

**The World Bank**INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT  
INTERNATIONAL DEVELOPMENT ASSOCIATION1818 H Street N.W.  
Washington, D.C. 20433(202) 473-1000  
Cable Address: INTBAFRAD  
Cable Address: INDEVAS**OFFICIAL  
DOCUMENTS**

LN 8496-EG

April 17, 2015

H.E. Naglaa El-Ehwany  
Minister of International Cooperation  
Ministry of International Cooperation  
Cairo, Arab Republic of Egypt

**Re: IBRD Loan 8496 - EG - (Strengthening Social Safety Net Project)  
Additional Arrangements: Disbursement**

Excellency:

I refer to the Loan Agreement between the International Bank for Reconstruction and Development (the "Bank") and the Arab Republic of Egypt (the "Borrower") for the above-referenced project, of even date herewith. The Agreement provides that the Bank may issue additional arrangements regarding the withdrawal of the proceeds of Loan 8496 -EG ("Loan"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional arrangements.

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 Loan 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 Loan:
- Advance
  - Reimbursement
  - Direct Payments (only for Disbursement Category 2 )
- (ii) **Disbursement Deadline Date (subsection 3.7).** The Disbursement Deadline Date is **four** months after the Closing Date specified in the Loan Agreement. Any changes to this date will be notified by the Bank.
- (iii) **Disbursement Conditions (subsection 3.8).** Please refer to the Disbursement Condition(s) in the Loan Agreement.

## II. Withdrawal of Loan Proceeds

**(i) *Authorized Signatures (subsection 3.1).***

An authorized signatory letter in the Form attached (Attachment 2) should be furnished to the Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:

The World Bank  
1818 h Street, NW  
Washington, DC 20433  
Attention: Poonam Gupta- Acting Country Director

**(ii) *Applications (subsections 3.2 - 3.3).*** Please provide completed and signed (a) applications for withdrawal, together with supporting documents, and (b) applications for special commitments, together with a copy of the commercial bank letter of credit, to the address indicated below:

The World Bank  
Radnicka cesta 80, 9<sup>TH</sup> floor  
Zagreb, HR – 10 000,  
Croatia  
Attention: Loan operations

**(iii) *Electronic Delivery (subsection 3.4)*** The Bank may permit the Borrower to electronically deliver to the Bank Applications (with supporting documents) through the Bank's Client Connection, web-based portal. The option to deliver Applications to the Bank by electronic means may be effected if: (a) the Borrower 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 Bank for the purpose of delivering such Applications by electronic means; and (b) all such officials designated by the Borrower have registered as users of Client Connection. If the Bank agrees, the Bank will provide the Borrower 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 Borrower may continue to exercise the option of preparing and delivering Applications in paper form. The Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Borrower.

**(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 Borrower 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 direct payments (category 2) is USD 500,000.

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

- **Type of Designated Account (DA) (subsection 5.3):** Segregated - maintained by MOSS PIU
- **Currency of Designated Account (subsection 5.4):** USD
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** Central Bank of Egypt
- **Ceiling (subsection 6.1):** Variable - the ceiling of the DA will be based on a forecast for two (2) quarters as provided in the quarterly unaudited interim financial reports (IFRs) to be reviewed and approved by the Bank's Financial Management Specialist (FMS) and Task Team Leader (TTL).

