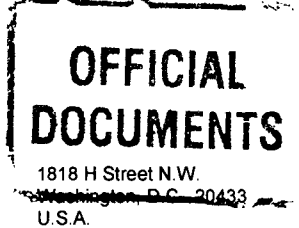


The World Bank
INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT
INTERNATIONAL DEVELOPMENT ASSOCIATION



(202) 473-1000
Cable Address: INTBAFRAD
Cable Address: INDEVAS

April 14, 2014

Honorable Kaifala Marah
Minister of Finance & Economic Development
Ministry of Finance & Economic Development
Ministerial Building
George Street
Freetown
Sierra Leone

Excellency:

**Re: Republic of Sierra Leone- IDA Financing No. H925-SL
Social Safety Net Project
Additional Instructions: Disbursement**

I refer to the Financing Agreement between the Republic of Sierra Leone (the "Recipient") and the International Development Association (the "Association") for the above-referenced project, of even date here with. The Agreement provides that the Association may issue additional instructions regarding the withdrawal of the proceeds of financing H925-SL ("Financing"). 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 Financing:

- Reimbursement
- Advance
- Direct Payment
- Special Commitment

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is 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 Credit Proceeds

(i) Authorized Signatures (subsection 3.1). A 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
Loan Department
13th Floor
Delta Center
Menengai Road
Upper Hill
P.O. Box 30577-00100
Nairobi Kenya
Tel +254 20 2936 000

(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
Loan Department
13th Floor
Delta Center
Menengai Road
Upper Hill
P.O. Box 30577-00100
Nairobi Kenya
Tel +254 20 2936 000

(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 SDIC 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 SIDC") 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 shall be \$100,000.

(vi) Advances (sections 5 and 6).

- **Type of Designated Accounts (subsection 5.3):** Segregated
- **Currency of Designated Accounts (subsection 5.4):** US Dollars
- **Financial Institution at which the Designated Accounts Will Be Opened (subsection 5.5):** okel Commercial Bank (Sierra Leone)
- **Ceiling (subsection 6.1):** will be flexible and will be determined every six months

An initial advance will be provided to the designated account, based on a forecast of expenditures against components and disbursement categories for the first six months. The forecast will be based on the annual work plans that will be provided to IDA and cleared by the task team leader prior to implementation.

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 Advances and Reimbursement and for reporting eligible expenditures paid from the Designated Account:**
 - Interim Financial Report in the form attached (Attachment 4); and
 - List of payments against contracts that are subject to the Association's prior review, in the form attached (Attachment 5)
- **For requests for Direct Payment and Special Commitments:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices and documentary evidence of delivery and acceptance of contracted goods or service.

(ii) Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3): Quarterly

(iii) Other Supporting Documentation Instructions:

All other supporting documentation for IFRs should be retained by the project management or Recipient and must be made available for review by periodic World Bank missions and internal and external auditors.

IV. Other Disbursement Instructions

Funds from the Designated Account may be transferred to 'Draw-down bank accounts' in local currency to meet eligible expenditures, provided that transactions and balance in this account are included in all project financial reports and in the IFRs referred to in Section III (iii) above.

V. Other Important Information

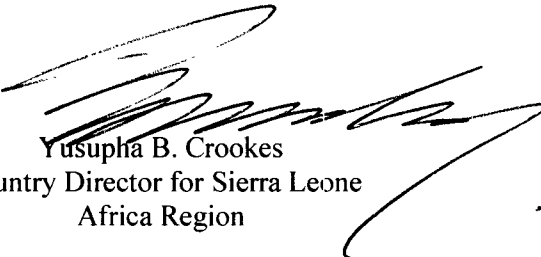
For additional information on disbursement arrangements, please refer to the Disbursement Handbook available on the World Bank's public website at <http://www.worldbank.org> and its secure website "Client Connection" at <http://clientconnection.worldbank.org>. Print copies are available upon request.

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

If you have not already done so, the Association recommends that you register as a user of the Client Connection website (<http://clientconnection.worldbank.org>). From this website you will be able to download Applications, monitor the near real-time status of the Loan/Grant, 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 Faly Diallo at loafr@worldbank.org using the above reference.

Yours sincerely,



Yusupha B. Crookes
Country Director for Sierra Leone
Africa Region

Attachments

1. *World Bank Disbursement Guidelines for Projects*, dated May 1, 2006
2. 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. Form of "Interim Financial Report"
5. Form of Payments Against Contracts Subject to the Bank's Prior Review

Form of Authorized Signatory Letter
[Letterhead]
Ministry of Finance
[Street address]
[City] [Country]

[DATE]

The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Attention: [Country Director]

**Re: Republic of Sierra Leone
Social Safety Net Project
IDA Financing No. H925-SL**

I refer to the Financing Agreement (“Agreement”) between the International Development Association (the “Association”) and the Republic of Sierra Leone (the “Recipient”), dated _____, providing the above Financing. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any ¹[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 Financing.

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

⁵[This confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to

¹ 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.*

² 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.*

³ 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.*

⁴ 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.*

⁵ 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.*

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.]

