Bank from time to time in consultation with the Recipient.

I. Withdrawals from the Grant Account and Supporting Documentation

- (a) Withdrawals from the Grant Account will be made on the basis of the interim unaudited financial reports submitted in accordance with section 4.5 of the Annex to the Letter Agreement and in accordance with the periodicity specified at section 5 (c) of the Annex to the Letter Agreement. The agreed format of interim unaudited financial reports is attached.
- (b) Withdrawals shall be made as follows:
 - (i) In the case of the first request for an advance, the Recipient shall submit to the World Bank a statement with the projected sources and applications of funds for the project for the first two periods.
 - (ii) In the case of subsequent requests for advances, the Recipient shall submit the interim unaudited financial report providing an accounting of expenditures incurred in the period

ended, together with the projected sources and applications of funds for the project for the first two periods.

- (iii) Upon receipt of each application for withdrawal of an amount of the Grant, the World Bank shall, on behalf of the Recipient, withdraw from the Grant Account and advance an amount equal to the lesser of: (i) the amount so requested; and (ii) the amount which the World Bank has determined, based on the interim unaudited financial report submitted with such application, is required to be advanced in order to finance eligible expenditures to be incurred during the ensuing reporting period.

II. Advances of Grant Proceeds

- (a) All advances made by the World Bank pursuant to section I above will be deposited into an official UN bank account in accordance with the provisions of the Financial Regulations and Rules of the UNDP
- (b) The World Bank shall not be required to make further advances:
 - (i) If the Recipient shall have failed to furnish to the World Bank within the period of time specified in the Financial Management Framework Agreement, any of the audited financial statements required to be furnished to the World Bank;
 - (ii) If, at any time, the World Bank shall have notified the Recipient of its intention to suspend in whole or in part the right of the Recipient to make withdrawals from the Grant Account pursuant to the provisions of paragraph 6 of the Annex to the Letter Agreement; or
 - (iii) If the World Bank at any time, is not satisfied that the interim unaudited financial reports submitted by the Recipient adequately provide the information required to support disbursements.

Thereafter, withdrawals from the Grant Account of the remaining unwithdrawn amount of the Grant shall follow such procedures as the World Bank shall specify by notice to the Recipient. Such further withdrawals shall be made only after and to the extent that the World Bank shall have been satisfied that all such outstanding advances as of the date of such notice will be used to make payments for eligible expenditures.

III. Refunds

- (a) If the World Bank shall have determined at any time that any withdrawal of the proceeds of the Grant: (i) was made for an expenditure or in an amount not eligible pursuant to section 4.1 of the Annex to the Letter Agreement; or (ii) was not justified by the evidence furnished to the World Bank, the Recipient shall, promptly upon notice from the World Bank refund to the World Bank an amount equal to the amount of such payment or the portion thereof that was not eligible or justified. Unless the World Bank shall otherwise agree, no further advances shall be made by the World Bank until the Recipient has made such refund.
- (b) If the World Bank shall have determined at any time that any outstanding advances will not be required to cover further payments for eligible expenditures, the Recipient shall, promptly upon notice from the World Bank, refund to the World Bank such outstanding amount.

- (c) The Recipient may, upon notice to the World Bank, refund to the World Bank all or any outstanding advances.
- (d) Refunds to the World Bank made pursuant to subparagraph (a), (b) or (c) of this paragraph shall be credited to the Grant Account for subsequent withdrawal or for cancellation in accordance with the provisions of the Letter Agreement.

IV. Other

Authorized Signatures. Please refer to Section 4.4 of the Annex to the Letter Agreement. A letter in the form attached should be furnished to the World Bank at the address below providing the name(s) and specimen signature(s) of the official(s) authorized to sign applications for withdrawal:

The World Bank
1818 H Street, N.W.
Washington, DC 20433
United States of America
Attention: Sophie Sirtaine, Director

Client Connection Web Site. From the World Bank's secure Web site, "Client Connection" (<http://clientconnection.worldbank.org>), you will be able to download applications for withdrawal, monitor the near real-time status of the grant, and retrieve related policy, financial, and procurement information. For more information about the Web site and registration arrangements, please see the Client Connection kit enclosed with this letter.

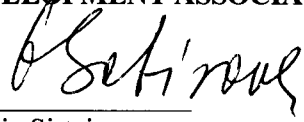
Any noncompliance with the provisions in this letter may result in the World Bank's application of the remedies provided for in Section 6 of the Annex to the Letter Agreement.

Please contact us if you have any questions about withdrawal procedures, quoting Grant TF015162 as your reference.

Very truly yours,

**INTERNATIONAL BANK FOR
RECONSTRUCTION AND DEVELOPMENT**

INTERNATIONAL DEVELOPMENT ASSOCIATION

By 
Sophie Sirtaine
Director
Caribbean Country Management Unit
Latin America and the Caribbean Region

Attachments:

K21877
✓
✓
✓

- 1. *World Bank Disbursement Guidelines for Projects*, dated May 1, 2006
- 2. Sample form for Authorized Signatures
- 3. Agreed format of Interim Unaudited Financial Report

Sample Form for Authorized Signatures
<Letterhead of Recipient>
<Recipient's Address>

<Date>

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

Attention: Sophie Sirtaine, Director

Dear Ms. Sirtaine:

Re: GFDRR Grant for Strengthening Capacity in Post-Disaster Needs Assessment (PDNA)
in the Caribbean- Grant No. TF015162

I refer to the Letter Agreement between the International Bank for Reconstruction and Development ("IBRD") and the International Development Association ("IDA") (collectively, the "World Bank") and United Nations Development Program in Barbados and the OECS (the "Recipient"), dated _____, providing the above grant. For the purposes of Section 4.4 of the Annex to the Letter Agreement, any ¹one of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Recipient to sign an Application for Withdrawal under this grant:

[name], [position] Specimen Signature: _____

[name], [position] Specimen Signature: _____

[name], [position] Specimen Signature: _____

Yours truly,
/ signed /

[position]

¹ Instruction to the recipient when sending this letter to the Bank/ Association: Stipulate if more than one person needs to sign applications, and how many or which positions, and if any thresholds apply.

PROJECT NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 PCU NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 CASH FLOW STATEMENT FOR THE QUARTER ENDED: XXX, 201X

DETAIL	TOTAL ALLOCATION	THIS QUARTER	YEAR TO DATE	BALANCE	FORECAST FOR NEXT 2 QUARTERS
Cash Receipts					
- World Bank					
- Direct Payments					
TOTAL		0.00	0.00		0.00
Disbursements					
- Consultant Services	270,000.00			270,000.00	
- Task Team Supervision Cost	55,000.00			55,000.00	
- Logistics	150,000.00			150,000.00	
- Dissemination	36,500.00			36,500.00	
- Others	38,500.00			38,500.00	
TOTAL	550,000.00	0.00	0.00	550,000.00	0.00
NET CASH : INFLOW/OUT FLOW					
CASH AT THE BEGINNING OF THE PERIOD					
CASH AT THE END OF THE PERIOD					
Prepared by:-----		Reviewed by:-----			
Date:-----		Date:-----			

Documents to be attached to the quarterly IFR: (i) copy of the bank conciliation; (ii) copy of the bank statement
 For each month of the quarter