

Date: June 19, 2018

Honorable Samuel D. Tweah Jr.  
Minister of Finance and Development Planning  
Ministry of Finance and Development Planning  
Broad Street  
Monrovia, Republic of Liberia

**Re: Grant No. TF0A7093 (Getting to Best Education Project)  
Additional Instructions: Disbursement and Financial Information Letter**

Dear Hon. Tweah:

I refer to the Grant Agreement (“Agreement”) between the International Development Association (“World Bank”), acting as Grant Agent of the Global Partnership for Education (“GPE”), and the Republic of Liberia (the “Recipient”) for the above-referenced project, dated June 19, 2018. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF0A7093 (“Grant”). This letter (“Disbursement Letter”), as revised from time to time, constitutes the additional instructions.

## **I. Disbursement Arrangements, Withdrawal and Reporting of Grant Proceeds**

The attached *World Bank Disbursement Guidelines for Projects*, dated February 1, 2017, (“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 Grant 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**

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.**

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 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. Other Important Information**

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the 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 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 George da Silva, acting Finance Officer at [gdasilva@worldbank.org](mailto:gdasilva@worldbank.org) , with copy to Mugambi Mwendia, Finance Analyst at [mmwendia@worldbank.org](mailto:mmwendia@worldbank.org) using the above reference.

Yours sincerely,



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Larisa Leshchenko  
Country Manager for Liberia  
Africa Region

**Schedule 1 : Disbursement Arrangements**

<b>Basic Information</b>			
<b>Grant Number</b>		<b>Country</b>	Republic of Liberia
		<b>Recipient</b>	Ministry of Finance and Development Planning
		<b>Name of the Project</b>	Getting to Best in Education
<b>Disbursement Methods and Supporting Documentation</b>			
<b>Disbursement Methods</b> <i>Section 2 (**)</i>	<b>Methods Available</b>	<b>Supporting Documentation</b> <i>Subsections 4.3 and 4.4 (**)</i>	
Direct Payment	Yes	Copy of Records	
Reimbursement	Yes	Statement of Expenditure for Category 1 and 2 (attachment 3) Eligible Expenditure Program (EEP) – for category 3 (Attachment 4)	
Designated Account:	Yes	Statement of Expenditure for Category 1 and 2 (attachment 3) Eligible Expenditure Program (EEP) – for category 3 (Attachment 4)	
Special Commitments	Yes	Copy of Letter of Credit	
<b>Designated Account (Section 5 and 6 **)</b>			
<b>Type</b>	Segregated	<b>Ceiling</b>	Fixed
<b>Financial Institution – Name</b>	Commercial Bank located in Monrovia acceptable to the Association	<b>Currency</b>	US Dollar
<b>Frequency of Reporting, Subsection 6.3 (**)</b>	At least quarterly	<b>Amount</b>	\$ 700,000
<b>Minimum Value of Applications (subsection 3.5)</b>			
The Minimum Value of Applications for Reimbursement, Direct Payment and Special Commitment is <b>USD 70,000</b> equivalent.			
<b>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 5.4)</b>			
<b>Address for ASL</b>	The World Bank Office German Embassy Compound Tubman Boulevard, Oldest Congo Town Monrovia, Liberia Attention: Henry G.R. Kerali Country Director for Liberia	<b>Address for applications:</b>	The World Bank Office Delta Center, 13 Floor Menegai Road, Upper Hill Nairobi, Kenya Attention: WFA Financial Operations Tel: +0254 20 293 6000
<b>Additional Information/Instructions</b>			
The Disbursement Deadline Date is 4 months after the Closing Date specified in the Grant Agreement.			
<b>Other</b>			
All other supporting documentation for the DLI verification 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			

\* Select the agreed supporting documentation and add the following “in the format provided in Attachment 2 of this letter”

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

**Attachments**

1. *Disbursement Guidelines for Investment Financing Project*, dated February 2017
2. Form of Authorized Signatory Letter
3. Statement of Expenditure (SOE)
4. Eligible Expenditure Program (EEP)

Cc with copies: [Project Implementing Entity 1]  
[street address]  
[city], [country]  
[email address]

[Project Implementing Entity 2]  
[street address]  
[city], [country]  
[email address]

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]

Dear [Country Director]:

Re: Grant No. \_\_\_\_ - \_\_\_\_ (\_\_\_\_\_ Project)

I refer to the Grant Agreement (“Agreement”) between the [International Bank for Reconstruction and Development/International Development Association] (“World Bank”), acting as the grant agency of the Global Partnership for Education, and Government of Liberia, Ministry of Finance and Development Planning (the “Recipient”), dated \_\_\_\_\_, providing the above Grant. For the purposes of Section 3.04 (b) of the Standard 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 Recipient to sign applications for withdrawal [and applications for a special commitment] under this Grant.

For the purpose of delivering Applications to the World Bank, <sup>2</sup>[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, 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 World Bank.

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

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<sup>1</sup> Instruction to the Recipient when sending this letter to the World Bank: 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 World Bank.*

<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 World Bank.*

<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 World Bank.*

<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 World Bank.*

the World Bank by electronic means. In full recognition that the World 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 Recipient represents and warrants to the World Bank that it will cause such persons to abide by those terms and conditions.]

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

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

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

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

Yours truly,

/ signed /

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



**Eligible Expenditure programs (EEP)  
Budget Lines**

<b>Institutions</b>	<b>Description</b>	<b>Budget Line and Code</b>	<b>Amount</b>
	<ul style="list-style-type: none"> <li>• Salaries,</li> <li>• Compensation</li> </ul>		
	<ul style="list-style-type: none"> <li>• Salaries,</li> <li>• Compensation</li> <li>• and Grants for G2B-ESP program</li> </ul>		



**FOR INTERNAL DISTRIBUTION ONLY**

Drafted by: George da Silva –Finance Officer (WFACS)

Cleared with and cc: Nightingale Rukuba-Ngaiza – Country Lawyer (LEGAM)  
Peter Darvas - Task Team Leader (GEDF13)