

Date: 02-Aug-2023

Hon. Sheku Ahmed Fantamadi Bangura
Minister for Finance
Ministry of Finance
Freetown
Republic of Sierra Leone

Re: Grant No. TFC2060-SL
(Second Additional Financing for the West Africa Food System Resilience Program
Phase 2 under the Multi-Phase Programmatic Approach)
Additional Instructions: Disbursement and Financial Information Letter

Hon. Bangura:

I refer to the Grant Agreement (“Agreement”) between Republic of Sierra Leone (“Recipient”) and the International Bank for Reconstruction and Development/International Development Association (“Bank”¹), acting as Trustee and as a Supervising Entity of the Global Agriculture and Food Security Program, for the above-referenced project. The Standard Conditions, as defined in the Grant Agreement, provide that the Recipient may, from time to time, request withdrawals of Grant amounts from the Grant Account (“Grant”) in accordance with the Disbursement and Financial Information Letter (“DFIL”), and such additional instructions as the Bank may specify from time to time by notice to the Recipient. The Standard 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 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 on the Bank's public website at <https://www.worldbank.org> and are an integral part of the Disbursement and Financial Information Letter. The manner in which the provisions in the Disbursement Guidelines apply to the Grant is specified below.

(i) Disbursement Arrangements

The table in **Schedule 1** provides the disbursement methods which may be used by the Recipient, information on registration of authorized signatories, processing of Withdrawal Applications (including the minimum value of applications and advances), instructions on supporting documentation, and frequency of reporting on the Designated Account(s).

(ii) Withdrawal Applications (Electronic Delivery)

The Recipient shall through the FSRP PIU of NDPPCO deliver Withdrawal Applications (with supporting documents, “Applications”) electronically through the Bank’s web-based portal “Client Connection” at <https://clientconnection.worldbank.org>. This option will be effective after the officials

¹ “Bank” means: (a) IBRD if the Grant is made or administered by IBRD; (b) IDA if the Grant is made or ministered by IDA; and (c) collectively, IBRD and IDA if the Grant is made or administered by both IBRD and IDA.

designated in writing by the Recipient, who are authorized to sign and deliver Applications, have registered as users of “Client Connection.” The designated officials shall deliver Applications electronically by completing Form 2380, which is accessible through “Client Connection.” By signing the Authorized Signatory Letter, which can be delivered manually or electronically, 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 Bank by these means. The Recipient may exercise the option of preparing and delivering Applications in paper form on exceptional cases (including those where the Recipient encounters legal limitations) and which were previously agreed with the Bank. By designating officials to use SIDC and 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 the Use of Electronic Means to Process Applications and Supporting Documentation, available in the Bank's public website at <https://www.worldbank.org> and “Client Connection” at <https://clientconnection.worldbank.org>; and (b) to cause such officials to abide by those terms and conditions.

II. Financial Reports and Audits

(i) Financial Reports

The Recipient shall through the FSRP PIU of NDPPCO prepare and furnish to the Bank not later than forty-five (45) days after the end of each calendar quarter interim unaudited financial reports (“IFRs”) for the Project covering the quarter. The Recipient shall, through the FSRP PIU of NDPPCO cause the UN agency to provide the UN report as stipulated in the agreement between the Recipient and the UN agency in a timely manner.

- ***Audits***

Each audit of the Financial Statements shall cover the period of one (1) fiscal year of the Recipient, commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period shall be furnished to the Bank by the Recipient the FSRP PIU of NDPPCO not later than six (6) months after the end of such period. The Recipient shall the FSRP PIU of NDPPCO, cause the UN agency to provide the project audit report as stipulated in the agreement between the Recipient and the UN agency in a timely manner.

III. Other Important Information

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Bank's public website at <https://www.worldbank.org> and “Client Connection” at <https://clientconnection.worldbank.org>, the Bank 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, or if you have any queries in relation to the above, please contact the Bank by email at askloans@worldbank.org using the above reference.

