Honorable Samuel D. Tweah, Jr.
Minister of Finance and Development Planning
Ministry of Finance and Development Planning
Monrovia, Republic of Liberia

Re: Republic of Liberia
IDA Grant D583-LR
IDA Credit: 6577-LR
Harmonizing and Improving Statistics in West Africa Project
Additional Instructions: Disbursement and Financial Information Letter.

Excellency:

I refer to the Financing Agreement between Republic Liberia (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 the Credit and Grant amounts from the Credit and 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 Credit Funds, and Reporting of Uses of Credit 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 Recipient shall deliver Withdrawal Applications (with supporting documents) electronically through the Association’s web-based portal (https://clientconnection.worldbank.org) “Client Connection”. 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 Withdrawal 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 Withdrawal Applications and supporting documents to the Association 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 Association. By designating officials to use SIDC, 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 Withdrawal 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 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 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 Association’s website (http://www.worldbank.org/) and “Client Connection”. The Association recommends that you register as a user of “Client Connection”. From this website you will be able to prepare and deliver Withdrawal Applications, monitor the near real-time status of the Credit, and retrieve related policy, financial, and procurement information. For more information about the website and registration arrangements, please contact the Association by email at clientconnection@worldbank.org. For more information about the website and registration arrangements, or if you have any queries in relation to the above, please contact the Association by email at askloans@worldbank.org.

Yours sincerely,

[Signature]

Deborah L. Wetzel
Director of Regional Integration
Africa and Middle East & North Africa
**Attachments**

1. Form of Authorized Signatory Letter
2. Statement of Expenditure (SOE)

With copies: Ministry of Finance and Development Planning
Broad Street
1000 Monrovia 10
Monrovia, Liberia
dtweah@mfdp.gov.lr

The Liberia Institute of Statistics and Geo-Information Services
Capitol Hill
P. O. Box 629
Monrovia, Liberia
ffwreh25@gmail.com
## Schedule 1: Disbursement Provisions

### Basic Information

<table>
<thead>
<tr>
<th>Credit Number</th>
<th>Grant Number</th>
<th>Country</th>
<th>Recipient</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6577-LR</td>
<td>D583-LR</td>
<td>Republic of Liberia</td>
<td>Republic of Liberia</td>
<td>Section III.B.2. of Schedule 2 to the Financing Agreement.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of the Project</th>
<th>Disbursement Deadline Date</th>
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</thead>
<tbody>
<tr>
<td>Harmonizing and Improving Statistics in West Africa</td>
<td>Four months after the closing date.</td>
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</tbody>
</table>

### 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>Advance</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>

### Advance (Sections 5 and 6 **)

<table>
<thead>
<tr>
<th>Type</th>
<th>Segregated</th>
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<tbody>
<tr>
<td>Ceiling</td>
<td>Fixed</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
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<tr>
<td>Frequency of Reporting Subsection 6.3 (**)</td>
<td>Monthly</td>
</tr>
<tr>
<td>Amount</td>
<td>2 million</td>
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</tbody>
</table>

### Minimum Value of Applications (subsection 3.5)

The minimum value of applications for Reimbursement, Direct Payment and Special Commitment Issuance is equivalent to 20 percent of the outstanding Designated Account balance.

### 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 **)**

(i) **Authorized Signatures (subsection 3.1).**

A 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 Withdrawal Applications:

The World Bank  
Resident Mission  
Monrovia, Republic of Liberia

Attention: Pierre Laporte, Country Director for Republic of Liberia
Applications (subsections 3.2 - 3.3): All Withdrawal Applications and its supporting documentation will be electronically sent via the Association’s web portal “Client Connection”.

** Additional Information

** 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 Plan
[Street address]
[City] [Country]

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

Attention: Country Director for Liberia

Re: Republic of Liberia
IDA Grant D583-LR
IDA Credit: 6577-LR

Harmonizing and Improving Statistics in West Africa
Additional Instructions: Disbursement and Financial Information Letter.

I refer to the Grant Agreement (“Agreement”) between the International Development Association (the “Association”), acting as implementing on behalf of the Republic of Liberia (the “Recipient”), dated ______, providing the above Grant. 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.

For the purpose of delivering Withdrawal 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 or jointly, to deliver Withdrawal

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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 Association.

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.
Applications, and evidence in support thereof on the terms and conditions specified by the Association.

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 – Form Statement of Expenditures

**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

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 the expenditure</th>
<th>Prior Review (YES or NO)</th>
<th>Contract # (Grant Contract # for Prior Review contracts)</th>
<th>Contract currency and amount (original + 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 by the Bank</th>
<th>Eligible Amount (Col 9 x 10)</th>
<th>Exchange rate</th>
<th>Date of withdrawal from the Designated Account</th>
<th>Amount withdrawn from the Designated Account (Col 11/12)</th>
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Supporting documents for this SOE are retained at [insert location]

A separate form should be used for each category.

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