

Date: 30-Oct-2023

Mr. Omar Alieu Touray, Ph.d.
President
ECOWAS Commission
Abuja
Federal Republic of Nigeria

**Re: Advance Agreement for Preparation of the Proposed Health Security Program
in Western and Central Africa
Program Preparation Advance No. V505-3W
Additional Instructions: Disbursement and Financial Information Letter**

Dear Mr. Touray,

I refer to the Advance Agreement (“Agreement”) between the Economic Community of West African States (ECOWAS or “Recipient”) and the International Development Association (“Bank”) for financing activities (“Activities”) facilitating activities (“Activities”) facilitating the preparation of the above-referenced Program. The Standard Conditions, as defined in the Agreement, provide that the Recipient may from time-to-time request withdrawals of Advance amounts from the Advance Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Bank 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 financial reporting requirements specific to the Activities. This letter constitutes such Disbursement and Financial Information Letter (“DFIL”) and may be revised from time to time.

I. Disbursement Arrangements, Withdrawal of funds from the Project Preparation Advance, and Reporting on the uses of funds from the Project Preparation Advance.

(i) Disbursement Arrangements

The table in Schedule 1 of this DFIL sets out the disbursement methods which may be used by the Recipient, information on registration of authorized signatories, processing of Withdrawal Applications (including the processing of advances from the Advance), instructions on supporting documentation, and reporting of advances.

The *Disbursement Guidelines for Investment Project Financing*, dated February 2017 (“Disbursement Guidelines”), are available on the Bank’s secure website “Client Connection” at <https://clientconnection.worldbank.org> and its public website at <https://www.worldbank.org>. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the Disbursement Guidelines apply to the Project Preparation Advance is specified below.

(ii) Withdrawal Applications (Electronic Delivery)

The Recipient shall West African Health Organization (WAHO) deliver Withdrawal Applications (with supporting documents, “Applications”) electronically through the Bank’s web-based portal “ClientConnection” at <https://clientconnection.worldbank.org>. This option will be effective after 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 shall deliver Applications electronically by completing Form 2380, which is accessible through “Client Connection.” By signing the Authorized Signatory Letter, which can be delivered manually or electronically, 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 these means. The Recipient may exercise the option of preparing and delivering 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 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 the Use of Electronic Means to Process Applications and Supporting Documentation, available in the Bank's public website at <https://www.worldbank.org> and “Client Connection” at <https://clientconnection.worldbank.org>; and (b) to cause such officials to abide by those terms and conditions.

II. Financial Reports and Audits

(i) For the Preparation Advance

• **Financial Reports**

The Recipient shall through WAHO prepare and furnish to the Bank not later than forty-five (45) days after the end of each calendar quarter interim unaudited financial reports (“IFRs”) for the Activities covering the quarter.

• **Audits**

Each audit of the Financial Statements shall cover the entire period of the Project Preparation Advance, 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 Bank by the Recipient through WAHO not later than six (6) months after the end of such period.

(a) If, on or before the Refinancing Date, a Refinancing Agreement has been executed by all of its parties, the Recipient shall have the Financial Statements included in the first audit of financial statements required under the Refinancing Agreement.

(b) If, by the Refinancing Date, no Refinancing Agreement has been executed by all of its parties, such audit of the Financial Statements shall cover the period of the Advance, commencing with the fiscal year in which the first withdrawal under the Advance was made. The audited Financial Statements for such period must be furnished to the Bank not later than six (6) months after the end of the Recipient’s fiscal year in which the Refinancing Date occurs.

(c) Notwithstanding the provisions of paragraphs (a) and (b) of above, the Bank may request an audit of the Financial Statements prior to the Refinancing Date, covering such period as is indicated in

its request. The audited Financial Statements for such period shall be furnished to the Bank not later than six (6) months after the end of such period

III. Other Important Information

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the Bank's public website at <https://www.worldbank.org> and "Client Connection" at <https://clientconnection.worldbank.org> the Bank recommends that you register as a user of "Client Connection." From this website, you will be able to prepare and deliver Authorized Signatory Letters and Withdrawal Applications, monitor the near real-time status of the Advance 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 Bank by email at askloans@worldbank.org using the above reference.

