



GRANT NUMBER D625-TV

Financing Agreement

(Tuvalu Learning Project)

between

TUVALU

and

INTERNATIONAL DEVELOPMENT ASSOCIATION



FINANCING AGREEMENT

AGREEMENT dated as of the Signature Date between TUVALU (“Recipient”) and INTERNATIONAL DEVELOPMENT ASSOCIATION (“Association”). The Recipient and the Association hereby agree as follows:

ARTICLE I — GENERAL CONDITIONS; DEFINITIONS

- 1.01. The General Conditions (as defined in the Appendix to this Agreement) apply to and form part of this Agreement.
- 1.02. Unless the context requires otherwise, the capitalized terms used in this Agreement have the meanings ascribed to them in the General Conditions or in the Appendix to this Agreement.

ARTICLE II — FINANCING

- 2.01. The Association agrees to extend to the Recipient a grant, which is deemed as Concessional Financing for purposes of the General Conditions, in an amount equivalent to ten million three hundred thousand Special Drawing Rights (SDR 10,300,000) (“Financing”), to assist in financing the project described in Schedule 1 to this Agreement (“Project”).
- 2.02. The Recipient may withdraw the proceeds of the Financing in accordance with Section III of Schedule 2 to this Agreement.
- 2.03. The Maximum Commitment Charge Rate is one-half of one percent (1/2 of 1%) per annum on the Unwithdrawn Financing Balance.
- 2.04. The Payment Dates are February 15 and August 15 in each year.
- 2.05. The Payment Currency is Dollar.

ARTICLE III — PROJECT

- 3.01. The Recipient declares its commitment to the objectives of the Project. To this end, the Recipient shall carry out Parts 1, 2, 3, and 4.1 of the Project through its Ministry of Education, Youth and Sports, and Part 4.2 of the Project through its Ministry of Finance, all in accordance with the provisions of Article V of the General Conditions and Schedule 2 to this Agreement.

ARTICLE IV — EFFECTIVENESS; TERMINATION

- 4.01. The Effectiveness Deadline is the date ninety (90) days after the Signature Date.
- 4.02. For purposes of Section 10.05 (b) of the General Conditions, the date on which the obligations of the Recipient under this Agreement (other than those providing for payment obligations) shall terminate is twenty (20) years after the Signature Date.

ARTICLE V — REPRESENTATIVE; ADDRESSES

- 5.01. The Recipient's Representative is its minister at the time responsible for finance.
- 5.02. For purposes of Section 11.01 of the General Conditions: (a) the Recipient's address is:

Ministry of Finance
Vaiaku
Funafuti
Tuvalu; and

- (b) the Recipient's Electronic Address is:

E-mail:
spaeniu@gov.tv

- 5.03. For purposes of Section 11.01 of the General Conditions: (a) The Association's address is:

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

- (b) the Association's Electronic Address is:

Facsimile: E-mail:
1-202-477-6391 cdpngpacific@worldbank.org

AGREED as of the Signature Date.

TUVALU

By



Authorized Representative

Name: Seve Paeniu

Title: Hon Mr

Date: 28-Jun-2020

INTERNATIONAL DEVELOPMENT ASSOCIATION

By



Authorized Representative

Name: Michel Kerf

Title: Country Director, PNG & Pacific Islands

Date: 26-Jun-2020

SCHEDULE 1

Project Description

The objectives of the Project are to improve the readiness of children entering first grade and improve the reading skills of students.

The Project consists of the following parts:

Part 1. Strengthening Early Childhood Care and Education and School Readiness for all Children

1.1 Strengthening the delivery of ECCE services

Carrying out activities designed to improve the quality of Early Childhood Care and Education (“ECCE”) services delivered to children, including: (a) training and mentoring ECCE teachers on implementing the ECCE curriculum and playgroup methodology; (b) supporting weekly playgroups at ECCE Centers; (c) providing playgroup and pre-school learning materials and resources; (d) developing and providing reading resources to ECCE Centers, including training teachers on developing reading resources; and (e) supporting regular nurse visits to ECCE Centers to carry out child health and hygiene monitoring and parenting awareness activities.

1.2 Conduct public awareness program and community outreach

- (a) Preparing and conducting surveys and awareness campaigns designed to, *inter alia*, raise the understanding of parents, caregivers, churches and community leaders on the importance of early childhood stimulation, preschool participation, nutrition and health for school readiness, and build awareness and knowledge on climate health impacts.
- (b) Implementing recommendations and activities identified the assessments conducted under Part 3.2(a) of the Project, all selected in accordance with the criteria and procedures detailed in the Process and Procedures Manual.

