

Date: 09-Oct-2020

Ms. Sherin Varkey
Representative, a.i
UNICEF, the United Nations Children's Fund
Sana'a
Republic of Yemen

(Attention: The Representative)

Re: Grant No. TF0B4056
(Fifth Additional Financing for Yemen Emergency Crisis Response Project)
Additional Instructions: Disbursement and Financial Information Letter

Dear Sir, Madam,

I refer to the Grant Agreement between UNITED NATIONS CHILDREN'S FUND (for the benefit of the Republic of Yemen) (the "Recipient") and the INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT and INTERNATIONAL DEVELOPMENT ASSOCIATION (the "Bank") for the above-referenced Project of even date herewith. The Standard Conditions, as defined in the Grant Agreement, provide that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant No. TF0B4056 ("Grant"), and may set out Project specific financial reporting requirements. This letter ("Disbursement and Financial Information Letter"), as revised from time to time, constitutes such additional instructions.

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

The *World Bank Disbursement Guidelines for Projects*, dated February 1, 2017, ("Disbursement Guidelines") are available in the World Bank's public website at <https://www.worldbank.org>, and are an integral part of the Disbursement and Financial Information 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.

(i) Disbursement Arrangements

General Provisions (Schedule 1). The table in Schedule 1 sets out the disbursement method 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 Advance.

(ii) Electronic Delivery. Section 7.01(c) of the Standard Conditions.

The Recipient shall deliver Withdrawal Applications (with supporting documents) electronically through the Bank's web-based portal (<https://clientconnection.worldbank.org>) "Client Connection". This option will be effected

once 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 Withdrawal 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 Withdrawal 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 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 Withdrawal Applications and Supporting Documentation, available in the 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. Financial Reports and Audits. Section 2.07 (a) and (b) of the Standard Conditions.

- (i) **Financial Reports.** The Recipient shall prepare and furnish to the Bank not later than forty-five (45) days after the end of each calendar quarter, interim unaudited financial reports (“IFR”) for the Project covering the quarter.
- (ii) **Audits.** The Recipient shall ensure that the audit of the Project is governed by: (a) Article XIV of the Financial Regulations; and (b) the Financial Management Framework Agreement..

III. Other 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 Bank recommends that you register as a user of “Client Connection”. From this website you will be able to prepare and deliver Withdrawal 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 Bank by email at askloans@worldbank.org.

Yours sincerely,

By:  _____

Marina Wes
Country Director for Egypt, Yemen and Djibouti
Middle East and North Africa Region

Attachments

- 1. Form of Authorized Signatory Letter.
- 2. Interim unaudited Financial Report (IFR).

Schedule 1 : Disbursement Provisions

Basic Information					
Grant Number	TF0B4056	Country	Republic of Yemen	Closing Date	Section IV.B.5. of Schedule 2 to the Grant Agreement.
		Recipient	UNICEF		
		Name of the Project	Fifth Additional Financing for Yemen Emergency Crisis Response Project	Disbursement Deadline Date <i>Subsection 3.7 **</i>	Four months after the closing 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	No	Not Applicable			
Reimbursement	No	Not Applicable			
Advance	Yes	Interim unaudited Financial Report (IFR in the format provided in Attachment 2 of the DFIL)			
Special Commitments	No	Not Applicable			
Advance (Sections 5 and 6 **)					
Type	All advances made by the Bank will be deposited into an official UNICEF bank account in accordance with the provisions of applicable provisions of the Financial Regulations and Rules of UNITED NATIONS CHILDREN’S FUND		Ceiling	Variable, forecast for six (6) months of implementation as provided in the Interim Financial Report	
Financial Institution – Name	Not Applicable		Currency	USD	
Frequency of Reporting <i>Subsection 6.3 (**)</i>	Same as Interim Unaudited Financial Report		Amount	Not Applicable	
Minimum Value of Applications (subsection 3.5)					
Not Applicable.					
Authorized Signatures (<i>Subsection 3.1 and 3.2 **</i>) <i>The form for Authorized Signatories Letter is provided in Attachment 1 of this letter</i>					
Withdrawal and Documentation Applications (<i>Subsection 3.3 and 3.4 **</i>)					
<p>A letter in the Form attached (Attachment 2) should be furnished to the Bank at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Withdrawal Applications:</p> <p style="padding-left: 40px;">The World Bank 1818 H Street, N.W. Washington, D.C. 20433 United States of America Attention: Marina Wes, Country Director</p> <p>All Withdrawal Applications and its supporting documentation will be electronically sent via the Bank’s web-portal “Client Connection”</p>					

Others

Acknowledging the nature and the design of Part A of the Fifth Additional Financing for the Yemen Emergency Crisis Response Project which provides cash to identified beneficiaries through third party payment agencies, the Recipient commits and confirms to the Bank that: (1) no central government institution will receive any payments, directly or indirectly, using proceeds provided from the Grant; and (2) should UNICEF require to make payments or transfer funds through central government officials or employees, UNICEF will obtain written prior approval from the Bank.

