

Date: 24-Jan-2022

H. E. Mambury Njie
Minister of Finance and Economic Affairs
Ministry of Finance and Economic Affairs
The Quadrangle,
Banjul, The Gambia

Re: Republic of the Gambia: Advance Agreement for the Preparation of the Proposed Gambia Tourism Sector Recovery and Resilience Project
Project Preparation Advance No. V4190
Additional Instructions: Disbursement

Excellency:

I refer to the Advance Agreement (“Agreement”) between the Republic of The Gambia (“Recipient”) and the International Development Association (“World Bank”) for the preparation of the above-referenced Project of the same date, herewith. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Project Preparation Advance No V4190 (“PPA”). This letter (“Disbursement Letter”), as revised from time to time, constitutes the additional instructions.

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 Letter. The manner in which the provisions in the Disbursement Guidelines apply to the PPA 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

- (i) ***Disbursement Methods (section 2)***. The following Disbursement Methods may be used under the PPA:
- Reimbursement
 - Advance
 - Direct Payment
- (ii) ***Disbursement Deadline Date (subsection 3.7)***. The Disbursement Deadline Date is the Refinancing Date specified in the Agreement. Any changes to this date will be notified by the World Bank.

II. Withdrawal of PPA Proceeds

- (i) **Authorized Signatures (subsection 3.1).** A letter in the Form attached (Attachment 1) 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:

The World Bank
Resident Mission
Dakar, Republic of Senegal
Attention: Nathan M. Belete, Country Director for The Gambia, Cabo Verde
Guinea-Bissau, Mauritania, Senegal. Western and Central Africa Region

- (ii) **Applications (subsections 3.2 - 3.3).** All Withdrawal and Documentation Applications will be electronically delivered to the Bank, via the Bank's website Client Connection.
- (iii) **Electronic Delivery (subsection 3.4).** The Recipient shall 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 shall 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 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.
- (iv) **Minimum Value of Applications (subsection 3.5).** The Minimum Value of Direct Payment and Reimbursement Applications is twenty percent of the DA ceiling.
- (v) **Advances (sections 5 and 6).**
- **Type of Designated Account (subsection 5.3):** Segregated
 - **Currency of Designated Account (subsection 5.4):** USD
 - **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** Central Bank of The Gambia
 - **Ceiling (subsection 6.1):** USD 200,000.

Important Notice: No Initial Deposits can be made to Designated Accounts if there is a Lapsed Loan in the Borrower/Recipients Loan Portfolio with the World Bank.

III. Reporting on Use of PPA Proceeds

(i) **Supporting Documentation (section 4).** Supporting documentation should be provided with each application for withdrawal as set out below:

- **For requests for Reimbursement and for reporting eligible expenditures paid from the Designated Account:**
 - Statement of Expenditures in the form attached (Attachment 1)
- **For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices

(ii) **Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3):** Monthly

(iii) **Other Supporting Documentation Instructions**

All the supporting documentation should be maintained by the Recipient for review by the World Bank or independent auditors.

For reporting eligible expenditures paid from the Designated Account, each application should be accompanied by a Bank Reconciliation Statement in the form attached (Attachment 2) and its related bank statements.

V. 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 Loan, 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,

INTERNATIONAL DEVELOPMENT ASSOCIATION

By: Nathan M. Belete
Nathan M. Belete
Country Director

Cabo Verde, The Gambia, Guinea-Bissau, Mauritania, Senegal
Western and Central Africa Region

Attachments:

1. Form for Authorized Signatures.
2. Form of Statement of Expenditures format (SOE).
3. Form of Designated Account Reconciliation.

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: Republic of the Gambia: Advance Agreement for the Preparation of the Proposed
Gambia Tourism Sector Recovery and Resilience Project (P177179)
Project Preparation Advance No. V4190

I refer to the Advance Agreement (“Agreement”) between the Republic of the Gambia (“Recipient”) and the International Bank for Reconstruction and Development (“World Bank”), dated _____, providing for the above Project Preparation Advance. 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.

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.*

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*

Statement of Expenditures Format

IDA – International Development Association
Statement of Expenditures

Payment made during the to

The following expenditures have been incurred during the retroactive financing period (please tick)
The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick)

Yes	No
Yes	No

Financier	
Loan/Credit/Grant #	
Application #	
Category #	
Page #	

ONLY for the Designated Account

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Item No	Supplier's Name	Brief Description of the Expenditure	Prior Review (Contract?) <i>(YES or NO)</i>	Contract # <i>(Client Connection # for Prior Review Contracts)</i>	Contract Currency and Amount <i>(Original + Amendment)</i>	Invoice Number	Date of Payment	Total Amount of Invoice Covered by Application <i>(Net of Retention)</i>	% Financed from the Bank	Eligible Amount <i>(Col 9 x 10)</i>	Exchange Rate	Date of Withdrawal from the Designated Account	Amount Withdrawn from the Designated Account <i>(Col 11/12)</i>
								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.

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) = _____

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- 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: _____