Honorable Minister Prof. Mthuli Ncube  
Ministry of Finance and Economic Development  
Mgandane Dlodlo Building  
Corner Samora Machel Ave/Simon v. Muzenda  
Harare Zimbabwe

Re: Republic of Zimbabwe  
Grant No. TF0B2388  
Support to Zimbabwe Recovery and Resilience Project  
Additional Instructions: Disbursement and Financial Information Letter

Honorable Prof. Ncube:

I refer to the Letter Agreement (“Agreement”) between the International Bank for Reconstruction and Development/International Development Association (“Bank”), and the Republic of Zimbabwe (the “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 TF0B2388 (“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 Disbursement Guidelines for Investment Project Financing, 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 forty-five (45) days after the end of each calendar quarter, interim unaudited financial reports (“IFR”) for the Project covering the quarter.

(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 the World Bank by email at AskLoans@worldbank.org using the above reference.

Yours sincerely,

____________________________
Mukami Kariuki
Country Director for Zimbabwe
Africa Region
Attachments

1. Letter Disbursement Guidelines for Investment Financing Project, dated February 2017
2. Form of Authorized Signatory Letter
3. Statement of Expenditure (SOE)

Cc with copies: Ministry of Public Service, Labor and Social Welfare (MPSLSW)
9th Floor Kaguvi Building
PO Box CY17
Causeway, Harare
Zimbabwe

Ministry of Local Government and Public Works (MLGPW)
Makombe Building
Corner Leopold Takawira, Herbert Chitepo
Harare
Zimbabwe
## Schedule 1: Disbursement Arrangements

<table>
<thead>
<tr>
<th>Basic Information</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Grant Number</strong></td>
<td>TF0B2388</td>
</tr>
<tr>
<td><strong>Country</strong></td>
<td>Republic of Zimbabwe</td>
</tr>
<tr>
<td><strong>Recipient</strong></td>
<td>Republic of Zimbabwe</td>
</tr>
<tr>
<td><strong>Name of the Project</strong></td>
<td>Support to Zimbabwe Recovery and Resilience Project</td>
</tr>
<tr>
<td><strong>Closing Date</strong></td>
<td>Section 3.03 of Article III to the Letter Agreement</td>
</tr>
<tr>
<td><strong>Disbursement Deadline Date</strong></td>
<td>Four months after the closing date</td>
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</table>

### Disbursement Methods, and Supporting Documentation

<table>
<thead>
<tr>
<th>Disbursement Methods</th>
<th>Methods Available</th>
<th>Supporting Documentation Subsections 4.3 and 4.4 (***)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Payment</td>
<td>Yes</td>
<td>Copy of Records</td>
</tr>
<tr>
<td>Reimbursement</td>
<td>Yes</td>
<td>Statement of Expenditure</td>
</tr>
<tr>
<td>Designated Account</td>
<td>Yes</td>
<td>Statement of Expenditure</td>
</tr>
<tr>
<td>Special Commitments</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Designated Account (Section 5 and 6 ***)

<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th>Segregated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Institution - Name</strong></td>
<td>A commercial bank acceptable to the World Bank</td>
</tr>
<tr>
<td><strong>Currency</strong></td>
<td>USD</td>
</tr>
<tr>
<td><strong>Frequency of Reporting, Subsection 6.3 (</strong>*)**</td>
<td>Quarterly</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>USD 200,000.00</td>
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</table>

### Minimum Value of Applications (subsection 3.5)

The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is USD 20,000.00.

### Authorized Signatures (Subsection 3.1 and 3.2 ***) The form for Authorized Signatory Letter is provided in Attachment 1 of this letter

Withdraw and Documentation Applications (Subsection 3.3 and 3.4 ***)

(i) Authorized Signatures and (ii) Applications

An authorized signatory letter in the Form attached (Attachment 2) should be furnished to the Association at the address indicated below providing the name(s) and specimen signature(s) of the official(s) authorized to sign Applications.

The World Bank Office
Block 3, Arundel Office Park
107 Norfolk Road, Mount Pleasant
Harare, Republic of Zimbabwe
Attention: R Mukami Kariuki, Country Manager

All Withdrawal Applications and its supporting documentation will be electronically sent via the Association’s system Client Connection. In instances where paper copies will have to be submitted, please provide completed and signed (a) applications for withdrawal, together with supporting documents, and (b) applications for special commitments, together with a copy of the commercial bank letter of credit, to the address indicated below:
The World Bank, Loan Department,
Delta Center, 13th Floor,
Upper Hill, Menengai Road,
P.O. Box 30577 - 00100
Nairobi, Kenya.
Tel: 254 20 2936 000

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<tr>
<th>Additional Instructions</th>
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<tr>
<td>The Direct Payment method will be used for all large procurements. For smaller expenditures and operating expenses, advances will be made into the Designated Account</td>
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<tr>
<th>Other</th>
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<tr>
<td>N/A</td>
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</table>

** Sections and subsections indicated relate to the *Disbursement Guidelines for Investment Project Financing dated February 2017*
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 Zimbabwe Grant No. TF0B2388
Support to Zimbabwe Recovery and Resilience Project

I refer to the Letter Agreement ("Agreement") between the International Bank for Reconstruction and Development/International Development Association ("Bank"), and the Republic of Zimbabwe (the "Recipient") for the above-referenced project, dated ______, providing the above Grant. For the purposes of Section 3.04 (b) of the Standard Conditions, as defined in the Agreement, any [1] 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] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting [individually] [jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the [World Bank] [Association].

---

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.
[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]

---

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.
Attachment 3 – Statement of Expenditure

Statement of Expenditures (SOE) for all other expenditures

Payments made during the period from ______________ to _____________

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<thead>
<tr>
<th>Loan No.:</th>
<th>Application No.:</th>
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SOE No.: __________________

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TOTALS

Supporting documents for this SOE retained at _____________________________________________

(insert location)

A separate form should be used for each category.