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

Form of Authorized Signatory Letter

[Letterhead]
UNICEF
[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. TF0B4056
(Fifth Additional Financing for Yemen Emergency Crisis Response Project)**

I refer to the Grant Agreement (“Agreement”) between the International Bank for Reconstruction and Development and International Development Association (“World Bank”), acting as administrator of the Yemen Emergency Multi-Donor Trust Fund, and United Nations Children’s Fund (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 ¹[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] [Association], 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

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/Association.*

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/Association.*

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/Association.*

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/Association.*

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 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/Association.*

Interim Unaudited Financial Statements

UNITED NATIONS CHILDREN'S FUND (UNICEF)



OTHER RESOURCES CONTRIBUTION RECEIVED FROM:

DONOR STATEMENT BY ACTIVITY (UNCERTIFIED) FROM 01 JANUARY 2019 TO 30 JUNE 2021 IN US DOLLARS

Status of Contribution

External Reference:

Description:

Contribution Reference:

Effective Date: 01.01.2019

Expiry Date: 30.06.2021

Recipient Office(s): South Sudan

Agreement Currency: USD

Agreement Amount: USD 0.00

Funds Received: USD 0.00

Refunds: USD 0.00

Funds Receivable: USD 0.00

Summary of Expenditures (USD)

Description	Cumulative Expenditure
Programmable Expenditure:	0.00
Indirect support cost	0.00
Total:	0.00
Funds Received in USD:	0.00
Unspent Balance:	0.00

Summary of Expenditures by Recipient Office (USD)

Country/Regional Office	Incurred Expense		Cash Advances and Prepayments	Cumulative Expenditure	Commitments*
	2019 - 2020	2021			
South Sudan	0.00	0.00	0.00	0.00	0.00

* "Commitments" include undelivered purchase orders, payment commitments for implementing partners and travel advances approved but not yet paid. The amounts shown in this column represent the status and value of the commitment as at the date the report is produced. As goods are received and commitments in respect of implementing partners and travel advances are paid these amounts will be added to "incurred expense".

UNITED NATIONS CHILDREN'S FUND (UNICEF)



OTHER RESOURCES CONTRIBUTION RECEIVED FROM:

DONOR STATEMENT BY ACTIVITY (UNCERTIFIED) FROM 01 JANUARY 2019 TO 30 JUNE 2021 IN US DOLLARS

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Details of Expenditures by Activity - Office:

South Sudan

Outcome / Output / Activity Description	Incurred Expense		Cash Advances and	Cumulative	Commitments*
	2019 - 2020	2021	Prepayments	Expenditure	
Outcome 001 WBS2	0.00	0.00	0.00	0.00	0.00
Component 1: Delivery of Health Services	0.00	0.00	0.00	0.00	0.00
1.1 Delivery of essential health services package	0.00	0.00	0.00	0.00	0.00
Staff and Other Personnel Costs	0.00	0.00	0.00	0.00	0.00
Supplies and Commodities	0.00	0.00	0.00	0.00	0.00
Equipment, Vehicles and Furniture	0.00	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Transfers and Grants to Counterparts	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
1.2 State level coordination	0.00	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
1.3 Procurement, transport and prepositioning of supplies	0.00	0.00	0.00	0.00	0.00
Supplies and Commodities	0.00	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
1.4 Technical assistance, supervision and monitoring	0.00	0.00	0.00	0.00	0.00
Supplies and Commodities	0.00	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
1.5 Due diligence and risk mitigation	0.00	0.00	0.00	0.00	0.00
Staff and Other Personnel Costs	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
1.6 Capacity development of partners	0.00	0.00	0.00	0.00	0.00
Transfers and Grants to Counterparts	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
1.7 Social/environmental safeguards and community engagement/feedback	0.00	0.00	0.00	0.00	0.00
Staff and Other Personnel Costs	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
1.8 Programme and operational effectiveness	0.00	0.00	0.00	0.00	0.00
Component 2: Monitoring, Evaluation and Learning	0.00	0.00	0.00	0.00	0.00
2.1 Monitoring, evaluation and learning	0.00	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00
Transfers and Grants to Counterparts	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
2.2 Lots quality assurance sampling	0.00	0.00	0.00	0.00	0.00
Staff and Other Personnel Costs	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
Component 3: Emergency Preparedness and Response	0.00	0.00	0.00	0.00	0.00
3.1 Public Health Emergency Preparedness	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
3.2 Contingency Emergency Response	0.00	0.00	0.00	0.00	0.00
Contractual Services	0.00	0.00	0.00	0.00	0.00

Note: Amounts in this report are provisional. Official amounts are provided in the Certified Statement of Account.

