

**The World Bank**INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT  
INTERNATIONAL DEVELOPMENT ASSOCIATION1818 H Street N.W.  
Washington, D.C. 20433  
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Cable Address: INTBAFRAD  
Cable Address: INDEVASDate: 28-Jan-2022, 2022

Mr. Yoswa M Dambisya  
Director General  
ECSA-HC  
P.O. Box 1009  
Njiro Road,  
Arusha  
United Republic of Tanzania

**Re: Grant No. TF0B7871**  
**(Strengthening Pandemic Preparedness in the Eastern, Central and**  
**Southern Africa Health Community Project)**  
**Additional Instructions: Disbursement and Financial Information Letter**

Dear Mr. Dambisya:

I refer to the Grant Agreement (“Agreement”) between the International Development Association (“Bank”), acting as administrator of the Health Emergency Preparedness and Response Multi-Donor Trust Fund, and EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY (“Recipient”) for the above-referenced project, dated \_\_\_\_\_, 2022. The Standard Conditions, as defined in the Letter, provide that the Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant No. TF0B7871 (“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 and Withdrawal of Grant Funds**

The *World Bank Disbursement Guidelines for Projects*, dated February 1, 2017, (“Disbursement Guidelines”) are available in the 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 this letter, the capitalized terms used have the meanings ascribed to them in the Disbursement Guidelines.

**(i) Disbursement Arrangements**

The table in Schedule 1 provides 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 advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.

**(ii) Withdrawal of Grant Funds (Electronic Delivery)** Section 7.01(c) of the Standard Conditions.

The Recipient will deliver Withdrawal Applications (with supporting documents) electronically through the Bank'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 will 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 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 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 must 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 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.

**(iii) Audits.** Each audit of the Financial Statements must cover the period of commencing with the fiscal year in which the first withdrawal was made. The audited Financial Statements for each such period must be furnished to the Bank 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 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 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, or if you have any queries in relation to the above, please contact the Bank by email at

[AskLoans@WorldBank.org](mailto:AskLoans@WorldBank.org) using the above reference.

Yours sincerely,

*Boutheina Guerhazi*

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Boutheina Guerhazi  
Director of Regional Integration  
Africa Regional Integration

**Attachments**

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

**Schedule 1 - Disbursement Provisions**

<b>Basic Information</b>					
<b>Grant Number</b>	<b>TF0B7871</b>	<b>Country</b>	-	<b>Closing Date</b>	31-Dec-2023
		<b>Recipient</b>	EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY (ECSA-HC)		
		<b>Name of the Project</b>	Strengthening Pandemic Preparedness in the Eastern, Central and Southern Africa Health Community Project	<b>Disbursement Deadline Date</b> <i>Subsection 3.7</i> **	Four months after the closing date.
<b>Disbursement Methods, and Supporting Documentation</b>					
<b>Disbursement Methods</b> <i>Section 2 (**)</i>	<b>Methods Available</b>	<b>Supporting Documentation</b> <i>Subsections 4.3 and 4.4 (**)</i>			
Direct Payment	Yes	Copy of Records			
Reimbursement	Yes	Interim Financial Report (IFR)*			
Advance (into a Designated Account)	Yes	Interim Financial Report (IFR)*			
Special Commitments	Yes	Copy of Letter of Credit			
<b>Designated Account (Section 5 and 6 **)</b>					
<b>Type</b>	Segregated		<b>Ceiling</b>	Variable	
<b>Financial Institution - Name</b>	Acceptable bank to the Association		<b>Currency</b>	USD	
<b>Frequency of Reporting, Subsection 6.3 (**)</b>	At least Quarterly		<b>Amount</b>	-	
<b>Minimum Value of Applications (subsection 3.5)</b>					
The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is \$10,000 as this is an emergency project					
<b>Authorized Signatures (Subsection 3.1 and 3.2 **) The form for Authorized Signatories Letter is provided in Attachment 1 of this letter</b>					
<b>Withdrawal and Documentation Applications (Subsection 3.3 and 3.4 **)</b>					
The World Bank Client Services, Trust Funds and Loan Operations Delta Centre Menengai Road Upper Hill P.O. Box No. 30577-00100 Nairobi, Kenya					