Yours sincerely,



Abdu Muwonge
Country Manager for Sierra Leone
Africa Western and Central Region

Attachments

1. Form of Authorized Signatory Letter
2. Interim unaudited Financial Report (IFR)

With copies: The Financial Secretary
 Ministry of Finance
 Treasury Building
 George Street
 Freetown, Sierra Leone
 Email: fsecretary@mof.gov.sl

Hon. Mr. Mohamed Rahman Swaray
Minister
Ministry of Information and Communications
8th Floor, Youyi Building
Freetown, Sierra Leone
Email: minister@moic.gov.sl or foindumoi@gmail.com

Schedule 1: Disbursement Provisions

Basic Information					
TF Grant No.	TFC2060-SL	Country	Republic of Sierra Leone	Closing Date	Section III.B.2 of Schedule 2 to the Grant Agreement.
		Recipient	Republic of Sierra Leone		
		Name of the Project	Second Additional Financing for the West Africa Food System Resilience Program - Phase 2 under the Multi-Phase Programmatic Approach	Disbursement Deadline Date	4 months after the closing date
Disbursement Methods and Supporting Documentation					
Disbursement Methods	Methods	Supporting Documentation			
Direct Payment	Yes	Copy of records (e.g., invoices and receipts)			
Reimbursement	Yes	Interim unaudited Financial Report (IFR) in the format provided in Attachment 2 of the DFIL			
Advance (into a Designated Account)	Yes	Interim unaudited Financial Report (IFR) in the format provided in Attachment 2 of the DFIL			
Special Commitments	Yes	Copy of Letter of Credit (including pro forma invoice(s), if cited in the Letter of Credit)			
Designated Account					
Type	Segregated - managed by the FSRP PIU of NDPPCO for TF funds only		Ceiling	Variable	
Financial Institution – Name	Sierra Leone Commercial Bank Ltd		Currency	USD	
Frequency of Reporting	Quarterly		Amount	Two quarter forecast per the IFR approved by the TTL	
Minimum Value of Applications (subsection 3.5)					
The minimum value of applications for Reimbursement, Direct Payment, and Special Commitment is USD 100, 000 equivalent.					
Authorized Signatures					
Withdrawal and Documentation Applications					
<i>The form for Authorized Signatories Letter is provided in Attachment 1 of this letter</i>					
The form for Authorized Signatory Letter is provided in Attachment 1 of this letter. The ASL and all Withdrawal Applications with their supporting documentation will be submitted electronically via the Bank’s “Client Connection” system.					
Additional Information					
<ul style="list-style-type: none"> For eligible expenditures under Categories 1, 2 and 3 of the table under Schedule 2 Section III. A (“Withdrawal Table”) of the Grant Agreement, payments to UN Agencies (if any) may be made through UN Advances (with or without a UN Commitment) disbursement mechanism. In case of a contract with a UN Agency requiring a UN Commitment, an application for issuance of UN Commitment is to be submitted by the Recipient. Subsequent payments and documentation of expenditures under the contract must be made in accordance with the Commitment letter to be issued by the Bank and the contract between the Borrower and the UN agency. In case of a UN Advance (without UN Commitment), documentation of expenditure should be made once the final invoice is issued and based on the UN Financial Report. 					

Other

- **CERC:** Disbursements under Category 4 of Section III.A of Schedule 2 of the Grant Agreement (Emergency Expenditures under Part 4 of the Project) will be subject to the conditions precedent to accessing the CERC funds, namely that the Recipient has provided, and the Bank has accepted, evidence of the occurrence of an eligible crisis or emergency and the Recipient has prepared and adopted/adhered to the CERC Operations Manual. Disbursements under this component will follow procedures described in the CERC Manual including supporting documentation; provided that this disbursement letter will first need to be amended and reinstated at a later date to reflect those specific arrangements. In order to provide necessary liquidity for fast response, the ceiling of the Advance under the CERC could be up to 100% of the amount allocated to the CERC category and a new DA will be opened for CERC related expenditures.