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

[Name], [position] Specimen Signature: _____

[Name], [position] Specimen Signature: _____

[Name], [position] Specimen Signature: _____

Yours truly,

/ signed /

[Position]

**Terms and Conditions of Use of Secure Identification Credentials
in connection with Use of Electronic Means
to Process Applications
and Supporting Documentation**

March 1, 2013

The World Bank (Bank)⁶ will provide secure identification credentials (SIDC) to permit the Borrower⁷ to deliver applications for withdrawal and applications for special commitments under the Agreement(s) and supporting documentation (such applications and supporting documentation together referred to in these Terms and Conditions of Use as Applications) to the Bank electronically, on the terms and conditions of use specified herein.

SIDC can be either: (a) hardware-based (Physical Token), or (b) software-based (Soft Token). The Bank reserves the right to determine which type of SIDC is most appropriate.

A. Identification of Users

1. The Borrower will be required to identify in a completed Authorized Signatory Letter (ASL) duly delivered to and received by the Bank each person who will be authorized to deliver Applications. The Bank will provide SIDC to each person identified in the ASL (Signatory), as provided below. The Borrower shall also immediately notify the Bank if a Signatory is no longer authorized by the Borrower to act as a Signatory.
2. Each Signatory must register as a user on the Bank's Client Connection (CC) website (<https://clientconnection.worldbank.org>) prior to receipt of his/her SIDC. Registration on CC will require that the Signatory establish a CC password (CC Password). The Signatory shall not reveal his/her CC Password to anyone or store or record the CC Password in written or other form. Upon registration as a CC user, the Signatory will be assigned a unique identifying account name.

B. Initialization of SIDC

1. Prior to initialization of SIDC by a Signatory, the Signatory will acknowledge having read, understood and agreed to be bound by these Terms and Conditions of Use.
2. Where a Physical Token is to be used, promptly upon receipt of the Physical Token, the Signatory will access CC using his/her account name and CC Password and register his/her Physical Token and set a personal identification number (PIN) to be used in

⁶ "Bank" includes IBRD and IDA.

⁷ "Borrower" includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.

connection with the use of his/her Physical Token, after which the Physical Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Where a Soft Token is to be used, the Signatory will access CC using his/her account name and CC Password and set a personal identification number (PIN) to be used in connection with the use of his/her Soft Token, after which the Soft Token will be initialized for use by the Signatory exclusively for purposes of delivering Applications. Upon initialization of the SIDC, the Signatory will be a "SIDC User". The Bank will maintain in its database a user account (Account) for each SIDC User for purposes of managing the SIDC of the SIDC User. Neither the Borrower nor the SIDC User will have any access to the Account.

3. Prior to first use of the SIDC by the SIDC User, the Borrower shall ensure that the SIDC User has received training materials provided by the Bank in use of the SIDC.

C. Use of SIDC

1. Use of the SIDC is strictly limited to use in the delivery of Applications by the SIDC User in the manner prescribed by the Bank in the Agreement(s) and these Terms and Conditions. Any other use of the SIDC is prohibited.
2. The Bank assumes no responsibility or liability whatsoever for any misuse of the SIDC by the SIDC User, other representatives of the Borrower, or third parties.
3. The Borrower undertakes to ensure, and represents and warrants to the Bank (such representation and warranty being expressly relied upon by the Bank in granting SIDC) that each SIDC User understands and will abide by, these Terms and Conditions of Use, including without limitation the following:
 - 4.1. The SIDC User shall not reveal his/her PIN to anyone or store or record the PIN in written or other form.
 - 4.2. The SIDC User shall not allow anyone else to utilize his/her SIDC to deliver an Application to the Bank.
 - 4.3. The SIDC User shall always logout from CC when not using the system. Failure to logout properly can create a route into the system that is unprotected.
 - 4.4. If the SIDC User believes a third party has learned his/her PIN or has lost his/her Physical Token he/she shall immediately notify clientconnection@worldbank.org.
 - 4.5. The Borrower shall immediately notify the Bank at clientconnection@worldbank.org of any lost, stolen or compromised SIDC, and take other reasonable steps to ensure such SIDC are disabled immediately.

5. ***Reservation of Right to Disable SIDC***

- 5.1. The Borrower shall reserve the right to revoke the authorization of a SIDC User to use a SIDC for any reason.
- 5.2. The Bank reserves the right, in its sole discretion, to temporarily or permanently disable a SIDC, de-activate a SIDC User's Account or both.

6. ***Care of Physical Tokens***

- 6.1. Physical Tokens will remain the property of the Bank.
- 6.2. The Bank will physically deliver a Physical Token to each Signatory designated to receive one in a manner to be determined by and satisfactory to the Bank.
- 6.3. Physical Tokens contain delicate and sophisticated instrumentation and therefore should be handled with due care, and should not be immersed in liquids, exposed to extreme temperatures, crushed or bent. Also, Physical Tokens should be kept more than five (5) cm from devices that generate electromagnetic radiation (EMR), such as mobile phones, phone-enabled PDAs, smart phones and other similar devices. Physical Tokens should be carried and stored separate from any EMR device. At close range (less than 5 cm), these devices can output high levels of EMR that can interfere with the proper operation of electronic equipment, including the Physical Token.
- 6.4. Without derogating from these Terms and Conditions of Use, other technical instructions on the proper use and care of Physical Tokens are available at <http://www.rsa.com>.

