

OFFICIAL  
DOCUMENTS

D075-4P  
TF0A0887

**The World Bank**

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT  
INTERNATIONAL DEVELOPMENT ASSOCIATION

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October 21, 2015

Dame Meg Taylor  
Secretary General  
Pacific Islands Forum Secretariat  
Private Mail Bag  
Suva, Fiji

**Re: Pacific Island Forum Secretariat: IDA Grant No. D075-4P and  
GEF/SCCF Grant No. TF0A0887  
Pacific Resilience Project  
(under the Pacific Resilience Program II)  
Additional Instructions: Disbursement Letter**

Dear Secretary General:

I refer to the Financing Agreement and Grant Agreement between the PACIFIC ISLANDS FORUM SECRETARIAT ("Recipient") and the International Development Association (the "Association") for the above-referenced project, dated October 21, 2015 and the Grant Agreement between the Recipient and the Association, acting as an implementing entity of the Special Climate Change Fund ("SCCF"), dated October 21, 2015 (collectively, the "Agreements"). The Agreements provide that the Association may issue additional instructions regarding the withdrawal of the proceeds of IDA Grant D075-4P & GEF/SCCF Grant TF0A0887. 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 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.

**I. Disbursement Arrangements**

*(i) Disbursement Methods (section 2).* The following Disbursement Methods may be used under the Credit and Grant:

- Reimbursement
- Advance
- Direct Payment
- Special Commitment

**(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 Condition (subsection 3.8).** Please refer to the disbursement condition in the Financing Agreement.

## **II. Withdrawal of Financing Proceeds**

**(i) Authorized Signatures (subsection 3.1).** An authorized signatory 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  
 Level 19, 14 Martin Place  
 CML Building  
 Sydney NSW 2000, Australia  
 Attention: Franz Drees-Gross, 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  
 26<sup>th</sup> Floor, One Global Place  
 5<sup>th</sup> Avenue corner 25<sup>th</sup> 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”) 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 for Reimbursement, Direct Payment and Special Commitment is FJD13,000 for IDA Grant and FJD 3000 for SCCF Grant.

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

- **Type of Designated Account (subsection 5.3):** Two Segregated Accounts
- **Currency of Designated Account (subsection 5.4):** Fiji Dollar (FJD)
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** ANZ Bank
- **Ceiling (subsection 6.1):** FJD 65,000 for IDA Grant, FJD15,000 for SCCF Grant

### **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**
  - List of payments against contracts that are subject to the Association’s prior review, in the form attached (Attachment 4)
  - Statement of Expenditure in the form attached (Attachment 5) for all other expenditures/ contracts.
  - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments against contracts that are subject to prior review.
- **For reporting eligible expenditures paid from the Designated Account:**
  - List of payments against contracts that are subject to the Association’s prior review, in the form attached (Attachment 4)

- Statement of Expenditure in the form attached (Attachment 5) for all other expenditures/ contracts.
  - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments against contracts that are subject to prior review.
  - Designated Account reconciliation in the form attached (Attachment 6) 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):*** Quarterly or more often if needed.

#### **IV. Other Disbursement Instructions**

The Designated Accounts will be managed by PIFS. IDA Grant and SCCF Grant can share one Bank account, but separate ledger accounts shall be kept for funds receipts and uses under each financier.

#### **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.

If you have not already done so, the Association recommends that you register as a user of the Client Connection website (<https://clientconnection.worldbank.org>). From this 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. All Recipient officials authorized to sign and deliver Applications by electronic means are required to register with Client Connection before electronic delivery can be effected. For more information about the website and registration arrangements, please contact the Association by email at <[clientconnection@worldbank.org](mailto:clientconnection@worldbank.org)>.

If you have any queries in relation to the above, please contact World Bank Loan Department at [loa-eap@worldbank.org](mailto:loa-eap@worldbank.org) using the above reference.

Yours sincerely,



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

Attachments

1. *World Bank Disbursement Guidelines for Projects*, dated May 1, 2006
2. Sample Form for Authorized Signatures
3. *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
4. Sample Form of Statement of Expenditures
5. Sample Form of Payments Against Contracts Subject to the Bank's Prior Review
6. Sample Form of Designated Account Reconciliation Statement