**Additional Information**

In case of eligible expenditure of the table under Schedule 2 Section III.A (“Withdrawal Table”) of the Grant Agreement, 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/Borrower. Subsequent payments and documentation of expenditures under the contract must be made in accordance with the Commitment letter to be issued by the Association and the contract between the Borrower/Recipient and the UN agency. In case of a UN Advance (without UN Commitment), documentation of expenditure should be made once the final invoice is issued and based on the UN Financial Report

**Other**

*Use this section if other instructions are needed*

*\* Select the agreed supporting documentation, and add the following “in the format provided in **Attachment 2** of this letter”*

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

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]

Dear [Country Director]:

Re: Grant No. \_\_\_\_ - \_\_\_\_ (\_\_\_\_\_ Project)

I refer to the [Grant] [Letter] Agreement (“Agreement”) between the [International Bank for Reconstruction and Development/International Development Association] (“[World Bank]”[“Association”])), acting as an administrator [*Name of the agency 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 [<sup>1</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.

For the purpose of delivering Applications to the [World Bank] [Association], <sup>2</sup>[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting <sup>3</sup>[individually] <sup>4</sup>[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the [World Bank] [Association].

<sup>5</sup>[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] [Association] by electronic means. In full recognition that the [World Bank] [Association] shall rely upon

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<sup>1</sup> 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.*

<sup>2</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 World Bank/Association.*

<sup>3</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 World Bank/Association.*

<sup>4</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 World Bank/Association.*

<sup>5</sup> 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.*

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] [Association] 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] [Association] records with respect to this Agreement.

[Name], [position]                      Specimen Signature: \_\_\_\_\_

[Name], [position]                      Specimen Signature: \_\_\_\_\_

[Name], [position]                      Specimen Signature: \_\_\_\_\_

Yours truly,

/ signed /

\_\_\_\_\_  
[Position]

**Attachment 2 – Interim Financial Report**

Project Name:.....  
 IDA CREDIT NO: ..... PROJECT NO: .....  
**Sources And Uses of Funds**  
 For the Quarter Ending .....  
 In US Dollars

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Sources of Funds	Quarter Ending			Cummulative Year Todate			Cash forecast for next 6 months
	Actual	Planned	Variance	Actual	Planned	Variance	
<b>Opening Cash Balances</b>							
IDA Designated Account							
Funds advanced to countries							
<b>Total</b>							
<b>Add Receipts</b>							
IDA							
Other Receipts							
<b>Total Receipts</b>							
<b>Total Financing</b>							
<b>Less: Expenditure By Components</b>							
Component 1 - .....							
Component 2 - .....							
Component 3 - .....							
<b>Total Expenditure</b>							
<b>Net funds available</b>							
<b>Closing balances</b>							
IDA Designated Account - BOT							
Funds advanced to countries							
<b>Total Closing Cash Balance</b>							

Project Name:.....  
 IDA CREDIT NO: ..... PROJECT NO: .....

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<b>Designated Account (DA) Activity Statement For the Quarter ending:</b>
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<b>PART 1</b>
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1. Cumulative advances to end of current reporting period		
2. Cumulative expenditure to end of last reporting period		
3. Outstanding Advance to be accounted (line 1 minus line 2)		

<b>PART II</b>
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4. Opening DA balance as at		
5. Add/ subtract: Cumulative adjustments		
6. Advances from World Bank during reporting period		
7. Sub total - lines 5 and 6		
<b>8. Outstanding advances to be accounted for (add line 4 and line 7)</b>		
9. Closing DA balance as at		
10. Add/subtract: Cumulative adjustments		
11. Expenditure for current reporting period		
12. Add line 10 and line 11		
<b>13. Advances accounted for (Add line 9 and line 12)</b>		
14. Difference (if any) (line 8 minus line 13)		

<b>PART III</b>
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15. Total forecasted amount to be paid by World Bank for the next 6 months		
16. Less: Closing DA balance after adjustments		
17. Direct Payments/ SC payments		
<b>18. Cash available (Add lines 16 and 17)</b>		
19. Cash requirement from World Bank for next two reporting periods (lines 15 minus 18)		

<b>PART IV DA BANK RECONCILIATION</b>
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20. Balance as per Cash Book		
21. Add: Unpresented Cheques		
22. Less: Debits in Bank statement not in cash book		
23. Balance as per Bank Statement		

**NOTE 1:** Line 16 represents the Closing balances as follows:  
 - IDA Designated Account  
 - Funds advanced to countries

**TOTAL** -