Attachment 1 – Form of Authorized Signatory Letter

Form of Authorized Signatory Letter

[Letterhead]

Ministry of Finance

[Street address]

[City] [Country]

[DATE]

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

Attention: [Country Director] ²

Dear [Country Director]:

Re: Grant No. TFC2060-SL (name of Project)

I refer to the [Grant] [Letter] Agreement (“Agreement”) between the [International Bank for Reconstruction and Development/International Development Association] (“[Bank]”), acting as [*an implementing agency of the Global Environmental Facility*] [*administrator of the Global Partnership on Output-based Aid*] [*administrator of the name of the trust fund*], and [*name of recipient*] (the “Recipient”), providing the above Grant. For the purposes of Section 3.04 (b) of the Standard Conditions, as defined in the Agreement, any [³one] 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 Bank, ⁴[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting ⁵[individually] ⁶[jointly], to deliver Applications and evidence in support thereof on the terms and conditions specified by the Bank.

⁷[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 Bank by electronic

² Instruction to Bank staff: please forward this letter to the Country Lawyer for further processing (Recipient: please do not delete this note).

³ Instruction to the Recipient when sending this letter to the Bank: Stipulate if more than one person needs to sign Applications, how many or which positions, and if any thresholds apply. *Please delete this footnote in the final letter that is sent to the Bank.*

⁴ 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 the final letter that is sent to the Bank.*

⁵ Instruction to the Recipient: Use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete it. *Please delete this footnote in the final letter that is sent to the Bank.*

⁶ Instruction to the Recipient: Use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete it. *Please delete this footnote in the final letter that is sent to the Bank.*

means. In full recognition that the 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* (“Terms and Conditions of Use of SIDC”), the Recipient represents and warrants to the Bank that it will cause such persons to abide by those terms and conditions.]

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

[Name], [position] Specimen Signature: _____

[Name], [position] Specimen Signature: _____

[Name], [position] Specimen Signature: _____

Yours truly,

/ signed /

[Position]⁸

⁷ 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 the final letter that is sent to the Bank.*

⁸ Instruction to Bank staff: please forward this letter to the Country Lawyer for further processing (Recipient: please do not delete this note).

Republic of Sierra Leone
West Africa Food System Resilience Program (FSRP) Phase 2 (Parent, AF1, AF2)
Ministry of Agriculture and Food Security (MAFS)
DESIGNATED ACCOUNT (DA) ACTIVITY STATEMENT
Quarter Ended:
United States Dollars (USD)

Designated Account (DA) Activity Statement for the quarter ended 20XX		
Project Name:		
IDA Credit No:		
Deposit Bank:		
Currency of DA		
PART 1		
1. Cumulative advances to end of current reporting period		
2. Cumulative expenditures to end of last reporting period		
3. Outstanding Advance to be accounted		
PART 11		
4. Opening DA balance at beginning of reporting period(as of 1st April 2013		
5. Add: cumulative adjustments (opening project Account Balance) & Advance to other implementing Agency		
6. Advances from World Bank during reporting period		
7. Add Lines 5 & 6		
8. Outstanding advances to be accounted for (line 4+ line 7)		
9. Closing DA balance at end of current reporting period		
10. Add: Cumulative adjustments (Closing Project A/c balance and Advances to Other Agency at the end of the current Period		
11. Expenditures for current reporting period		
12. Add line 10 & 11		
13. Add line 9 & 12		
14. Difference (if any) (line 8 minus line 13)		
PART 111		
15. Total forecasted amount to be paid by world Bank		
16. Less: Closing DA balance after adjustments, Project A/c balance & Advances to Other Agency	-	
17. Direct Payments/ SC Payments	-	
18. Add lines 16 & 17		
19. Cash requirements from World Bank for next two reporting period (lines 15 minus line18)		