

OFFICIAL
DOCUMENTS

H982-4P

The World Bank

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL DEVELOPMENT ASSOCIATION

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February 18, 2016

Dr. Rajesh Chandra
Vice-Chancellor
University of the South Pacific
Laucala Campus
Suva
Fiji

Dear Dr. Chandra,

**IDA Grant No. H982-4P (Pacific Regional ICT Regulatory Development Project)
Additional Instructions: Disbursement (First Amendment)**

I refer to the Financing Agreement (“Agreement”) dated August 27, 2014 between the International Development Association (the “Association” or “IDA”) and the University of the South Pacific (the “Recipient”) for the above-referenced project. The Agreement provides that the Association may issue additional instructions regarding the withdrawal of the proceeds of financing IDA Grant H982-4P (“Financing”). This letter (“Disbursement Letter”), as revised from time to time, constitutes the additional instructions and amends the Disbursement Letter dated August 27, 2014 *by modifying the ceiling of the Designated Account from variable based on financial forecast for two (2) quarters approved by the Association to a fixed amount of FJD540,000, as set out in Paragraph II(vi) below, provided, however, that all the attachments¹ to the Disbursement Letter dated August 27, 2014 shall form an integral part of this Disbursement letter.*

The *World Bank Disbursement Guidelines for Projects*, dated May 1, 2006, (“Disbursement Guidelines”), are an integral part of the Disbursement Letter. The manner in which the provisions in the Disbursement Guidelines apply to the Financing 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.

¹ Includes i) *World Bank Disbursement Guidelines for Projects*, dated May 1, 2006 (Attachment 1), ii) Sample form for Authorized Signatures (Attachment 2), iii) *Terms and Conditions of Use of Secure Identification Credentials in connection with Use of Electronic Means to Process Applications and Supporting Documentation*, dated March 1, 2013 (Attachment 3), iv) Form of Statement of Expenditure (Attachment 4), v) Form of Payments Against Contracts Subject to the Association’s Prior Review (Attachment 5) and vi) Designated Account Reconciliation Statement (Attachment 6).

I. Disbursement Arrangements

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the Financing:

- Reimbursement
- Advance
- Direct Payment

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

(iii) Disbursement Conditions (subsection 3.8). Please refer to the Disbursement Condition(s) in the Financing Agreement.

II. Withdrawal of Financing Proceeds

(i) Authorized Signatures (subsection 3.1). An authorized signatory letter 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
Level 19, 14 Martin Place
CML Building
Sydney NSW 2000, Australia

Attention: Country Director

(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
26th Floor, One Global Place
5th Avenue corner 25th Street, Bonifacio Global City
Taguig City, Philippines

Attention: Loan Department

(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”); 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 for Reimbursement and Direct Payment is 20% of the balance of the Designated Account.

(vi) Advance (sections 5 and 6) to the University of the South Pacific.

- ***Type of Designated Account (subsection 5.3):*** Pooled, with sub-ledger account for the project.
- ***Currency of Designated Account (subsection 5.4):*** Fiji Dollar (FJD).
- ***Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):*** Westpac Bank.
- ***Ceiling (subsection 6.1):*** FJD 540,000.

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 for all expenditures/ contracts not subject to the Association’s prior review;
 - List of payments against contracts that are subject to the Association’s prior review, together with records evidencing eligible expenditures (e.g. copies of receipts, supplier invoices).
- ***For reporting eligible expenditures paid from the Designated Account:***
 - Statement of Expenditure for all expenditures/contracts not subject to the Association’s prior review;

- List of payments against contracts that are subject to the Association's prior review, together with records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices); and
 - A designated account Reconciliation and related bank statement.
- ***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): Semi-annually or more frequently as needed.

IV. Other Instructions

The Designated Account (DA) will be maintained as a sub-ledger account that monitors receipts and uses of the Financing, under the single bank account at Westpac Bank for all funds managed by the University of South Pacific.


V. Other Important Information

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

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

If you have any queries in relation to the above, please contact Chau-Ching Shen, Senior Finance Officer, or Joan Toledo, Finance Analyst at [WFALN MANILA@worldbank.org](mailto:WFALN_MANILA@worldbank.org) using the above reference.

Sincerely,


Franz Drees-Gross
Country Director
Timor-Leste, Papua New Guinea
& Pacific Islands
East Asia and Pacific Region

cc: Mr. Kolinio Boila, Executive Director Finance, University of the South Pacific
Mr. Jaindra Karan, Director Development, Marketing & Communications DMC, University of the South Pacific
Mr. Kisione Finau, Director, IT Services, University of the South Pacific
Mr. Iresh Lal, Development Manager DMC, University of the South Pacific
Ms. Pritika Bijay, Regional Programme Coordinator, University of the South Pacific
Mr. Dilawar Grewal, Vice-President Administration, University of the South Pacific
Mr. Donnie DeFreitas, Project Director, University of the South Pacific
Mr. Nilesh Prasad, Manager Accounting, University of the South Pacific