Very truly yours,

INTERNATIONAL DEVELOPMENT ASSOCIATION

By Boutheina Guerhazi
Boutheina Guerhazi
Director, Regional Integration
Africa, Middle East and North Africa

Attachments

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

Schedule 1 : Disbursement Provisions

Basic Information					
PPA No.	V505-3W	Country	Western and Central Africa	Refinancing Date	Section 3.03 of Article III to the Advance Agreement.
		Recipient	ECOWAS Commission		
		Name of the Project Preparation Advance	Health Security Program in Western and Central Africa	Disbursement Deadline Date	The disbursement deadline date is the same as the refinancing date.
Disbursement Methods and Supporting Documentation					
Disbursement Methods <i>Section 2 (**)</i>	Methods	Supporting Documentation <i>Subsections 4.3 and 4.4 (**)</i>			
Direct Payment	Yes	Copy of records (e.g., invoices and receipts)			
Reimbursement	Yes	Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL			
Advance (into a Designated Account)	Yes	Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL			
Special Commitments	No	Copy of Letter of Credit (including pro forma invoice(s), if cited in the Letter of Credit)			
Designated Account (Sections 5 and 6 **)					
Type	Segregated - managed by WAHO		Ceiling	Fixed	
Financial Institution - Name	To be established at a financial institution acceptable to the Bank		Currency	USD	
Frequency of Reporting <i>Subsection 6.3 (**)</i>	Monthly		Amount	150,000	
Minimum Value of Applications (subsection 3.5)					
The minimum value of applications for Reimbursement, and Direct Payment is USD_30,000 equivalent.					
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 **)					
The form for Authorized Signatory Letter is provided in Attachment 1 of this letter. The ASL and all Withdrawal Applications corresponding to this Project Preparation Advance, with their supporting documentation, will be submitted electronically via the Bank's "Client Connection" system.					
Additional Information					
None					
Other					
None					

Attachment 1 – 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]

**Program Preparation Advance No. V505-3W
Advance Agreement for Preparation of the Proposed Health Security Program in Western and
Central Africa**

Dear [Country Director]:

I refer to the Advance Agreement (Agreement”) between the International Bank for Reconstruction and Development (“Bank”) and [Recipient Name] (“Recipient”), providing for the above Project Preparation Advance. For the purposes of Section 2.02 of the General Conditions as defined in the Agreement, any ¹ [one/two/three] of the persons whose authenticated specimen signatures appear below is/are authorized on behalf of the Recipient to sign applications for withdrawal [and applications for a special commitment] under this Preparation Advance:

For the purpose of delivering the Applications to the Bank, ² [one/two/three] of the persons whose authenticated specimen signatures appear below is/are authorized on behalf of the Recipient, acting [individually³ / jointly⁴] to deliver the Applications and evidence in support thereof on the terms and conditions specified by the Bank.

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 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 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 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 Bank.*

This Authorization also confirms that the Recipient is authorizing such persons to accept Secure Identification Credentials (SIDC) and to deliver the Applications and supporting documents to the Bank including by electronic means. The Bank shall rely upon such representations and warranties, including 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 Bank that it will cause such persons to abide by those terms and conditions.

This Authorization replaces and supersedes any Authorization currently in the Bank records with respect to the Agreement(s) referred to in the subject line of this Authorization.

Signatory Details

Name	Position	Email ID
[Signatory Name]	[Title]	[Email]

Specimen Signatures

Signatory Name	Signature 1	Signature 2	Signature 3
[User Name]			
[User Name]			

Yours truly,

/ signed /

[Position]

Attachment 2 – Statement of Expenditures

IDA - International Development Association
Statement of Expenditures

Payment made during the period from to

The following expenditures have been incurred during the retroactive financing period (please tick)

Yes	No
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 The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick)

Yes	No
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Financier	
Loan/Credit/Grant #	
Application #	
Category #	
Page #	

											ONLY for the Designated Account		
1	2	3	4	5	6	7	8	9	10	11	13	14	15
Item No	Supplier's Name	Brief Description of the expenditure	Prior Review Contract? (YES or NO)	Contract # (Client Connection # for Prior Review contracts)	Contract currency and amount (original + amendment)	Invoice number	Date of payment	Total amount of invoice covered by Application (net of retention)	% Financed by the Bank	Eligible Amount (Col 9 X 10)	Exchange rate	Date of Withdrawal from the Designated Account	Amount Withdrawn from the Designated Account (Col 11 / 12)
									0.00	0.00	TOTAL		0.00

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

A separate form should be used for each category