

OFFICIAL DOCUMENTS



Marina Wes
Country Director for the West Bank and Gaza
Middle East and North Africa

14/8 _____, 2018

Mr. Ghassan Kasabreh
Director General
NGO Development Center
P.O. Box 2173
Ramallah, West Bank

**Re: Grant No. TF0A8275 (Gaza Emergency Cash for Work and Self-Employment Support)
Additional Instructions: Disbursement Letter**

Mr. Kasabreh:

I refer to the Grant Agreement (“Agreement”) between the INTERNATIONAL DEVELOPMENT ASSOCIATION, acting as administrator of the Trust Fund for Gaza and West Bank (the “World Bank”), established on October 19, 1993, by Resolution No. 93-11 and IDA 93-7, as amended by Resolution No. 95-6 and IDA 95-3 and Resolution No. 96-11 and IDA 96-7, and as further amended by Resolution No. 99-3 and IDA 99-2 and Resolution No. 03-193 and IDA 03-208, of the Executive Directors of the International Bank for Reconstruction and Development and the International Development Association (the “Trust Fund”), and the NGO Development Center (the “Recipient”) for the above-referenced project, of even date herewith. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF0A8275 (“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 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.

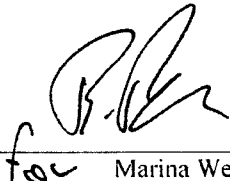
The World Bank may permit the Recipient to electronically deliver applications (with supporting documents) through the World Bank's web-based portal (<https://clientconnection.worldbank.org>) "Client Connection". This option may be effected if the officials designated in writing by the Recipient who 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.

If you have any queries in relation to the above, please contact Eric Ranjeva, Finance Officer at eranjeva@worldbank.org, with copy to Georges Tony Abou Rjaily, Finance Analyst at gabourjaily@worldbank.org using the above reference.

Yours sincerely,


for Marina Wes
Country Director for the West Bank and Gaza
Middle East and North Africa

Attachments

1. Form of Authorized Signatory Letter
2. Statement of Expenditure (SOE)
3. Designated Account Reconciliation Statement

Schedule 1: Disbursement Arrangements

Basic Information					
Grant Number	TF0A8275	Country	West Bank and Gaza	Closing Date	Section IV.B.2. of Schedule 2 to the Grant Agreement.
		Recipient	NGO Development Center		
		Name of the Project	Gaza Emergency Cash for Work and Self-Employment Support	Disbursement Deadline Date	Four months after the closing date.
<i>Subsection 3.7 **</i>					
Disbursement Methods, and Supporting Documentation					
Disbursement Methods	Methods Available	Supporting Documentation			
<i>Section 2 (**)</i>		<i>Subsections 4.3 and 4.4 (**)</i>			
Direct Payment	Yes	Copy of Records			
Reimbursement	Yes	Statement of Expenditure in the format attached to Annex 2			
Designated Account	Yes	<ul style="list-style-type: none"> • Statement of Expenditure in the format attached to Annex 2 • Bank Statement Reconciliation in the format attached to Annex 3 			
Special Commitment	Yes	Copy of Letter of Credit			
Designated Account (Section 5 and 6 **)					
Type	Segregated	Ceiling	Fixed		
Financial Institution – Name	Bank of Palestine - Ramallah	Currency	USD		
Frequency of Reporting, Subsection 6.3 (**)	Monthly	Amount	4,000,000 for the first 18 months following Project Effectiveness and 1,000,000 thereafter		
Minimum Value of Applications (subsection 3.5)					
The Minimum Value of Applications for Reimbursement, Direct Payment and Special Commitment Issuance is 20 percent of the Designated Account outstanding advance.					
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 **)					
A letter in the Form attached (Attachment 2) should be furnished to the World Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications:					
<p>The World Bank West Bank & Gaza Office Jerusalem, Dahiet Al-Barid P.O. Box 54842 Attention: Marina Wes. Country Director</p>					

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. IX
Zagreb 10000 Croatia
Attention: World Bank Group Financing & Accounting (ex-Loan Department)

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

Attachment 1

Form of Authorized Signatory Letter
[Letterhead]
NGO Development Center
[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. TF0A8275 (Gaza Emergency Cash for Work and Self-Employment Support)

I refer to the Grant Agreement ("Agreement") between the [International Bank for Reconstruction and Development/International Development Association] ("World Bank"), acting as [*an implementing agency of the Global Environmental Facility*] [*administrator of the Global Partnership on Output-based Aid*] [*administrator of name of the trust fund*], and [*name of recipient*] (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 [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, 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 World Bank.

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 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.*

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 World Bank.*

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 World Bank.*

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 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]

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 World Bank*

Attachment 2: form of Statement of Expenditures

Statement of Expenditures (SOE) for all other expenditures

Payments made during the period from _____ to _____

Loan No.: _____
 Application No.: _____
 SOE No.: _____

1	2	3	4	5	6	7	8	9	10	11
Article	Supplier's Name	Type of Good or Service (CW/GO/CS/OP/TR) / Brief Description	Currency and Total Amount of Contract	Currency and Total Amount of Invoice Covered by Application	% Financed by IBRD/IDA/IF	Amount Eligible for Financing (5 x 6)	Currency and Amount Paid from Designated Account (if Applicable)	Exchange Rate	Date of Payment	Remarks
TOTALS										

Supporting documents for this SOE retained at _____
 _____ (location)

DESIGNATED ACCOUNT RECONCILIATION STATEMENT

LOAN CREDIT PPF COFINANCIER NUMBER _____
ACCOUNT NUMBER _____ WITH (BANK) _____

- 1. TOTAL ADVANCED BY WORLD BANK (OR COFINANCIER) _____
- 2. LESS: TOTAL AMOUNT RECOVERED BY WORLD BANK - _____
- 3. EQUALS PRESENT OUTSTANDING AMOUNT ADVANCED TO THE SPECIAL ACCOUNT (NUMBER 1 LESS NUMBER 2) = _____

4. BALANCE OF SPECIAL ACCOUNT PER ATTACHED BANK STATEMENT AS OF DATE _____

5. PLUS: TOTAL AMOUNT CLAIMED IN THIS APPLICATION NO. _____ + _____ *

6. PLUS: TOTAL AMOUNT WITHDRAWN AND NOT YET CLAIMED REASON: _____ + _____ *

7. PLUS: AMOUNTS CLAIMED IN PREVIOUS APPLICATIONS NOT YET CREDITED AT DATE OF BANK STATEMENTS

<u>APPLICATION NO.</u>	<u>AMOUNT *</u>
_____	_____
_____	_____

SUBTOTAL OF PREVIOUS APPLICATIONS NOT YET CREDITED + _____

8. MINUS: INTEREST EARNED - _____ *

9. TOTAL ADVANCE ACCOUNTED FOR (NO. 4 THROUGH NO. 9) = _____

10. EXPLANATION OF ANY DIFFERENCE BETWEEN THE TOTALS APPEARING ON LINES 3 AND 9:

11. DATE: _____

SIGNATURE: _____

TITLE: _____