**III. Reporting on Use of Loan Proceeds**

**(i) Supporting Documentation (section 4).** Supporting documentation should be provided with each application for withdrawal as set out below:

- **For requests for reimbursements , advances, and reporting eligible expenditures paid from the Designated Account:**
  - For Category 1 (which is linked to DLIs) :
    - Interim Financial Report (IFRs) in the form attached (Attachment 4) including the sheets: (i) DLIs reconciliation Form; (ii) List of DLIs achieved and verified; (iii) Sources and Uses of Funds; (iv) Cash Forecast; and (v) Bank Reconciliation.
    - Confirmation notice by task team leader that: (i) one or more DLI/DLIs (as referred to in LA annex 2) have been achieved and verified according to the verification protocol set in the project's operations manual; and (ii) indicating amounts pertaining to such DLI/DLIs.
  - For Category 2
    - Interim Financial Report (IFRs) in the form attached (Attachment 4)
    - List of payments against contracts that are subject to the Bank's prior review, in the form attached (Attachment 5)
- **For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices (note: this method is only available for Disbursement Category 2)

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

#### IV. Other Disbursement Arrangements

With regard to Disbursement Category 1 – (which is linked to DLIs), for financing eligible expenditures under said category:

1. Please refer to the **withdrawal Condition(s)** in the Loan Agreement. Section IV.B.
2. For financing eligible expenditures under this category, The Borrower has furnished **evidence** satisfactory to the Bank that (i) Cash Transfers payments have been made and verified in accordance with provisions of Loan Agreement Section IV.B 2. And that (ii) the relevant DLI(s) has/have been achieved.
3. **Advances** may be made quarterly or as deemed necessary and as approved by the Bank's Task Team in IFRs.
4. **For Documentation of advances** (i.e. being converted to eligible expenditures) the Lesser of: (i) eligible cash transfer payments reported in the quarterly IFRs; or (ii) the amounts confirmed by TTL pertaining to DLIs which have been achieved and verified in accordance with the verification protocol set in project's operations manual will be documented.

#### V. Other Important Information

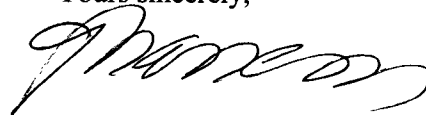
For additional information on disbursement arrangements, please refer to the Disbursement Handbook available on the Bank's public website at <https://www.worldbank.org> and its secure website "Client Connection" at <https://clientconnection.worldbank.org>. Print copies are available upon request.

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

If you have not already done so, the Bank 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 Loan, and retrieve related policy, financial, and procurement information. All Borrower 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 Bank by email at <[clientconnection@worldbank.org](mailto:clientconnection@worldbank.org)>.

If you have any queries in relation to the above, please contact Maiada Kassem, Finance Officer at [wfaldmna@worldbank.org](mailto:wfaldmna@worldbank.org) using the above reference.

Yours sincerely,



Hafez M. H. Ghanem  
Regional Vice President  
Middle East and North 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 unaudited financial reports.
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: Loan No. 8496 - EF (Strengthening Social Safety Net Project)

I refer to the Loan Agreement (“Agreement”) between the International Bank for Reconstruction and Development (the “Bank”) and [name of borrower] (the “Borrower”), dated \_\_\_\_\_, providing the above Loan. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any <sup>1</sup>[one] of the persons whose authenticated specimen signatures appear below is authorized on behalf of the Borrower to sign applications for withdrawal [and applications for a special commitment] under this Loan.

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

<sup>5</sup>[This confirms that the Borrower is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Bank by electronic means. In full recognition that the Bank 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 Borrower represents and warrants to the Bank that it will cause such persons to abide by those terms and conditions.]

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<sup>1</sup> Instruction to the Borrower: 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 Bank.*

<sup>2</sup> Instruction to the Borrower: 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 Bank.*

<sup>3</sup> Instruction to the Borrower: 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 Bank.*

<sup>4</sup> Instruction to the Borrower: 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 Bank.*

<sup>5</sup> Instruction to the Borrower: Add this paragraph if the Borrower 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 Bank.*

This Authorization replaces and supersedes any Authorization currently in the Bank 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)<sup>1</sup> will provide secure identification credentials (SIDC) to permit the Borrower<sup>2</sup> 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 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

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<sup>1</sup> "Bank" includes IBRD and IDA.

