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**OFFICIAL**  
**DOCUMENTS** JUNE 25, 2018

Dr. Domitien Ndiwokubwayo  
Minister of Finance, Budgeting, and Privatization  
Ministry of Finance, Budgeting, and Privatization  
Bujumbura  
Republic of Burundi

**Re: Preparation Advance No. IDA V1580-BI**  
**Lake Victoria Environmental Management Project Phase Three (LVEMP 3)**  
**Additional Instructions: Disbursement and Financial Information Letter.**

Honorable Secretary:

I refer to the Advance Agreement between the Republic of Burundi (“Recipient”) and the International Development Association (“World Bank”), for the preparation of the above-referenced Project. The General Conditions, as defined in the Letter 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 World Bank may specify from time to time by notice to the Recipient. The General 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 (“DFIL”), and may be revised from time to time.

**I. Disbursement Arrangements, Withdrawal of Advance Funds, and Reporting of Uses of Advance Funds.**

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

**(i) Disbursement Arrangements**

- **General Provisions** (Schedule 1). The table in Schedule 1 sets out the disbursement methods which may be used by the Recipient, information on registration of authorized signatures, processing of withdrawal applications (including minimum value of applications and processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.

**(ii) Electronic Delivery.** Section 11.01 (c) of the General Conditions.

The World Bank may permit the Recipient to electronically deliver applications (with supporting documents) through the World Bank’s web-based portal (<https://clientconnection.worldbank.org>) “Client Connection”. This option may be effected if 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 may deliver Applications electronically by completing the Form 2380, which is accessible through “Client Connection”. By signing the Authorized Signatory Letter, the Recipient confirms that it is

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authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the World Bank by electronic means. 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. 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, available in the World Bank's public website at <https://worldbank.org> and "Client Connection"; and (b) to cause such official to abide by those terms and conditions.

## **II. Financial Reports and Audits.**

**(i) Financial Reports.** The Recipient must prepare and furnish to the World Bank not later than forty-five (45) days after the end of each calendar quarter, interim unaudited financial reports ("IFR") for the Project covering the quarter.

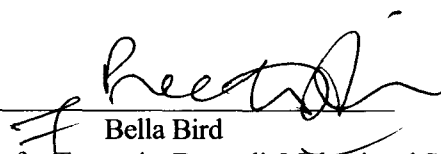
**(ii) Audits.** Each audit of the Financial Statements must cover the period of one fiscal year of the Recipient, commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period must be furnished to the World Bank not later than six 6 months after the end of such period.

## **III. Other Information.**

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the World Bank's website (<http://www.worldbank.org/>) and "Client Connection". The World 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 Advance, 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 Christiaan Nieuwoudt, Finance Officer at [cnieuwoudt@worldbank.org](mailto:cnieuwoudt@worldbank.org), with copy to Felix Lawson, Finance Analyst at [llawson1@worldbank.org](mailto:llawson1@worldbank.org) using the above reference.

Yours sincerely,



\_\_\_\_\_

Bella Bird  
Country Director for Tanzania, Burundi, Malawi and Somalia

### **Attachments**

1. Statement of Expenditure (SOE)
2. Payments against contracts subject to the Bank's prior review
3. Designated Account Reconciliation Statement
4. Form of Authorized Signatory Letter

**Schedule 1 : Disbursement Provisions**

<b>Basic Information</b>			
<b>PPA Number</b>	<b>Country</b>	<b>Burundi</b>	<b>Closing Date</b> December 31, 2019
	<b>Recipient</b>	<b>Republic of Burundi</b>	
	<b>Name of the Project</b>		<b>Disbursement Deadline Date</b> <i>Subsection 3.7 **</i>
<b>Disbursement Methods and Supporting Documentation</b>			
<b>Disbursement Methods</b> <i>Section 2 (**)</i>	<b>Methods</b>	<b>Supporting Documentation</b> <i>Subsections 4.3 and 4.4 (**)</i>	
Direct Payment	Yes	Copy of records	
Reimbursement	Yes	Statement of Expenditure (SOE)	
Designated Account	Yes	Statement of Expenditure (SOE), Payments against contracts subject to the Bank's Prior Review and the Designated Account Reconciliation Statement in the formats provided in Attachments 1, 2 and 3 of the DFIL	
Special Commitments	No	N/A	
<b>Type</b>	Segregated	<b>Ceiling</b>	Fixed
<b>Financial Institution - Name</b>	Central Bank of Burundi	<b>Currency</b>	USD
<b>Frequency of Reporting</b> <i>Subsection 6.3 (**)</i>	Monthly	<b>Amount</b>	100,000
The minimum value of applications for Reimbursement, Direct Payment is USD 20,000			
The World Bank, Delta Center 13 <sup>th</sup> Floor, Menengai Road, Upper Hill, Nairobi Kenya (Tel: +254 20 293 6000) <i>Notice that all information will be sent to the same address, and to the regional TL.</i>			

**\*\* Sections and subsections relate to the "Disbursement Guidelines for Investment Project Financing", dated February 2017.**