Part 2. Improving Literacy Outcomes in all Schools

2.1 Implementation of the Tuvalu Reading Program

Carrying out activities designed to implement the Tuvalu Reading Program, including (a) developing, producing and/or revising learning and teaching materials and equipment; (b) piloting lessons and materials and revising materials as required; (c) providing schools with materials developed; (d) conducting training for teachers and school staff on the Tuvalu Reading Program;

and (e) coaching and mentoring teachers to support their implementation of the Tuvalu Reading Program.

2.2 *Strengthening literacy in all schools through teaching and learning innovations and enrichment activities*

Carrying out activities designed to strengthen literacy in all schools, including: (a) developing new, and adapting existing, e-learning resources and e-learning library to align with the curriculum and context; (b) supporting distance professional development and coaching of teachers in the Recipient's outer islands; (c) providing equipment, training, and software to establish new, and strengthen existing, information and communications technology centers for schools; (d) developing and implementing an e-reader pilot to increase the reading materials available to students; (e) supporting additional learning enrichment activities, including digital literacy, computer classes, digitized gamification of literacy concepts, phonics for emergent readers, educational videos, and learning through sports; (f) supporting training and engagement of teachers on the use of digitized resources and education technology intervention introduced under this Part 2.2 of the Project; (g) supporting the installation and maintenance of satellite internet connectivity equipment and internet costs for schools; and (h) implementing recommendations and activities identified through the studies conducted under Part 3.1 of the Project, all selected in accordance with the criteria and procedures detailed in the Process and Procedures Manual.

Part 3. Research, Learning Assessment and Policy Review

3.1 *Strategic research, surveys and analysis*

Carrying out activities designed to inform the Recipient's education policies, including: (a) conducting a study on student and teacher absenteeism; (b) conducting a gender analysis on enrollment and retention, including providing recommendations for improving education outcomes for boys; (c) conducting a workforce planning exercise to support improved management of Ministry of Education, Youth and Sports staff; (d) conducting studies to identify teaching and learning efficiency; and (e) disseminating results and key messages derived from the studies, analysis and exercise conducted under this Part 3.1 of the Project.

3.2 *Strengthening the education policy framework*

Carrying out activities designed to strengthen the Recipient's education policy framework, including: (a) conducting assessments and developing recommendations to improve the health and nutrition of preschool and school-aged children; (b) conducting curriculum reviews to develop goals and objectives for improved curricula for students; (c) providing technical assistance to review and strengthen existing school leader and teacher training and appraisals; (d)

implementing activities from the Disability and Inclusive Education Plan selected in accordance with the criteria and procedures detailed in the Process and Procedures Manual; (e) supporting distribution of information collected through the Recipient's education management information system with schools and communities; and (f) conducting two national conferences to improve ECCE.

3.3 Measurements of school readiness and student learning

- (a) Developing and undertaking surveys to assess school readiness and reading skills of children in early grades, including: (i) providing technical assistance to develop instruments, pilot, clean and analyze data, and produce reports and other dissemination materials; (ii) training enumerators to carry out the surveys; and (iii) supporting data collection and analysis.
- (b) Supporting the review and strengthening of lesson observation tools to guide teacher coaching and training at the ECCE and lower primary levels.

Part 4. Strengthening institutional capacity, monitoring and evaluation and education sector management

4.1 Project Management Support

Providing technical and operational assistance to the Ministry of Education, Youth and Sports on the management, implementation, monitoring and evaluation of the Project.

4.2 Central Project Management Office

Supporting the establishment and operation of a Central Project Management Office ("CPMO") to provide preparatory, implementation and capacity building support to projects financed by the Bank and/or the Association in the Recipient's territory.

SCHEDULE 2

Project Execution

Section I. Implementation Arrangements

A. Institutional Arrangements

Project Steering Committee

1. The Recipient shall, by no later than three (3) months after the Effective Date (or such later date which, after consideration of the reasons for the delay, the Association has confirmed in writing is acceptable to the Association in its sole discretion) establish, and thereafter maintain until the Closing Date, a Project Steering Committee, with a mandate, composition and resources satisfactory to the Association, which shall be: (a) responsible for, *inter alia*, providing strategic direction and oversight of Parts 1, 2, 3, and 4.1 of the Project; (b) chaired by the Permanent Secretary of the Ministry of Education, Youth and Sports (or their designee); and (c) composed of, *inter alia*: (i) Permanent Secretary of the Ministry of Finance (or their designee); (ii) the Permanent Secretary of the Ministry of Health, Social Welfare and Gender Affairs (or their designee); (iii) the Permanent Secretary of the Ministry of Local Government and Agriculture (or their designee); and (iv) representative from the Kaupule.

