

CR. 5621-LR

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

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 U.S.A.

(202) 473-1000
 Cable Address: INTBAFRAD
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February 24, 2016

Honorable Amara M. Konneh
 Minister of Finance and Development Planning
 Broad Street
 Monrovia
 Republic of Liberia

Dear Honorable Konneh:

**Re: Liberia Credit Number 5621- LR
 (Youth Opportunities Project)
 Additional Instructions: Disbursement**

I refer to the Financing Agreement (“Agreement”) between the Republic of Liberia (the “Recipient”) and the International Development Association (“Association”), for the above-referenced project, dated February 24. The Agreement provides that the Association may issue additional instructions regarding the withdrawal of the proceeds of Credit 5621- LR (“Financing”). 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 Credit and Grant are 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
- Advance
- Direct Payment
- Special Commitment

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is 4 months after the Closing Date. Any changes to this date will be notified by the Association.

(iii) Disbursement Conditions (subsection 3.8). Please refer to the Disbursement Condition(s), if any, in the Agreements.

_____, 2016

Honorable Amara Konneh
Minister of Finance and Development Planning
Broad Street
Monrovia
Republic of Liberia

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(Youth Opportunities Project)
Additional Instructions: Disbursement**

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II. Withdrawal of Credit Proceeds

(i) Authorized Signatures (subsection 3.1).

A letter in the Form attached (Attachment 2) should be furnished to the Association 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
 German Embassy Compound
 Oldest Congo Town
 Monrovia, Liberia

Attention:
 Country Director for Ghana, Liberia and Sierra Leone

(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
 Loan Department
 13th Floor
 Delta Center
 Menengai Road
 Upper Hill
 P.O. Box 30577-00100
 Nairobi Kenya
 Tel +254 20 2936 000

Attention: Loan Department

(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 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 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 Value of Applications (subsection 3.5). The Minimum Value of Applications is US\$ 100,000

(vi) Advances (sections 5 and 6).

- **Type of Designated Account (subsection 5.3):** Segregated
Managed by PFMU/MFDP
- **Currency of Designated Accounts (subsection 5.4):** US Dollars
- **Financial Institution at which the Designated Accounts Will Be Opened (subsection 5.5):**
Central Bank of Liberia
- **Ceiling (subsection 6.1):** Based on a forecast of expenditures against each component and disbursement category every three months using IFRs.

III. Reporting on Use of Credit Proceeds

(i) Supporting Documentation (section 4). Supporting documentation should be provided with each application for withdrawal as set out below:

- **For requests for Advances and Reimbursement and for reporting eligible expenditures paid from the Designated Accounts:**
 - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices and documentary evidence of delivery and the Recipient’s acceptance of contracted goods or services) for payments against contracts valued more than US\$200,000 or equivalent for goods and non-consulting services, more than \$ 100,000 or equivalent for consulting services using firms and more than US \$50,000 or equivalent for consulting services using individual consultants;
 - Statement of Expenditures (Attachment 4) for all other expenditures; and
 - Summary Sheet of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5)
- **For requests for Direct Payment and Special Commitments:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices and documentary evidence of delivery and acceptance of contracted goods or service.

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

(iii) Other Supporting Documentation Instructions

- Copies of the bank statements of the Designated Accounts and a reconciliation statement for this account should be submitted with each application of replenishment (Attachment 6)
- For reporting expenditures under the Statement of Expenditure (Attachment 4) should include supplementary information, including the commercial bank branch processing the payments.

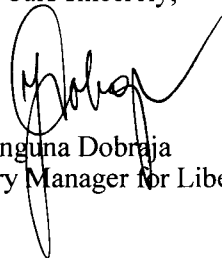
IV. . Other Important Information

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 (<http://clientconnection.worldbank.org>). From this website you will be able to download Applications, monitor the near real-time status of the Loan/Grant, 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>](mailto:clientconnection@worldbank.org).

