

OFFICIAL DOCUMENTS



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November 15, 2017

Ms. Bana Kaloti
Regional Director, Middle East
United Nations Office for Project Services
Middle East Region, Operational Hub in Amman
Deir Ghbar
Al-Shakereen Street
P.O. Box 941655
Amman
11194 Jordan

**Re: IDA Grant D245-RY
(Yemen Integrated Urban Services emergency Project)
Additional Instructions: Disbursement and Financial Information Letter (DFIL)**

Dear Ms. Kaloti:

I refer to the Financing Agreement between United Nations Office for Project Services (for the benefit of the Republic of Yemen) (the "Recipient") and the International Development Association (the "Association") for the above-referenced project, of even date herewith. The General Conditions, as defined in the Financing Agreement, provide that the Association may issue additional instructions regarding the withdrawal of the proceeds of Financing D245-RY ("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, subject to the provisions of the Financial Management Framework Agreement ("FMFA"), 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:

- **Instructions** (Schedule 1). The table provides the disbursement methods, 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.
- **Disbursement Deadline Date, DDD (subsection 3.7)**. The DDD is four (4) months after the Closing Date. Any changes to this date will be notified by the Association.

(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 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". 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 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 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

- (i) **Financial Reports.** The Recipient shall prepare and furnish to the Association not later than forty-five (45) days after the end of each six calendar months, interim unaudited financial reports (IFR) for the Project covering the six calendar months.
- (ii) **Audits.** The Recipient shall ensure that the audit of the Project is governed by: (i) Article VI of the Financial Regulations; and (ii) the Financial Management Framework Agreement.

III. Other Important Information

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Association's public website 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, please contact the Association by email at clientconnection@worldbank.org.

If you have any queries in relation to the above, please contact Eric Ranjeva, Finance Officer at eranjeva@worldbank.org, with copy to Khaled Mohamed Ben Brahim, Finance Analyst at kbenbrahim@worldbank.org, using the above reference.

Yours sincerely,

By: Asad Alam

Asad Alam

Country Director, Republic of Yemen
Middle East and North Africa Region

Attachments:

1. Form of Authorized Signatory Letter
2. Form of Interim unaudited Financial Report (IFR)

Schedule 1 : Disbursement Arrangements

Basic Information			
Grant Number		Country	Republic of Yemen
		Beneficiary	UNITED NATIONS OFFICE FOR PROJECT SERVICES
		Name of the Project	Yemen Integrated Urban Services emergency Project
Disbursement Methods, and Supporting Documentation			
Disbursement Methods Section 2 (**)	Methods Available	Supporting Documentation Subsections 4.3 and 4.4 (**)	
Direct Payment	No	Not Applicable	
Reimbursement	No	Not Applicable	
Advance:	Yes	Interim unaudited Financial Report	
Special Commitments	No	Not Applicable	
Advance (Section 5 and 6 (**))			
Type	All advances made by the Association will be deposited into an official UNOPS bank account in accordance with the provisions of applicable provisions of the Financial Regulations and Rules of UNITED NATIONS OFFICE FOR PROJECT SERVICES	Ceiling	Forecast for 12 months of implementation as provided in the semi-annual Interim Financial Report
Financial Institution - Name	Not Applicable]	Currency	USD
Frequency of Reporting, Subsection 6.3 (**)	Same as IFRs: Semiannual	Amount	Not Applicable
Minimum Value of Applications (Subsection 3.5)			
Not Applicable			
Authorized Signatures (Subsection 3.1 and 3.2 (**)) (The form for Authorized Signatures Letter is provided in Attachment 1 of this letter Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 (**))			
<p>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:</p> <p>The World Bank 1818 H Street, N.W. Washington, D.C. 20433 United States of America Attention: Asad Alam, Country Director</p>			

Please provide completed and signed (a) applications for withdrawal, together with supporting documents, to the address indicated below:

The World Bank

Radnicka Cesta 80, 9th floor

Zagreb 10000, Croatia

Attention: World Bank Group Finance & Accounting (ex-Loan Department)

Additional Instruction

Not Applicable

Attachment 1 – Form of Authorized Signatory Letter

[Letterhead]
UNOPS
[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: Re: IDA Grant D245-RY
(Yemen Integrated Urban Services emergency Project)**

I refer to the Financing Agreement (“Agreement”) between the International Development Association (the “Association”) and United Nations Office for Project Services (the “Recipient”), dated _____, providing the above Financing. For the purposes of Section 2.02 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.