Ministry of Education, Youth and Sports

2. The Recipient shall vest in the Ministry of Education, Youth and Sports the overall implementation responsibility of Parts 1, 2, 3, and 4.1 of the Project, including the responsibility for carrying out day-to-day management and implementation of such parts of the Project, with support from CPMO.
3. Without limitation to the generality of Sections I.A.2 above, the Recipient shall, by no later than three (3) months after the Effective Date (or such later date which, after consideration of the reasons for the delay, the Association has confirmed in writing is acceptable to the Association in its sole discretion), recruit or appoint, and thereafter maintain until the Closing Date, a Project coordinator and a deputy Project coordinator within the Ministry of Education, Youth and Sports, each with terms of reference, qualifications and experience satisfactory to the Association, who shall be responsible for leading the day-to-day management and implementation of Parts 1, 2, 3, and 4.1 of the Project and coordinating with other government ministries and agencies and relevant stakeholders on all aspects of the implementation of such parts of the Project.

Ministry of Finance

4. The Recipient shall vest in the Ministry of Finance the overall implementation responsibility of Part 4.2 of the Project.

Central Project Management Office

5. Without limitation to the generality of Sections I.A.4. above, the Recipient shall, by no later than three (3) months after the Effective Date (or such later date which, after consideration of the reasons for the delay, the Association has confirmed in writing is acceptable to the Association in its sole discretion), establish, and thereafter maintain until the Closing Date, a CPMO within the Ministry of Finance, with a mandate, composition and resources satisfactory to the Association, which shall be responsible for, *inter alia*: (a) providing preparatory, implementation and advisory support to projects financed by the Bank and/or the Association in the Recipient's territory; (b) carrying out capacity building activities for staff and consultants of the Recipient working on such projects; and (c) for the purposes of the Project, providing procurement, financial management, environmental and social, and monitoring and evaluation support for the Project. Without limitation to the generality of the foregoing, and unless otherwise agreed with the Association in writing, the CPMO shall be composed of experts, each with terms of reference, qualifications and experience satisfactory to the Association, on areas relevant to project implementation, including but not limited to, project management, procurement, financial management, environmental and social risk advice and compliance, and monitoring and evaluation.
6. The Recipient shall, by no later than three (3) months after the Effective Date (or such later date which, after consideration of the reasons for the delay, the Association has confirmed in writing is acceptable to the Association in its sole discretion), recruit or appoint, and thereafter maintain until the Closing Date, a procurement advisor within the CPMO, with terms of reference, qualifications and experience satisfactory to the Association.

B. Process and Procedures Manual

1. The Recipient, through its Ministry of Education, Youth and Sports, shall:
 - (a) prepare a manual, in form and substance satisfactory to the Association, for the purpose of ensuring proper implementation of Parts 1, 2, 3, and 4.1 the Project. The said manual shall include, *inter alia*, the description of: (i) implementation arrangements; (ii) the procurement procedures and standard procurement documentation; (iii) reporting requirements, financial management procedures and audit procedures; (iv) the Project performance indicators; (v) implementation arrangements for the Environmental and Social Commitment Plan ("ESCP") and the

environmental and social instruments; (vi) monitoring and evaluation arrangements; (vii) arrangements to ensure the protection and appropriate collection, use, management and storage of personal data collected through the Project; (viii) communication arrangements; and (ix) the criteria and procedures for selecting any additional activities to be carried out under Part 1.2(b), 2.2(g) and Part 3.2(d) of the Project;

- (b) (i) furnish to, and exchange views with, the Association on such manual promptly upon its preparation; (ii) not later than three (3) months after Effective Date (or such later date which, after consideration of the reasons for the delay, the Association has confirmed in writing is acceptable to the Association in its sole discretion), adopt such manual as shall have been approved by the Association (“Process and Procedures Manual”); and (iii) thereafter implement the Project in accordance with the Process and Procedures Manual;
 - (c) not amend, suspend, abrogate, repeal or waive any provisions of the Process and Procedures Manual without the prior written agreement of the Association; and
 - (d) with the prior written agreement of the Association, update the Process and Procedures Manual, as necessary, at all times ensuring compliance thereof with the terms of this Agreement.
2. In the event of any conflict between the provisions of the Process and Procedures Manual and those of this Agreement, the provisions of this Agreement shall prevail.

