

Date: September 22, 2021

Son Excellence Monsieur Michel Patrick Boisvert  
Ministre de l'Economie et des Finances  
Ministère de l'Economie et des Finances  
Palais des Ministères  
5, Avenue Charles Sumner/Turgeon  
Port-au-Prince  
République de Haïti

**Re: GPE Grant TF0B6118-HT (Promoting an Efficient Education System in Haiti Project)  
Additional Instructions: Disbursement and Financial Information Letter**

Your Excellency:

I refer to the Grant Agreement between REPUBLIC OF HAITI (the “Recipient”) and the International Bank for Reconstruction and Development (the “Bank”) for the above-referenced Project. The Standard Conditions, as defined in the Grant Agreement, provide that the Recipient may from time to time request withdrawals of Grant amounts from the Grant Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Association may specify from time to time by notice to the Recipient. The Standard Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter (“DFIL”) and, may be revised from time to time.

**I. Disbursement Arrangements, Withdrawal of Grant Funds, and Reporting of Uses of Grant Funds.**

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 the DFIL, and the manner in which the provisions in the guidelines apply to the Grant is specified below.

**(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) and instructions on supporting documentation

**(ii) Electronic Delivery.** Section 11.01 (c) of the Standard Conditions.

The Recipient shall deliver Withdrawal Applications (with supporting documents) electronically through the Association’s web-based portal “Client Connection” at <https://clientconnection.worldbank.org>. This option will be effected after the officials designated in writing by the Recipient who are authorized to sign and deliver Withdrawal Applications have registered as users of “Client Connection”. The designated officials shall 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 Bank by electronic means. The Recipient may exercise the option of



preparing and delivering Withdrawal Applications in paper form on exceptional cases (including those where the Recipient encounters legal limitations), and which were previously agreed with the Bank. By designating officials to use SIDC and 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 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 semester, interim unaudited financial reports ("IFR") for the Project covering the semester. Where a UN agency is contracted by the Recipient, the Recipient is responsible to ensure that the financial reporting requirements applicable to the UN Agency are stipulated in the agreement between the Recipient and the UN agency and met in a timely manner.


*(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 six (6) months after the end of such period. Where a UN agency is contracted by the Recipient, the Recipient is responsible to ensure that the documentation requirements applicable to the UN agency, for project audit purposes, are stipulated in the agreement between the Recipient and the UN agency.

## III. Other 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 Grant, 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.

Yours sincerely,

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT

  
\_\_\_\_\_  
Laurent Msellati  
Country Manager for Haiti  
Latin America and Caribbean

### Attachments

1. Form of Authorized Signatory Letter
2. Statement of Expenditure (SOE)



With copies:

Mr. Fritz Gerald Louis  
Focal Point for the World Bank  
Ministry of Finance

Mr. Schiller Caton  
Project Coordinator PEQH  
Ministry of Education and Vocational Training

A blue handwritten signature or mark, possibly initials, located in the bottom right corner of the page.



**Schedule 1 : Disbursement Provisions**

Basic Information			
Grant/Credit Number	GPE Grant No. TF0B6118 -HT	Country Recipient	Closing Date
		Republic of Haiti Ministère de l'Economie et des Finances	Section III.B.2. of Schedule 2 to the Financing Agreement.
		Name of the Project	Disbursement Date
		Promoting an Efficient Education System in Haiti Project	Four months after the closing date. Subsection 3.7 **
Disbursement Methods and Supporting Documentation			
Disbursement Methods Section 2 (**)		Methods	Supporting Documentation Subsections 4.3 and 4.4 (**)
Direct Payment	Yes	Copy of records	
Reimbursement	Yes	Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL	
Advance (into a Designated Account)	No	Pursuant to subsection 5.2 of the Disbursement Guidelines, the advancing of financing proceeds into a Designated Account is not a Disbursement Method currently available under this Financing	
Special Commitments	Yes	Copy of Letter of Credit	
Designated Account (Sections 5 and 6 **)			
Type	Not applicable	Ceiling	Not applicable
Financial Institution - Name	Not applicable	Currency	Not applicable
Frequency of Reporting Subsection 6.3 (**)	Not applicable	Amount	Not applicable
Minimum Value of Applications (subsection 3.5)			
The minimum value of applications for Reimbursement, Direct Payment and Special Commitment Application is USD 5,000			
Authorized Signatures (Subsection 3.1 and 3.2 **) The form for Authorized Signatories Letter is provided in Attachment 1 of this letter			
Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 **)			
Authorized Signatures (subsection 3.1). A letter in the Form attached (Attachment 1) 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 Withdrawal Application:			
The World Bank 7, Rue Ogé, Pétion-Ville Port-au-Prince Haiti Attention: Laurent Msellati, Country Manager for Haiti			
Withdrawal Application and its supporting documentation shall be electronically sent via the Association's system Client Connection			
Additional Instructions			
Payments to UN Agencies (if any) may be made through UN Advances (with or without a UN Commitment) disbursement mechanism. In case of a contract with a UN Agency requiring a UN Commitment, an application for issuance of UN Commitment is to be submitted by the Recipient. Subsequent payments and documentation of expenditures under the contract shall be made in accordance with the Commitment letter to be issued by the Association and the contract between the Recipient and the UN agency. In case of a UN Advance (without UN Commitment), documentation of expenditure shall be made once the final invoice is issued and based on the UN Financial Report.			

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

Attachment 1 – Form of Authorized Signatory Letter<sup>7</sup>

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

[DATE]

International Development Association  
1818 H Street, N.W.  
Washington, D.C. 20433  
United States of America

Re: [Grant][Credit]<sup>1</sup> No. \_\_\_\_\_ - \_\_\_\_ (*[Name of the project]*)

Attention: \_\_\_\_\_, *Country Director*

I refer to the [Grant] [Credit] Agreement (“Agreement”) between the International Development Association (the “Association”)[, acting as implementing of the ]<sup>2</sup> and [*name of recipient*] (the “Recipient”), dated \_\_\_\_\_, providing the above [Grant] [Credit]. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any <sup>3</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] [Credit].

For the purpose of delivering Applications to the Association, including by electronic means, <sup>4</sup>[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting <sup>5</sup>[individually] <sup>6</sup>[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

<sup>1</sup> Instruction to the Recipient: use “Credit” or “Grant” as applicable. *Please delete this footnote in final letter that is sent to the Associations.*

<sup>2</sup> Instruction to the Recipient: add text in line with the Grant Agreement if applicable; if not applicable delete it. *Please delete this footnote in final letter that is sent to the Associations*

<sup>3</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>4</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>5</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>6</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.*

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.

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 /

\_\_\_\_\_