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*

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.*

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]

Interim Financial Reports

1B

Uses of Funds Statement by category of expenditures
For the period ending _____

Category #	Disbursement Category	Actual Amount Committed	Actual		
			Current Period Expenditures	Year to Date Expenditures	Cumulative Expenditure
1	Works, goods, non-consulting services, consultants' services, Training and Operating Costs for Components 1, 2.1 (c), (d), e) and (f), and 2.2 of the Project				
2	Recipient Indirect Cost payable under Component 2.1(a) of the Project (3% of the total Financing)				
3a	(i) Recipient's Direct Cost under Component 2.1(b) of the Project				
3b	(ii) Recipient's Third Party Monitoring under Component 2.3 of the Project				
4	Emergency Expenditures under Component 3 of the Project				
Total Expenditures					

*Interim Financial Reports
IC*

**Uses of Funds Statement by
City
City Name
For the period ending**

	Actual		
	Current Period (as at xx/xxxx)	Year to Date (as at xx/xxxx)	Cumulative (as at xx/xxxx)
Expenditures by City			
Component 1: Service Restoration			
<i>Sub-component 1.1 Tertiary Municipal Services and Solid Waste Management</i>			
(a) Solid waste management			
(b) Neighborhood sanitation			
(c) Rain water drainage			
(d) Stone paving of neighborhood streets			
(e) Rehabilitation of local parks and green spaces			
(f) Related sector specific activities that may be identified as community priorities			
<i>Sub-total 1.1</i>			
<i>Sub-component 1.2 Urban Water and Sanitation</i>			
(a) replacement of critical and needed assets			
(b) rehabilitation of pipes, water tanks, existing wells, and waste water treatment plants.			
(c) installation of decentralized small- and medium-sized WWTPs			
(d) service delivery maintenance support to LCs			
(e) awareness campaign on utility payment through citizen engagement			
(f) support for the establishment of private tanker filling stations and associated accreditation			
(g) support to public and private capacity for water quality monitoring and testing			
(h) creation of a directory of service providers			
(i) sector specific analytical work			
<i>Sub-total 1.2</i>			
<i>Sub-component 1.3 Urban Roads</i>			
<i>Sub-component 1.4 Electricity for critical services</i>			

(a) rehabilitation of existing conventional (diesel) generation systems			
(b) installation of new off-grid generation using diesel, renewable energy			
(c) restoration of fuel supply			
(d) solar PV and light-emitting diode (LED) street lights			
(e) energy efficiency improvements			
(f) provision of electricity through off-grid private sector rental generation			
<i>sub-total 1.4</i>			
Total Expenditures, Component 1, City x			

Interim Financial Reports
ID

**Cash Forecast & Advance
Requested
For the period ending _____**

Disbursement Category	Cash Requirements for the 1st quarter ending XX/XX/XXXX	Cash Requirements for the 2nd Quarter ending XX/XX/XXXX	Cash Requirements for the 3rd Quarter ending XX/XX/XXXX	Cash Requirements for 4th Quarter ending XX/XX/XXXX	Total Cash requirements for 4 Quarters
Works, goods, non-consulting services, consultants' services, Training and Operating Costs for Components 1, 2.1 (c), (d), e) and (f), and 2.2 of the Project					
Recipient Indirect Cost payable under Component 2.1(a) of the Project (3% of the total Financing)					
(i) Recipient's Direct Cost under Component 2.1(b) of the Project					
(ii) Recipient's Third Party Monitoring under Component 2.3 of the Project					
Emergency Expenditures under Component 3 of the Project					
Total					

Total Cash Expenditures forecasted for the next 4 Quarters

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Closing Cash Balance as per the end of reporting period

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Additional Advance Requested

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Interim Financial Reports
IE

Reconciliation for period ending xxxx		
Project Account	<input type="text"/>	<input type="text"/>
Amount advanced by World Bank		
	WA#1	<input type="text"/>
	WA#2	<input type="text"/>
	WA#3	<input type="text"/>
	WA#4	<input type="text"/>
	WA#5	<input type="text"/>
	WA#6	<input type="text"/>
	WA#7	<input type="text"/>
Expenditures paid		<input type="text"/>
Outstanding advances		
Closing balance		
<input type="text"/>		
Date		
<input type="text"/>		
Names and Titles of Representatives		Signatures