**Attachment 1 – Statement of Expenditures**

**STATEMENT OF EXPENDITURES**

1	2	3	4	5	6	7	8	9	10	11	12	13
Item No.	Category No. *	Name of Supplier, Contractor or Consultant	Brief Description of Goods, Works or Services	Total Amount of Contract (Include all currencies)	Currency of Expenditure	Total invoice amount covered by this application (net of retention)	Eligible % of financing	Currency and eligible amount paid (7)x(8)	US\$ Equivalent paid from Special Account**	Date of Payment	Exchange Rate**	Remarks or Invoice references, including no-objection telex date
				<b>TOTALS</b>					\$			

**Payments Made during Reporting Period  
Against Contracts Subject to the Bank's Prior Review**

<b>Contract Number</b>	<b>Supplier</b>	<b>Contract Date</b>	<b>Contract Amount</b>	<b>Date of Whistleblower's Objection to Contract</b>	<b>Amount Paid to Supplier during Period</b>	<b>Whistleblower's Share of Amount Paid to Supplier during Period</b>

DESIGNATED ACCOUNT RECONCILIATION STATEMENT

PPA NUMBER \_\_\_\_\_  
 ACCOUNT NUMBER \_\_\_\_\_ WITH (BANK) \_\_\_\_\_

- 1. TOTAL ADVANCED BY WORLD BANK (OR COFINANCIER) \$ \_\_\_\_\_
- 2. LESS: TOTAL AMOUNT RECOVERED BY WORLD BANK - \$ \_\_\_\_\_
- 3. EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED TO THE SPECIAL ACCOUNT (NUMBER 1 LESS NUMBER 2) = \$ \_\_\_\_\_

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- 4. BALANCE OF SPECIAL ACCOUNT PER ATTACHED BANK STATEMENT AS OF DATE \_\_\_\_\_ \$ \_\_\_\_\_
  - 5. PLUS: TOTAL AMOUNT CLAIMED IN THIS APPLICATION NO. \_\_\_\_\_ + \$ \_\_\_\_\_ \*
  - 6. PLUS: TOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED REASON: \_\_\_\_\_ + \$ \_\_\_\_\_ \*
  - 7. PLUS: AMOUNTS CLAIMED IN PREVIOUS APPLICATIONS NOT YET CREDITED AT DATE OF BANK STATEMENTS

<u>APPLICATION NO.</u>	<u>AMOUNT *</u>
_____	_____
_____	_____

- SUBTOTAL OF PREVIOUS APPLICATIONS NOT YET CREDITED + \$ \_\_\_\_\_
- 8. MINUS: INTEREST EARNED - \$ \_\_\_\_\_ \*
- 9. TOTAL ADVANCE ACCOUNTED FOR (NO. 4 THROUGH NO. 9) = \$ \_\_\_\_\_

10. EXPLANATION OF ANY DIFFERENCE BETWEEN THE TOTALS APPEARING ON LINES 3 AND 9:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 TITLE: \_\_\_\_\_

Attachment 4 – Form of Authorized Signatory Letter

[Letterhead]  
Ministry of Finance  
[Street address]  
[City] [Country]

[DATE]

International Development Association  
1818 H Street, N.W.  
Washington, D.C. 20433  
United States of America

Re: PPA No. \_\_\_\_\_ - \_\_\_\_ (*[Name of the project]*)  
Attention: \_\_\_\_\_, *Country Director*

I refer to the [PPA] [Credit] Agreement (“Agreement”) between the International Development Association (the “Association”)[, acting as implementing of the ]<sup>1</sup> and [*name of recipient*] (the “Recipient”), dated \_\_\_\_\_, providing the above [PPA] [Credit]. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any <sup>2</sup>[one] 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 [PPA] [Credit].

For the purpose of delivering Applications to the Association, including by electronic means, <sup>3</sup>[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting <sup>4</sup>[individually] <sup>5</sup>[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

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

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<sup>1</sup> Instruction to the Recipient: add text in line with the PPA Agreement if applicable; if not applicable delete it. *Please delete this footnote in final letter that is sent to the Associations*

<sup>2</sup> Instruction to the Recipient: stipulate if more than one person needs to sign Applications, and how many or which positions, and if any thresholds apply. *Please delete this footnote in final letter that is sent to the Association.*

<sup>3</sup> 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 final letter that is sent to the Association.*

<sup>4</sup> Instruction to the Recipient: use this bracket if any one of the authorized persons may sign; if this is not applicable, please delete. *Please delete this footnote in final letter that is sent to the Association.*

<sup>5</sup> Instruction to the Recipient: use this bracket only if several individuals must jointly sign each Application; if this is not applicable, please delete. *Please delete this footnote in final letter that is sent to the Association.*

[Name], [position] Specimen Signature: \_\_\_\_\_  
[Name], [position] Specimen Signature: \_\_\_\_\_  
[Name], [position] Specimen Signature: \_\_\_\_\_

Yours truly,

/ signed /

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**FOR INTERNAL DISTRIBUTION ONLY**

Christiaan Nieuwoudt

Cleared with and cc: Beth Anne Hoffman  
Jian Xie

Cc: Michael Oku