

23-Aug-2021

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Dr. Bishma P. Subedi  
Executive Director  
Asia Network for Sustainable Agriculture and Bioresources (ANSAB)  
P.O. Box 11035,  
Kathmandu, Nepal]

**Re: FCPF Grant No. TF0B6544**  
**Asia-Pacific FCPF Capacity Building Project on REDD+**  
**Additional Instructions: Disbursement and Financial Information Letter**

Dear Dr. Subedi:

I refer to the Letter Agreement (“Agreement”) between the International Bank for Reconstruction and Development (“Bank”), acting as administrator of grant funds provided by contributors (“Donors”) under the Readiness Fund of the Forest Carbon Partnership Facility, and Asia Network for Sustainable Agriculture and Bioresources (ANSAB) (“Recipient”) for the above-referenced project. The Standard Conditions, as defined in the Letter Agreement, provide that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF0B6544 (“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 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 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 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.

**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 sixty (60) days after the end of each calendar semester, interim unaudited financial reports ("IUFRR") for the Project covering the semester.

**(ii) Audits.**

Each audit of the Financial Statements must cover the period of one fiscal year of the Recipient, 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.

**III. Other Important Information**

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the World Bank's website (<http://www.worldbank.org>) and "Client Connection". The World 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 Janardhanan R at [jramanujam@worldbank.org](mailto:jramanujam@worldbank.org) and Radha Raju at [rāju@worldbank.org](mailto:rāju@worldbank.org) using the above reference.

Yours sincerely,

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT

*Louise Cord*

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Louise Cord  
Global Director  
Social Sustainability and Inclusion GP

**Attachments**

1. Form of Authorized Signatory Letter
2. Form of Statement of Expenditure (SOE)
3. Designated Account Reconciliation Statement
4. Sub-grant Reconciliation Statement for claims under subgrants

**Schedule 1 - Disbursement Provisions**

Basic Information					
<b>Grant Number</b>	TF0B6544	<b>Country</b>	Nepal	<b>Closing Date</b>	Section 3.03 of Article III to the Letter Agreement
		<b>Recipient</b>	Asia Network for Sustainable Agriculture and Bioresources (ANSAB)		
		<b>Name of the Project</b>	Asia-Pacific FCPF Capacity Building Project on REDD+	<b>Disbursement Deadline Date</b> <i>Subsection 3.7 **</i>	Four (4) months after the closing date
Disbursement Methods, and Supporting Documentation					
<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	Statement of Expenditure and Sub-grant Reconciliation Statement for claims under subgrants			
Advance (into a Designated Account)	Yes	Statement of Expenditure, Designated Account Reconciliation Statement and Sub-grant Reconciliation Statement for claims under subgrants			
Special Commitments	Yes	Copy of Letter of Credit			
Designated Account (Section 5 and 6 **)					
<b>Type</b>	Segregated		<b>Ceiling</b>	Variable	
<b>Financial Institution - Name</b>	To be established at a financial institution acceptable to the Bank		<b>Currency</b>	USD	
<b>Frequency of Reporting, Subsection 6.3 (**)</b>	Quarterly		<b>Amount</b>	Forecast for 6 months	
Minimum Value of Applications (subsection 3.5)					
The Minimum Value of Applications for Reimbursement, Direct Payment and Special Commitment is USD 10,000.					
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 **)					
<b>Authorized Signatories Letter:</b>  International Bank for Reconstruction and Development/ International Development Association 1818 H Street, N.W. Washington, D.C. 20433 United States of America Attention: Global and Regional Director _____			<b>Withdrawal and Documentation Applications:</b> All Withdrawal Applications and its supporting documentation will be submitted electronically through the system Client Connection. If accepted in paper by the World Bank, it will be submitted to the following address: The World Bank 11, Taramani Main Road, Taramani, Chennai- 600113, Tamil Nadu, India. Attention : Senior Regional Team Leader, WFACS		

**Additional Instructions**

Only incurred and paid expenditures under Category 1 (Sub-Grants) of the Letter Agreement would be claimed as expenditures in the Statement of Expenditures.

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: FCPF Grant No. TF0B6544  
**Asia-Pacific FCPF Capacity Building Project on REDD+**

I refer to the Letter Agreement (“Agreement”) between the International Bank for Reconstruction and Development (“Bank”), acting as administrator of grant funds provided by contributors (“Donors”) under the Readiness Fund of the Forest Carbon Partnership Facility, 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 [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].

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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>[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 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]

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<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.*

## Attachment 2 – Statement of Expenditure

IBRD- International Bank for Reconstruction and Development

### 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
-----	----

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



**Attachment 3 Designated Account Reconciliation Statement**

TRUST FUND 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 DESIGNATED ACCOUNT (NUMBER 1 LESS NUMBER 2)= \_\_\_\_\_

=====

- 4. BALANCE OF DESIGNATED 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: \_\_\_\_\_

\* ALL ITEMS SHOULD BE INDICATED ON THE BANK STATEMENT

## Attachment 4 Sub-grant Reconciliation Statement

A	B	C	D	E	F	G	H	I	J
S. No	Name of the Sub-grantee	Sub-grant Agreement ref no	Brief description of eligible expenditures financed by Sub-Grant	Amount paid to sub grantee as advance	Date of Payment	Amount of expenditures incurred out of the advance in Column E	Financing Percentage as per Letter Agreement	Amount of expenditures documented through WA(out of incurred expenses under Column G)	Balance in hand out of the advance with the Sub-Grantee

### Notes:

1. Fund transfers made under Sub-grant agreement under category 1 are to be shown as advances and such advances are to be documented as expenses under the grant at the time of reporting on the actual expenditures incurred by the beneficiary under the sub-grant.
2. Amount under 'Column I' should match with the amount of expenses documented in the current application under sub-Projects category.