

April 7, 2020

Mr. Sishir Kumar Dhungana  
Secretary  
Ministry of Finance  
Government of Nepal  
Singha Durbar, Kathmandu.

Dear Mr. Dhungana:

**Re: IDA Credit Number 6604-NP  
Nepal COVID-19 Emergency Response and Health Systems Preparedness Project  
Additional Instructions: Disbursement and Financial Information Letter**

I refer to the Financing Agreement between Nepal (“Recipient”) and the International Development Association (“Association”) for the above-referenced Project, dated April 7, 2020. The General Conditions, as defined in the Financing Agreement, provide that the Association may issue additional instructions regarding the withdrawal of the proceeds of IDA Credit Number 6604-NP (“Financing”), and specify certain financial management reporting and audit requirements. This letter (“Disbursement and Financial Information Letter” or “DFIL”), as revised from time to time, constitutes such additional instructions.

The Disbursement Guidelines for Investment Project Financing dated February 2017, (“Disbursement Guidelines”) are available in the Association’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 this Disbursement and Financial Information Letter, and the manner in which the provisions in the guidelines apply to the Financing is specified below.

**I. Disbursement Arrangements, Withdrawal and Reporting of Financing Proceeds**

**(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), instructions on supporting documentation.
- **Special Provision.** Projects in situations of urgent need of assistance or capacity constraints: Disbursements under contracts for goods, works, non-consulting services and consulting services procured or selected through international open or limited competition or Direct Selection, as set out in the procurement plan, must be made only through Direct Payment and/or Special Commitment disbursement methods.

**(ii) Electronic Delivery.** Refer to section 11.01 (c) of the General Conditions:

- The Association may permit the Recipient to electronically deliver applications (with supporting documents) through the Association’s web-based portal (<https://clientconnection.worldbank.org>) “Client Connection”. This option may be effected if: (a) the Recipient has designated in writing, its officials who are authorized to sign and deliver Applications and to receive Secure Identification Credentials (“SIDC”) from the 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". The designated officials may deliver Applications electronically by completing the Form 2380, which is accessible through "Client Connection". 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. By designating officials to use SIDC and by choosing to deliver the Applications electronically, the Recipient confirms through the authorized signatories 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 Association's public website at <https://worldbank.org> and "Client Connection"; and (b) to cause such official to abide by those terms and conditions.

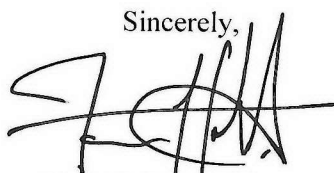
## II. Financial Reports and Audits.

- (i) **Financial Reports.** The Recipient shall prepare and furnish to the Association not later than forty-five (45) days after the end of each Fiscal Quadrimester, Interim Unaudited Financial Reports (IUFR) for the project covering the Fiscal Quadrimester.
- (ii) **Audits.** Each audit of the Financial Statements shall 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 shall be furnished to the Association not later than nine (9) 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 Association's website (<http://www.worldbank.org/>) and "Client Connection". The Association 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 Financing, 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 Association by email at [askloans@worldbank.org](mailto:askloans@worldbank.org) using the above reference.

Sincerely,



Faris H. Hadad-Zervos  
Country Manager

## Attachments

1. Form of Authorized Signatories Letter
2. Form of Statement of Expenditures

**Schedule 1: Disbursement Provisions**

<b>Basic Information</b>			
<b>Credit Number</b>	<b>Country</b>	Nepal	<b>Closing Date</b> Section III.B.2 of Schedule 2 to the Financing Agreement.
	<b>Recipient</b>	Nepal	
IDA 6604-NP	<b>Name of the Project</b> Nepal COVID-19 Emergency Response and Health Systems Preparedness Project		<b>Disbursement Deadline Date</b> Subsection 3.7 ** Four months after the closing date.
<b>Disbursement Methods and Supporting Documentation</b>			
<b>Disbursement Methods</b> Section 2*	<b>Methods Available</b>		<b>Supporting Documentation</b> Subsections 4.3 and 4.4
Direct Payment	Yes	Copy of Records - Invoice	
Reimbursement	Yes for contracts other than contracts referred in Clause I(i) of the DFIL	Statement of Expenditures (Attachment 2)	
Special Commitment	Yes	Copy of Letter of Credit. Proforma Invoice if cited in the Letter of Credit	
<b>Minimum Value of Applications (subsection 3.5)</b>			
<p>The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is USD 50,000 equivalent. Minimum value of applications does not apply to the disbursements of contracts referred to in Section I(i) of the DFIL made only through Direct Payment and/or Special Commitment disbursement methods.</p>			