<sup>2</sup> "Borrower" includes the borrower of an IBRD loan, IDA credit, or Project Preparation Facility advance and the recipient of a grant.



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. ***Security***
    - 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](mailto:clientconnection@worldbank.org).
    - 4.5. The Borrower shall immediately notify the Bank at [clientconnection@worldbank.org](mailto: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.



**Attachment 4  
Sheet 2/7**

DLI's Reconciliation						
		IFR reported eligible expenditures - Category 1 (Cash transfers) In \$		DLI amounts in \$ achieved and verified		Authorised amount to be disbursed In \$ (lesser of B and D)
		A	B	C***	D	E****
		Current Q	Cummulative*	Current Q**	Cummulative	Current Q
<b>Year 1</b>	Q1					
	Q2					
	Q3					
	Q4					
Annual verified audited amount		N/A	XX	N/A	N/A	
Adjustment ( if needed based on verification result)		N/A	XX	N/A	N/A	
Approved amounts carried fwd to next year		N/A	XX	N/A	N/A	
<b>Year 2</b>	Q1					
	Q2					
	Q3					
	Q4					
Annual verified audited amount		N/A	XX	N/A	N/A	
Adjusted (reduced) if needed based on verification result)		N/A	XX	N/A	N/A	
Approved amounts carried fwd		N/A	XX	N/A	N/A	
...etc.		N/A	XX	N/A	N/A	

\* Verification of cash transfers is made on annual basis through performance and financial audits. And adjusted annually based on verification outcome.

\*\* Verification of achieved DLI is made as and when said DLI is met as per agreed upon verification protocols as referred to in POM.

\*\*\* As detailed in sheet "List of DLIs achieved and Verified"

\*\*\*\* Amount to be disbursed

Prepared by :

Approved by:

PMU FM

PMU manager/director

**List of DLIs achieved and verified**

DLIs	\$ Amount allocated as per LA annex 2	Current quarter - DLIs achieved	Current quarter - DLIs Verified	Cummulative amount disbursed under this DLI to date	Amount available for future disbursements
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

**Uses of funds by project activity for quarter ending ....**

Project Activities (By Component)	Actual			Planned			Variance			PAD
	Current Quarter	Year -To Date	Cumulative to Date	Current Quarter	Year -To Date	Cumulative to Date	Current Quarter	Year -To Date	Cumulative to Date	Life of Project
Component 1*										
Component 2										
Component 3										
<b>Total Project Expenditure</b>										

**For Component 1:**

Value of DLI(s) achieved during the period

Expenditures during the operiod

Expenditures amount to be replenished/reimbursed\*

\*Amount not to exceed the value of DLI(s) achieved



**Designated account (DA) Statement as at....**

**Bank Reconciliation**

1	Opening Balance as of 10/01/20XX	0	0
2	Add: Cumulative Discrepancy explained below*	0	0
3	IBRD Advance during the Quarter (10/01/20XX - 12/31/20XX)	0	0
		<u>0</u>	<u>0</u>
4	Less: Refund to IBRD from DA		0
5	Present Outstanding Amount advanced to DA		<u>0</u>
6	DA Closing Balance as of 12/31/20XX carried forward to next period		0
7	Add: Amount of eligible expenditures paid during Quarter	0	
8	Service Charges (if debited into DA)	0	0
		<u>0</u>	<u>0</u>
9	Less: Interest earned (if credited into DA)		0
10	Total Advance Accounted for		<u>0</u>
11	Discrepancy (5)-(10) to be explained**		<u>0</u>

\*

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**Variance Explanation Sheet**

Category	Actual for the quarter	Planned for the quarter	Variance	Explanation
Goods				
Non consultancy services				
Consultancy Services - Firms				
Consultancy services - Individuals				
Training				
Operating Costs				

**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 WB's Non-Objection to Contract</b>	<b>Amount Paid to Supplier during Period</b>	<b>WB's Share of Amount Paid to Supplier during Period</b>