Re: Lake Chad Basin Commission
IDA Grant D633-3A
(Lake Chad Region Recovery and Development Project)
Additional Instructions: Disbursement and Financial Information Letter

Dear Sir:

I refer to the Financing Agreement between Lake Chad Basin Commission (the “Recipient”) and the International Development Association (the “Association”) for the above-referenced Project. The General Conditions, as defined in the Financing Agreement, provide that the Recipient may from time to time request withdrawals of Grant amounts from the Grant Account in accordance with the Disbursement and Financial Information Letter, and such additional instructions as the Association may specify from time to time by notice to the Recipient. The General Conditions also provide that the Disbursement and Financial Information Letter may set out Project specific financial reporting requirements. This letter constitutes such Disbursement and Financial Information Letter (“DFIL”), and may be revised from time to time.

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


(i) Disbursement Arrangements

- General Provisions (Schedule 1). The table in Schedule 1 sets out 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 processing of advances), instructions on supporting documentation, and frequency of reporting on the Designated Account.

(ii) Electronic Delivery. Section 11.01 (c) of the General Conditions.

The Association may permit the Recipient to electronically deliver applications (with supporting documents) through the Association’s web-based portal (https://clientconnection.worldbank.org) “Client Connection”. This option may be effected if the officials designated in writing by the Recipient who are authorized to sign and deliver Applications have registered as users of “Client Connection”. The designated officials may 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 Association by electronic means. The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The Association reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient. 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 Association’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

(i) Financial Reports. The Recipient must prepare and furnish to the Association not later than forty-five (45) days after the end of each calendar semester, interim unaudited financial reports (“IFR”) 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 Association not later than six (6) months after the end of such period.

III. Other 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.

Very truly yours,

INTERNATIONAL DEVELOPMENT ASSOCIATION

Deborah L. Wetzel

By ______________________
Deborah L. Wetzel
Director, Regional Integration
Africa and Middle East & North Africa

Attachments
1. Form of Authorized Signatory Letter
2. Statement of Expenditure (SOE)
### Schedule 1: Disbursement Provisions

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>D633-3A</th>
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</thead>
<tbody>
<tr>
<td><strong>Country</strong></td>
<td>Lake Chad Basin Commission</td>
</tr>
<tr>
<td><strong>Recipient</strong></td>
<td>Lake Chad Basin Commission</td>
</tr>
<tr>
<td><strong>Name of the Project</strong></td>
<td>Lake Chad Region Recovery and Development Project</td>
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</tbody>
</table>

**Basic Information**

- **Closing Date**: Section III B.2 of Schedule 2 to the Financing Agreement.
- **Disbursement Deadline Date**: Four months after the closing date.

**Disbursement Methods and Supporting Documentation**

<table>
<thead>
<tr>
<th>Disbursement Methods</th>
<th>Methods</th>
<th>Supporting Documentation</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 (SOE) in the format provided in Attachment 2 of the DFIL</td>
</tr>
<tr>
<td>Designated Account</td>
<td>Yes</td>
<td>Statement of Expenditure (SOE) in the format provided in Attachment 2 of the DFIL</td>
</tr>
<tr>
<td>Special Commitments</td>
<td>Yes</td>
<td>Copy of Letter of Credit</td>
</tr>
</tbody>
</table>

**Designated Account (Sections 5 and 6 **)**

- **Type**: Segregated managed by the PIU of the project
- **Financial Institution - Name**: Ecobank Tchad
- **Currency**: XAF
- **Frequency of Reporting Subsection 6.3 (**)**: Monthly
- **Amount**: 125,000,000

**Minimum Value of Applications (subsection 3.5)**

The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is 20% of the Ceiling of the Designated Account.

**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 **)**

- **Authorized Signatures (subsection 3.1 and 3.2).**

A letter in the Form attached (Attachment 2) 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**

**Attention:**

Applications (subsections 3.3 - 3.4). All Withdrawal Applications and their supporting documentation will be electronically sent via the Association’s system Client Connection.

**Additional Instructions**

None

**Sections and subsections relate to the “Disbursement Guidelines for Investment Project Financing”, dated February 2017.**
Attachment 1 – Form of Authorized Signatory Letter

[Letterhead]
Ministry of Finance
[Street address]
[City] [Country]

[DATE]

International Development Association
1818 H Street, N.W.
Washington, D.C. 20433
United States of America

Re: IDA Grant D633-3A
(Lake Chad Region Recovery and Development Project)

Attention: ________________________, Country Director

I refer to the [Grant] [Credit] Agreement (“Agreement”) between the International Development Association (the “Association”), acting as implementing of the [, acting as implementing of the ]1 and [name of recipient] (the “Recipient”), dated ______, providing the above [Grant] [Credit]. For the purposes of Section 2.03 of the General 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] [Credit].

For the purpose of delivering Applications to the Association, including by electronic means, [each] 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 Association.

1 Instruction to the Recipient: add text in line with the Grant Agreement if applicable; if not applicable delete it. Please delete this footnote in final letter that is sent to the Associations

2 Instruction to the Recipient: 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 Association.

3 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 Association.

4 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 Association.

5 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 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 Association by electronic means. In full recognition that the 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 Association that it will cause such persons to abide by those terms and conditions.

This Authorization replaces and supersedes any Authorization currently in the Association records with respect to this Agreement.

[Name], [position] Specimen Signature: _______________

[Name], [position] Specimen Signature: _______________

[Name], [position] Specimen Signature: _______________

Yours truly,

/ signed /

___________
Attachment 2 – Statement of Expenditures

IDA – International Development Association
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 ☐

The following expenditures have been incurred before the closing date of the loan/credit/grant (please tick)
Yes ☐ No ☐

<table>
<thead>
<tr>
<th>Item No</th>
<th>Supplier’s Name</th>
<th>Brief Description of Expenditure</th>
<th>Prior Review (YES or NO)</th>
<th>Contract # (Client Connection # for Prior Review Contracts)</th>
<th>Contract Currency and Amount (Origin + Amendment)</th>
<th>Invoice Number</th>
<th>Date of Payment</th>
<th>Total Amount of Invoice Covered by Application (Net of Retention)</th>
<th>% Financed from the Bank</th>
<th>Eligible Amount (Col 9 x 10)</th>
<th>Exchange Rate</th>
<th>Date of Withdrawal from the Designated Account (Col 11/12)</th>
<th>Amount Withdrawn from the Designated Account (Col 13/12)</th>
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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.