<p><b>Authorized Signatures</b> (Subsection 3.1 and 3.2 **) <i>The form for Authorized Signatories Letter is provided in Attachment 1 of this letter</i>  <b>Withdrawal and Documentation Applications</b> (Subsection 3.3 and 3.4 **)</p>	
<p><b>Authorized Signatories Letter:</b>                  The World Bank                  Nepal Country Office,                  Yak &amp; Yeti Complex,                  Durbar Marg,                  Kathmandu, Nepal                  Attention: Country Manager, Nepal</p>	<p><b>Withdrawal and Documentation Applications:</b>                  The World Bank                  No. 11, Taramani Main Road                  Taramani, Chennai – 600 113                  India                  Attention: Team Lead, WFACS</p>
<p><b>Additional Instructions</b></p>	
<p>(i) List of contracts selected through international open or limited competition or Direct Selection to be disbursed only using Direct Payment and/or Special Commitment disbursement methods are provided in the procurement plan.</p> <p>(ii) In case of category 1 of the table under Schedule 2 Section III.A (“Withdrawal Table”), payments to UN Agencies (if any) would be made through UN Commitment disbursement mechanism. In case of contract with UN Agency, an application for issuance of UN Commitment is to be submitted by the Recipient. Subsequent payment and documentation of expenditures would be as per the commitment letter to be issued by the Association and the agreement between the Recipient and the UN agency.</p> <p>(iii) Supporting documentation requirements for reporting on use of Financing proceeds under category 2 of the table under Schedule 2 Section III.A of the Financing Agreement –Emergency Expenditures would be provided in a revised Disbursement and Financial Information letter, if funds are allocated to category 2.</p>	

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

**Attachment 1 Form of Authorized Signatories Letter**

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

[Date]

The World Bank  
Nepal Country Office,  
Yak & Yeti Complex,  
Durbar Marg,  
Kathmandu, Nepal  
Attention: Country Manager, Nepal

**Re: IDA Credit Number 6604-NP  
(Nepal COVID-19 Emergency Response and Health Systems Preparedness Project)**

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

For the purpose of delivering Applications to the Association, [each]<sup>2</sup> of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting [individually]<sup>3</sup> [jointly]<sup>4</sup>, to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

[This confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Association by electronic means. In full recognition that the Association shall rely upon such representations and warranties, including without limitation, the representations and warranties contained in 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 SIDC”), the Recipient represents and warrants to the Association that it will cause such persons to abide by those terms and conditions.]<sup>5</sup>

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<sup>1</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>2</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>3</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>4</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.*

<sup>5</sup> Instruction to the Recipient: Add this paragraph if the Recipient wishes to authorize the listed persons to accept Secure Identification Credentials and to deliver Applications by electronic means; if this is not applicable, please delete the paragraph. *Please delete this footnote in final letter that is sent to the Association.*

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

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

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

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

Yours truly,

/ signed /

\_\_\_\_\_  
[Position]

**Attachment 2 - Statement of Expenditures for categories**

Payment made during the period from

to

<b>Credit #</b>	
<b>Application #</b>	
<b>Category #</b>	
<b>Page #</b>	

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

The following expenditures have been incurred during before the closing date of the financing (please tick)

Yes	No
Yes	No

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Item No	Service provider / Supplier / Payee's Name	Brief Description of the expenditure	Prior Review Contract? (YES or NO)	Contract # <i>(Client Connection # for Prior Review contracts)</i>	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	Expenditure Amount Eligible for Financing and other than claim relating to international open or limited competition or direct selection referred to in clause I(i) of DFIL	Amount other than claim relating to international open or limited competition or direct selection referred to in clause I(i) of DFIL paid by Recipient (not to be claimed)	Date of payment	Amount paid and claimed (which should be equal to #11)
<b>TOTAL</b>													

Supporting documents for this SOE are retained at

Prepared by:

Authorized Representative:

A separate form should be used for each category