7. ***Replacement***

- 7.1. Lost, damaged, compromised (in terms of 4.5, above) or destroyed Physical Tokens will be replaced at the expense of the Borrower.
- 7.2. The Bank reserves the right, in its sole discretion, not to replace any Physical Token in the case of misuse, or not to reactivate a SIDC User's Account.

IFRs- Attached at the back

**GIFMIS PROJECT
SUMMARY FINANCIAL POSITION AS AT 30 JUNE, 2012**

Sierra Leone: Social Safety Net Project		Attachment 4		
HALF YEAR CASH FORECAST - PERIOD (October 2013 - March 2014)				
Part I- Funds Position July - Sept 2013				
	Total \$	IDA \$	GOSL	
Opening Balance:				
Balance Brought Forward (Date)				
Receipts During the Period:				
IDA	-			
GOSL	-			
Total Funds Available	0			
Actual Expenditure Incurred during the quarter				
Component 1 (Development of Systems)				
Component 2 (Cash Transfer)				
Component 3 (Project Management and Capacity Building)				
Total Expenditure				
Balance Available as per Cash Book (Closing Balance) 30 Sept 2013	0.00		0.00	0.00
Part II- Six Months Expenditure Forecast and Cash Requirement - DATE XXXX				
	Total	IDA	GOSL	
Funds Available as per Cash Book	-			
Less Project Use of Funds (Ref Activity Schedule & Procurement Plan)				
Component 1 (Development of Systems)			-	-
Component 2 (Cash Transfer)			-	-
Component 3 (Project Management and Capacity Building)			-	-
Total Forecast Expenditure			-	-
Net Cash Position (Excess / Shortfall)	0.00		0.00	0.00
Part III - Funding Requirements From Donors (for next six months - PERIOD XXXXX)				
IDA				
GOSL				
NOTES TO FORECAST EXPENDITURE:				

PROJECT INTERIM FINANCIAL REPORT

**Sierra Leone: Social Safety Net Project
STATEMENT OF SOURCES AND USES OF FUNDS
For the Quarter Ended Sept , 2013**

(in US Dollars)

	Current Quarter			Year to Date			Cumulative		
	Total US\$	IDA US\$	GOSL US\$	TOTAL US\$	IDA US\$	GOSL US\$	TOTAL US\$	IDA US\$	GOSL US\$
Opening Cash Balances									
Add Funding Received During Quarter									
Other Income									
Total Funds Available									
Less: Uses of funds, by Project Component									
Comp. 1 (Development of Systems)									
Comp. 2 (Cash Transfer)									
Comp. 3 (Project Management and Capacity Building)									
Total Project Expenditure									
Closing Bank Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Notes

Sheet C Sierra Leone: Social Safety Nets Project
 IDA Credit No.
 (DA) Activity Statement for Quarter Ended XXXXX

Deposit Bank:

A/c No.:

Currency of Designated Account : US Dollars

PART I		
1. Cumulative Advances by Bank to the end of Current Reporting Period		0
2. Cumulative Expenditure at the beginning of Current Reporting Period		0
3. Outstanding Advances to be accounted (Line 1 minus Line 2)		0
PART II		
4. Opening DA balance at beginning of Reporting Period		0
5. Add/Subtract: Cumulative Adjustments (if any)	0	
6. Advances from World Bank during Reporting Period	0	
7. Sub total of Advances and Adjustments		0
8. Outstanding Advances to be accounted for (Line 4 plus Line 7) *		0
9. Closing DA balance at the end of Current Reporting Period		0
10. Add/Subtract: Cumulative Adjustments (if any)	0	
11. Expenditure for Current Reporting Period	0	
12. Sub total of Adjustments and Expenditure		0
13. Add Line 9 and Line 12		0
14. Difference if any (Line 8 minus Line 13)		0
PART III		
15. Total Forecasted amount to be paid by World Bank		0
16. Less Closing DA balance after adjustments	0	
17. Direct payments/Special Commitment payments	0	
18. Add Line 16 and Line 17		0
20. Cash Requirement from World Bank for next two reporting Periods (Line 15 minus Line 18)		0

* Unadjusted advances from Designated Account

**Sierra Leone: Social Safety Net Project
INTERIM UNAUDITED FINANCIAL REPORT**

Payments made Against Contracts Subject to the Bank's Prior Review

For the period from _____ to _____

Contract Number	Contract Date	Contract Amount	Date Disbursed to Beneficiary	Payment Status	Total Payment to Beneficiary

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

Contract Number	Supplier	Contract Date	Contract Amount	Date of WB's No-Objection to Contract	Amount Paid to Supplier during Period	WB's Share of Amt Paid to Supplier during Period