

FIRST LAST NAME (All Caps)  
Country Director  
Vice Presidency, GP, Unit (Upper/Lower case)

July 24, 2024

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

**Re: Preparation of Proposed Togo Digital Acceleration Project  
Preparation Advance No. V5080  
Additional Instructions: Disbursement and Financial Information Letter**

Excellency:

I refer to the Advance Agreement (“Agreement”) between the Togolese Republic (“Recipient”) and the International Development Association (“Bank”) for facilitating the preparation of the above-referenced Project. The Standard Conditions, as defined in the Agreement, provide that the Recipient may from time-to-time request withdrawals of Advance amounts from the Advance Account in accordance with the Disbursement and Financial Information Letter, 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 financial reporting requirements specific to the Activities. This letter constitutes such Disbursement and Financial Information Letter (“DFIL”) and may be revised from time to time.

**I. Disbursement Arrangements, Withdrawal of funds from the Project Preparation Advance, and Reporting on the uses of funds from the Project Preparation Advance.**

***(i) Disbursement Arrangements***

The table in Schedule 1 of this DFIL sets out the disbursement methods<sup>a/</sup> which may be used by the Recipient, information on registration of authorized signatories<sup>b/</sup>, processing of Withdrawal Applications (including the processing of advances from the Advance), instructions on supporting documentation, and reporting of advances<sup>c/</sup>.

The *Disbursement Guidelines for Investment Project Financing*, dated February 2017 (“Disbursement Guidelines”), are available on the Bank’s secure website “Client Connection” at <https://clientconnection.worldbank.org> and its public website at <https://www.worldbank.org>. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the Disbursement Guidelines apply to the Project Preparation Advance is specified below.

***(ii) Withdrawal Applications (Electronic Delivery)***

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

- ***Financial Reports***

The Recipient must 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 Activities covering the quarter. Where a UN agency is contracted by the Recipient, the Recipient is responsible to ensure that the financial reporting requirements applicable to the UN Agency are stipulated in the agreement between the Recipient and the UN agency and met in a timely manner.

- ***Audits***

(a) If, on or before the Refinancing Date, a Refinancing Agreement has been executed by all of its parties, the Recipient shall have the Financial Statements included in the first audit of financial statements required under the Refinancing Agreement.

(b) If, by the Refinancing Date, no Refinancing Agreement has been executed by all of its parties, such audit of the Financial Statements shall cover the period of the Advance, commencing with the fiscal year in which the first withdrawal under the Advance was made. The audited Financial Statements for such period must be furnished to the Bank not later than six (6) months after the end of the Recipient's fiscal year in which the Refinancing Date occurs.

(c) Notwithstanding the provisions of paragraphs (a) and (b) of above, the Bank may request an audit of the Financial Statements prior to the Refinancing Date, covering such period as is indicated in its request. The audited Financial Statements for such period shall be furnished to the Bank not later than six (6) months after the end of such period.

## **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 Authorized Signatory Letters and Withdrawal Applications, monitor the near real-time status of the Advance 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](mailto:askloans@worldbank.org) using the above reference.

Yours sincerely,

*TySO*

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Tarak Ouattara  
Finance officer  
WFACS

**Attachments**

1. Statement of Expenditure (SOE)

With copies: Ministry of Economy and Finance  
Immeuble CASEF  
B.P. 387  
Lomé, Togo  
[secretariat.ministre@economie.gouv.tg](mailto:secretariat.ministre@economie.gouv.tg)

Ministry of Digital Economy and Digital Transformation  
01 B.P. 3679  
Lomé, Togo  
[secretariat.ministre@numerique.gouv.tg](mailto:secretariat.ministre@numerique.gouv.tg)

### Schedule 1 : Disbursement Provisions

Basic Information					
Project Preparation Advance number	IDA V5080	Country	Republic of Togo	Refinancing Date	Article 3.03 to the Advance Agreement.
		Recipient	Republic of Togo		
		Name of the Project Preparation Advance	Togo Digital Acceleration Project	Disbursement Deadline Date	The disbursement deadline date is the same as the refinancing date.
Disbursement Methods and Supporting Documentation					
Disbursement Methods Section 2 (**)	Methods		Supporting Documentation Subsections 4.3 and 4.4 (**)		
Direct Payment	Yes		Copy of records (e.g., invoices and receipts)		
Reimbursement	Yes		Statement of Expenditure (SOE)in the format provided in Attachment 1 of the DFIL		
Advance (into a Designated Account)	Yes		Statement of Expenditure (SOE) in the format provided in Attachment 1 of the DFIL		
Special Commitments	No				
Designated Account (Sections 5 and 6 **)					
Type	Segregated			Ceiling	Fixed
Financial Institution - Name	Africa Lease Togo			Currency	F CFA
Frequency of Reporting Subsection 6.3 (**)	Monthly			Amount	200 000 000
Minimum Value of Applications (subsection 3.5)					
The minimum value of applications for Reimbursement and Direct Payment is USD 50,000 equivalent.					
Authorized Signatures (Subsection 3.1 and 3.2 **) and Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 **)					
(i) Authorized Signatures (subsection 3.1). Applications for this Financing will be signed by the official(s) designated in the Standing Authorization Letter and authorized to sign Withdrawal Applications, including by electronic means, for all Togo projects.			(ii) Applications (subsections 3.2 - 3.3). All Withdrawal Applications and their supporting documentation shall be electronically submitted via the Association’s web-based Portal “Client Connection”.		
Additional Information					
Other					

Attachment 1 – Statement of Expenditures

IBRD- International Bank for Reconstruction and Development

Statement of Expenditures

Payment made during the period fromto

The following expenditures have been incurred during the retroactive financing period (please tick)

Yes

No

The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick)

Yes

No

Financier	
Loan/Credit/Grant #	
Application #	
Category #	
Page #	

1	2	3	4	5	6	7	8	9	10	11	ONLY for the Designated Account		
Item No	Supplier's Name	Brief Description of the expenditure	Prior Review Contract? (YES or NO)	Contract # (Client Connection # for Prior Review contracts)	Contract currency and amount (original + amendment)	Invoice number	Date of payment	Total amount of invoice covered by Application (net of retention)	% Financed by the Bank	Eligible Amount (Col 9 X 10)	Exchange rate	Date of Withdrawal from the Designated Account	Amount Withdrawn from the Designated Account (Col 11 / 12)
								0.00		0.00		TOTAL	0.00

Supporting documents for this SOE are retained at

(insert location)

A separate form should be used for each category

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