UNITED NATIONS CHILDREN'S FUND (UNICEF)



OTHER RESOURCES CONTRIBUTION RECEIVED FROM:

DONOR STATEMENT BY ACTIVITY (UNCERTIFIED) FROM 01 JANUARY 2019 TO 30 JUNE 2021 IN US DOLLARS

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Transfers and Grants to Counterparts	0.00	0.00	0.00	0.00	0.00
General Operating + Other Direct Costs	0.00	0.00	0.00	0.00	0.00
Total Programmable Cost	0.00	0.00	0.00	0.00	0.00
Indirect support cost	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

Cash Forecast For the Quarter Ending xx/xx/20XX

All amounts are in USD
US DOS TF Grant
Number

Disbursement Category	Cash Requirements for the 1st quarter ending XX/XX/XXXX	Cash Requirements for the 2nd Quarter ending XX/XX/XXXX	Total Cash Requirements for two quarters
(1) Cash Transfer under Part A of the Project	0	0	0
(a) Cash Transfer under Part A.1	0	0	0
(b) Payment Agency(ies) fees under Part A.2 of the Project	0	0	0
(2) Consultants' services and Recipient's costs under Part B of the Project	0	0	0
(a) Consultants' services	0	0	0
(b) Third Party Monitoring	0	0	0
(c) Recipient's Direct Costs	0	0	0
(d) Recipient's Indirect Costs	0	0	0
Total			

Total Cash Expenditures for the next 2 Quarters

0.00

Closing Cash Balance as per the end of reporting period

0.00

Additional Advance Requested

0.00

Payment Progress for each Payment Agency - Paid vs. Returned Cash Payments / Payment Lists and Reconciliations
For the Quarter Ending xx/xx/20XX
All amounts are in YER
IDA Grant Number xxxxx and USDOS TF Grant Number xxxx

	<u>Total Transferred to Payment Agency</u>		<u>Collected by Beneficiaries from Payment Agencies</u>		<u>Un-Collected by Beneficiaries Returned by Payment Agency</u>	
	Number of Beneficiaries	Amount YER	Number of Beneficiaries	Amount YER	Number of Beneficiaries	Amount YER
<i>Cash Payments, By Governorate and number of beneficiaries</i>						
Governorate 1 / Saada						
Governorate 2 / Hadramut						
.....						
.....						
.....						
.....						
Totals						
Reconciliation Report						

Comparison of the disbursed benefit amounts to those in the original payment list and discrepancies (if any) in planned and disbursed amounts

The payment agency's refund of the value of unpaid transfers that could not be disbursed to beneficiaries due to no-show, lack of proper IDs, etc.

Foreign Exchange Transactions and Gains / (Losses)
For the Quarter Ending xx/xx/20XX
IDA Grant Number xxxxx and US DOS TF Grant Number xxxx

Foreign Exchange Transactions				
	Date	USD Amount Exchanged	Actual Exchange Rate USD to YER	Yemeni Rials Proceeds
Example	6/1/2017	\$ 1,000,000	300	300,000,000
<hr/>				
Total		\$ 1,000,000		300,000,000

Foreign Exchange Gains (Losses)						
	Expenditure Amount in USD Accounting Records	UN Operating Rate Exchange	Amount in YER	Actual Transaction Exchange Rate	Amount Exchanged in USD	Gains / (Losses)
Example	\$ 1,000,000	250	250,000,000	300	833,333.33	166,667
<hr/>						
Total	\$ 1,000,000		250,000,000		833,333.33	166,667

YEMEN EMERGENCY CRISIS RESPONSE THIRD ADDITIONAL FINANCING

Uses of Funds Statement

For the Quarter Ending xx/xx/xxxx

All amounts are in USD

Quarterly IFR

Report 1-E

	IDA	US DOS	Total
Uses of Funds			
3.1 Cash Transfers			
Cash transfers to beneficiaries			
Payment Agency Fees			
3.2 Project Management and Monitoring			
CT Systems, Technical and Operational Support			
Grievance Redress Mechanism			
Communication and Facilitation			
Outcome Assessment			
Third Party Monitoring			
UNICEF Direct Cost			
UNICEF Indirect Cost			
TOTAL			

Client Connection Reconciliation						
Description	Client connection cumulative	Last IFR cumulative	Differences	This IFR current	Difference after this IFR	Difference explanation and proposed reconciliation measures
	USD	USD	USD	USD	USD	
Cumulative Receipts per client connections	0	0	0	0	0	
Disbursement per Category						
Category 1	0	0	0	0	0	
Category 2	0	0	0	0	0	
Category 3	0	0	0	0	0	
Category 4	0	0	0	0	0	
Category 5	0	0	0	0	0	
Balance	0	0		0	0	