

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

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# OFFICIAL DOCUMENTS

03 August 2018

H. E. Sani Yaya  
Minister of Economy and Finance  
Ministry of Economy and Finance  
Lome  
Republic of Togo

**Re: Republic of Togo: Proposed Togo: Data for a Fact-Based Society  
Project Preparation Advance No. V2050  
Additional Instructions: Disbursement – First Restatement**

Excellency:

I refer to the Advance Agreement (“Agreement”) between the Republic of Togo (“Recipient”) and the International Development Association (“World Bank”) for the preparation of the above-referenced Project, dated June 5, 2018. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Project Preparation Advance V2050 (“PPA”). This letter (“Disbursement Letter”), as revised from time to time, constitutes the additional instructions.

This disbursement Letter is the First Restatement of the Disbursement Letter dated June 05, 2018 for the above reference project to correct the name of the Country and the currency of the Designated Account.

The attached *Disbursement Guidelines for Investment Project Financing*, dated February 2017 (“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 PPA 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 PPA:

- Reimbursement
- Advance
- Direct Payment

**(ii) Disbursement Deadline Date (subsection 3.7).** The Disbursement Deadline Date is the Refinancing Date specified in the Agreement. Any changes to this date will be notified by the World Bank.

## II. Withdrawal of PPA Proceeds

**(i) Authorized Signatures (subsection 3.1).** Applications for this Financing will be signed by the official(s) authorized to sign Applications as indicated in the letter dated August 07, 2015 signed by H.E. Adji Oteth Ayassor.

**(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 Department  
Delta Center, 13<sup>th</sup> Floor  
Menegai Road, Upper Hill  
Nairobi, Kenya  
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 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 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 2; 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 twenty percent of the Designated Account Ceiling.

**(vi) Advances (sections 5 and 6).**

- **Type of Designated Account (subsection 5.3):** Segregated
- **Currency of Designated Account (subsection 5.4):** CFAF (XOF)
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** ECOBANK TOGO
- **Ceiling (subsection 6.1):** XOF 100,000,000

### 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:*
  - Statement of Expenditure in the form attached (Attachment 3)
- *For reporting eligible expenditures paid from the Designated Account:*
  - Statement of Expenditure in the form attached (Attachment 3)
- *For requests for Direct Payment:* records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices

*(ii) Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3):* monthly

### 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.

From the Client Connection website, you will be able to download Applications, monitor the near real-time status of the PPA, and retrieve related policy, financial, and procurement information.

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 PPA, 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 Issa Thiam, Finance Officer at [ithiam@worldbank.org](mailto:ithiam@worldbank.org) copying Cedric Cubahiro, Finance Analyst at [ccubahiro@worldbank.org](mailto:ccubahiro@worldbank.org), using the above reference.

Very truly yours,

**INTERNATIONAL DEVELOPMENT ASSOCIATION**

By   
Issa Thiam  
Finance Officer  
Loan Operations