C. CPMO Standard Operating Procedures

1. The Recipient, through its Ministry of Finance, shall:
- (a) prepare standard operating procedures, in form and substance satisfactory to the Association, for the purpose of ensuring effective institutional arrangements for the day to day operation of the CPMO. The said standard operating procedures shall include, *inter alia*, the description of: (i) the operations and service standards of the CPMO; (ii) the coordination between the CPMO, implementing agencies and other relevant stakeholders; (iii) the preparation and submission of relevant reports to development partners, including the Association; and (iv) any other institutional arrangements necessary for the implementation of the Project and other development projects to be supported by the CPMO;

- (b) (i) furnish to, and exchange views with, the Association on such standard operating procedures promptly upon its preparation; (ii) not later than three (3) months after Effective Date (or such later date which, after consideration of the reasons for the delay, the Association has confirmed in writing is acceptable to the Association in its sole discretion), adopt such standard operating procedures as shall have been approved by the Association (“CPMO Standard Operating Procedures”); and (iii) thereafter operate the CPMO in accordance with the CPMO Standard Operating Procedures;
 - (c) not amend, suspend, abrogate, repeal or waive any provisions of the CPMO Standard Operating Procedures without the prior written agreement of the Association; and
 - (d) with the prior written agreement of the Association, update the CPMO Standard Operating Procedures, as necessary, at all times ensuring compliance thereof with the terms of this Agreement.
3. In the event of any conflict between the provisions of the CPMO Standard Operating Procedures and those of this Agreement, the provisions of this Agreement shall prevail.

D. Annual Work Plans and Budgets

- 1. The Recipient shall prepare and furnish to the Association, by not later than August 30 of each year during the implementation of the Project (or such later date which, after consideration of the reasons for the delay, the Association has confirmed in writing is acceptable to the Association in its sole discretion), for the Association’s review and no-objection, an Annual Work Plan and Budget containing all eligible Project activities and expenditures (including Operating Costs and Training and Workshops) proposed to be included in the Project for the following fiscal year of the Recipient, including a specification of the source or sources of financing for all Eligible Expenditures, and measures taken or planned to be taken in accordance with the provisions of Section I.E of this Schedule 2.
- 2. The Recipient shall ensure that the Project is implemented in accordance with the Annual Work Plans and Budgets accepted by the Association for the Recipient’s respective fiscal year; provided, however, that in case of any conflict between the Annual Work Plans and Budgets and the provisions of this Agreement, the provisions of this Agreement shall prevail.

3. The Recipient shall not make or allow to be made any change to the Annual Work Plans and Budgets, unless the Association has provided its prior no-objection thereof in writing.

E. Environmental and Social Standards

1. The Recipient shall ensure that the Project is carried out in accordance with the Environmental and Social Standards, in a manner acceptable to the Association.
2. Without limitation upon paragraph 1 above, the Recipient shall ensure that the Project is implemented in accordance with the Environmental and Social Commitment Plan (“ESCP”), in a manner acceptable to the Association. To this end, the Recipient shall ensure that:
 - (a) the measures and actions specified in the ESCP are implemented with due diligence and efficiency, and as further specified in the ESCP;
 - (b) sufficient funds are available to cover the costs of implementing the ESCP;
 - (c) policies, procedures and qualified staff are maintained to enable it to implement the ESCP, as further specified in the ESCP; and
 - (d) the ESCP or any provision thereof, is not amended, revised or waived, except as the Association shall otherwise agree in writing and the Recipient has, thereafter, disclosed the revised ESCP.
3. In case of any inconsistencies between the ESCP and the provisions of this Agreement, the provisions of this Agreement shall prevail.
4. The Recipient shall:
 - (a) take all measures necessary on its part to collect, compile, and furnish to the Association through regular reports, with the frequency specified in the ESCP, and promptly in a separate report or reports, if so requested by the Association, information on the status of compliance with the ESCP and the management tools and instruments referred to therein, all such reports in form and substance acceptable to the Association, setting out, *inter alia*: (i) the status of implementation of the ESCP; (ii) conditions, if any, which interfere or threaten to interfere with the implementation of the ESCP; and (iii) corrective and preventive measures taken or required to be taken to address such conditions; and
 - (b) promptly notify the Association of any incident or accident related to or having an impact on the Project which has, or is likely to have, a significant adverse effect on the environment, the affected communities, the public or

workers in accordance with the ESCP, the instruments referenced therein and the Environmental and Social Standards.

5. The Recipient shall maintain and publicize the availability of a grievance mechanism, in form and substance satisfactory to the Association, to hear and determine fairly and in good faith all complaints raised in relation to the Project and take all measures necessary to implement the determinations made by such mechanism in a manner satisfactory to the Association.

Section II. Project Monitoring, Reporting and Evaluation

Project Reports

1. The Recipient shall furnish to the Association each Project Report not later than forty-five (45) days after the end of each calendar semester, covering the calendar semester.

Mid-Term Review

2. The Recipient shall carry out, jointly with the Association, not later than three (3) years after the Effective Date (or such later date which, after consideration of the reasons for the delay, the Association has confirmed in writing is acceptable to the Association in its sole discretion), a mid-term review of the Project (“Mid-Term Review”) to assess the status of Project implementation, as measured against the Project indicators acceptable to the Association, and compliance with the legal covenants included or referred to in this Agreement. Such review shall include an assessment of the following: (a) overall progress in implementation; (b) results of monitoring and evaluation activities; (c) progress on procurement and disbursement; (d) progress on implementation of environmental or social risk mitigation measures; (e) implementation arrangements and Project staff turnover; and (f) the need to make any adjustments to the Project to improve performance. To this end, the Recipient shall:
 - (i) prepare and furnish to the Association, at least one (1) month before the date of the Mid-Term Review, a report, in scope and detail satisfactory to the Association and integrating the results of the monitoring and evaluation activities performed pursuant to Section II.1 of this Schedule 2 and the General Conditions, on the progress achieved in the carrying out of the Project during the period preceding the date of such report and setting out the measures recommended to ensure the efficient carrying out of the Project and the achievement of the objectives thereof; and
 - (ii) review, jointly with the Association, the report referred to in the preceding paragraph and thereafter take all measures required to ensure the efficient completion of the Project and the achievement of the objectives thereof,

based on the conclusions and recommendations of such report and the Association's views on the matter.

Section III. Withdrawal of the Proceeds of the Financing

A. General

Without limitation upon the provisions of Article II of the General Conditions and in accordance with the Disbursement and Financial Information Letter, the Recipient may withdraw the proceeds of the Financing to finance Eligible Expenditures in the amount allocated and, if applicable, up to the percentage set forth against each Category of the following table:

| Category | Amount of the Financing Allocated (expressed in SDR) | Percentage of Expenditures to be Financed (inclusive of Taxes) |
|---|---|---|
| (1) Goods, non-consulting services, consulting services, Operating Costs, and Training and Workshops for Parts 1, 2, 3 and 4.1 of the Project | 8,100,000 | 100% |
| (2) Goods, non-consulting services, consulting services, Operating Costs, and Training and Workshop for Part 4.2 of the Project | 2,200,000 | 100% |
| TOTAL AMOUNT | 10,300,000 | |

B. Withdrawal Conditions; Withdrawal Period

1. Notwithstanding the provisions of Part A above, no withdrawal shall be made for payments made prior to the Signature Date, except that withdrawals up to an aggregate amount not to exceed SDR600,000 may be made for payments made prior to this date but on or after January 1, 2020, for Eligible Expenditures under Category (1) and/or (2).
2. The Closing Date is December 31, 2025.

APPENDIX

Definitions

1. “Annual Work Plan and Budget” means each annual work plan and budget (including related cash forecasts) for the implementation of the Project accepted by the Association, referred to in Section I.D. of Schedule 2 to this Agreement; and “Annual Work Plans and Budgets” means, collectively, all such plans and budgets.
2. “Anti-Corruption Guidelines” means, for purposes of paragraph 5 of the Appendix to the General Conditions, the “Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants”, dated October 15, 2006 and revised in January 2011 and as of July 1, 2016.
3. “Category” means a category set forth in the table in Section III.A of Schedule 2 to this Agreement.
4. “Central Project Management Office” or its acronym “CPMO” means the Recipient’s office to be established within the Ministry of Finance in accordance with Section I.A.5. of Schedule 2 to this Agreement.
5. “CPMO Standard Operating Procedures” means the Recipient’s standard operating procedures for the CPMO, to be prepared and adopted in accordance with Section I.C. of Schedule 2 to this Agreement.
6. “Disability and Inclusive Education Plan” means the Recipient’s plan being prepared to guide implementation of inclusive education. .
7. “Early Childhood Care and Education” or its acronym “ECCE” means education services for children under six years of age aimed at improving child development outcomes, primarily in the areas of education, health and hygiene, and child protection.
8. “ECCE Centers” means the Ministry of Education, Youth and Sports’ Early Childhood Care and Education Centers providing ECCE services to children and their communities.
9. “Environmental and Social Commitment Plan” or its acronym “ESCP” means the Recipient’s environmental and social commitment plan, acceptable to the Association, dated April 28, 2020, which sets out a summary of the material measures and actions to address the potential environmental and social risks and impacts of the Project, including the timing of the actions and measures, institutional, staffing, training, monitoring and reporting arrangements, and any

instruments to be prepared thereunder; as the ESCP may be revised from time to time, with prior written agreement of the Association, and such term includes any annexes or schedules to such plan.

10. “Environmental and Social Standards” means, collectively: (i) “Environmental and Social Standard 1: Assessment and Management of Environmental and Social Risks and Impacts”; (ii) “Environmental and Social Standard 2: Labor and Working Conditions”; (iii) “Environmental and Social Standard 3: Resource Efficiency and Pollution Prevention and Management”; (iv) “Environmental and Social Standard 4: Community Health and Safety”; (v) “Environmental and Social Standard 5: Land Acquisition, Restrictions on Land Use and Involuntary Resettlement”; (vi) “Environmental and Social Standard 6: Biodiversity Conservation and Sustainable Management of Living Natural Resources”; (vii) “Environmental and Social Standard 7: Indigenous Peoples/Sub-Saharan Historically Underserved Traditional Local Communities”; (viii) “Environmental and Social Standard 8: Cultural Heritage”; (ix) “Environmental and Social Standard 9: Financial Intermediaries”; (x) “Environmental and Social Standard 10: Stakeholder Engagement and Information Disclosure”; effective on October 1, 2018, as published by the Association on its website.
11. “General Conditions” means the “International Development Association General Conditions for IDA Financing, Investment Project Financing”, dated December 14, 2018.
12. “Kaupule” means the local government authorities established and operating as the executive arm of the *Falekaupule* (traditional assembly in each of the Recipient’s islands) pursuant to the Recipient’s Falekaupule Act of 1998 (CAP 4.08).
13. “Mid-Term Review” shall have the meaning ascribed to it in Section II.2. of Schedule 2 to this Agreement.
14. “Ministry of Education, Youth and Sports” means the Recipient’s Ministry of Education, Youth and Sports, or any successor thereto.
15. “Ministry of Finance” means the Recipient’s Ministry of Finance, or any successor thereto.
16. “Ministry of Health, Social Welfare and Gender Affairs” means the Recipient’s Ministry of Health, Social Welfare and Gender Affairs, or any successor thereto.
17. “Ministry of Local Government and Agriculture” means the Recipient’s Ministry of Local Government and Agriculture, or any successor thereto.
18. “Operating Costs” means the reasonable incremental expenses incurred by the Recipient on account of the implementation, management and monitoring and

evaluation of the Project, based on the Annual Work Plans and Budgets accepted ex-ante by the Association, including rental of office space, office supplies, bank charges, communications, advertising expenses, utilities, stationery, vehicle operation, maintenance, insurance and transportation costs, but excluding salaries, fees, honoraria, bonuses, and any other salary supplements of the Recipient's civil servants.

19. "Process and Procedures Manual" means the Recipient's manual to be prepared and adopted in accordance with Section I.B. of Schedule II to this Agreement.
20. "Procurement Regulations" means, for purposes of paragraph 87 of the Appendix to the General Conditions, the "World Bank Procurement Regulations for IPF Borrowers", dated July 2016, revised November 2017 and August 2018.
21. "Project Steering Committee" means the Recipient's committee, to be established in accordance with Section I.A.1. of Schedule 2 to this Agreement.
22. "Signature Date" means the later of the two dates on which the Recipient and the Association signed this Agreement and such definition applies to all references to "the date of the Financing Agreement" in the General Conditions.
23. "Training and Workshops" means the reasonable costs of training and workshop activities under the Project, based on the Annual Work Plans and Budgets accepted ex-ante by the Association, including preparation and reproduction of training materials, rental of facilities, reasonable transportation costs, per diem of trainers and trainees (if applicable), and any other expenses directly related to course preparation and implementation.
24. "Tuvalu Reading Program" means the Recipient's teaching methodology for teachers to improve Tuvaluan language reading, understanding and writing skills through the use of explicit instruction for teachers of students in grades 1 to 3.