If you have any queries in relation to the above, please contact loa-afr@worldbank.org using the above reference.

Yours sincerely,



Inguna Dobraja
Country Manager for Liberia

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 Devices in connection with Use of Electronic Means to Process Applications and Supporting Documentation*, dated January 20, 2010
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 Designated Account Activity Statement

NOT
ATT

[Letterhead]
Ministry of Finance and Development Planning
Address

[DATE]

The World Bank
Address

Attention: Mr.
Country Director

Dear Mr. Country Director,

**Re: Liberia Credit Number 5621-LR
(Youth Opportunities Project)
Additional Instructions: Disbursement**

I refer to the Financing Agreement (“Agreement”) between the Republic of Liberia (the “Recipient”) and the International Development Association (“Association”), for the above-referenced project, dated _____. The Agreement provides that the Association may issue additional instructions regarding the withdrawal of the proceeds of Credit 5621- LR (“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

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.*

the Association by electronic means. In full recognition that the Association 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* ("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]

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.*

**Terms and Conditions of Use of Secure Identification Credentials
in connection with Use of Electronic Means
to Process Applications
and Supporting Documentation**

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.
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.

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.

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.

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.

STATEMENT OF EXPENDITURE

Payments made during the period from _____ to _____

Date:

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

Loan/Grant No:

SOE No.:

1	2	3	4	5	6	7	8	9	10	
Item No.	Category Name & No. (*)	Currency and Total Amount of Contract	Name of Contractor / Payee	Currency and Total Amount of Invoice	Amount financed by Other Sources, if any	Amount covered by this Application (5-6)	Eligible % from Schedule 1 of Loan/ Grant Agreement	Amount Eligible for Financing (7x 8)	US\$ equivalent Amount Paid from Designated Account	Remarks
TOTALS										

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

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

Note: 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 Accounts:** Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices and documentary evidence of delivery and the Recipient's acceptance of contracted goods or services) for payments against contracts valued more than US\$ 200,000 or equivalent for goods and non-consulting services, more than \$ 100,000 or equivalent for consulting services using firms and more than US \$50,000 or equivalent for consulting services using individual consultants;
- Statement of Expenditures (Attachment 4) for all other expenditures; and
- Summary Sheet of payments against contracts that are subject to the World Bank's prior review, in the form attached (Attachment 5)

Project Name:

SUMMARY SHEET for Payments made during the period from _____ to _____

For expenditures against the contracts subject to the Bank Prior Review

Date:

Application No.:

Grant No.

Credit No.

Ref. No.

1	2	3	4	5	6	7	8	9	10	11	12
Item No.	Category No. & Description (**)	Currency and Total Amount of Contract	Name of Contractor	Ref. No. of Contract	Date of NOL from World Bank	Invoice No. & date	Currency and Total Amount of Invoice Covered by Application (Net of Retention)	Eligible % from Schedule 1 of Financing Agreement	Amount Eligible for Financing (8 x 9)	Currency and Amount Paid from Designated Account (if Applicable)	Exchange Rate (Col. 11 divided by Col. 10)
TOTALS											

Remarks:

Authorized Signatory

Supporting documents for this Application retained at _____

(insert location)

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

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

Credit No.:

Bank and Account No.:

Part I

- 1. Cumulative advances to end of current reporting period
- 2. Cumulative expenditures to end of last reporting period
- 3. Outstanding advances to be accounted (1-2)

Part II

- 4. Opening DA balance at beginning of reporting period (per Bank statement attached, as of)
- 5. Add/Subtract: Cumulative adjustments, including interest earned and recoveries by WB, (if any)
- 6. Advances received from the World Bank during current reporting period
- 7. Closing DA balance at end of current reporting (per Bank statement attached, as of)
- 8. Outstanding amount of advances to be accounted for (4+5+6-7)

9. Total Expenditures reported for current reporting period, including this Application

Applic No.	Amount
------------	--------

	Total (9)
10. Difference (if any) 9-8	

Remarks

Approved by: