April 25, 2013

Mr. Safarali Najmiddinov
Minister
Ministry of Finance
Dushanbe
Republic of Tajikistan

Re: Grant No. TF014081 (Improving Public Procurement Outcomes by Procurement Capacity Building Project)
Additional Instructions: Disbursement Letter
First Restatement

Your Excellency:

I refer to the Letter Agreement ("Agreement") between the International Development Association ("World Bank"), acting as administrator of grant funds provided under the Multi-Donor Programmatic Trust Fund for Europe and Central Asia Public Finance Management, and the Republic of Tajikistan (the "Recipient") for the above-referenced project, dated March 13, 2013. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF014081 ("Grant"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional instructions.

This Disbursement Letter is the First Restatement of the Disbursement Letter dated February 8, 2013 for the above referenced project restating Section I (i) to include Advance as a method of disbursement. All other provisions of the Disbursement Letter dated March 13, 2013 shall remain in force and effect.

The attached World Bank Disbursement Guidelines for Projects, dated May 1, 2006 ("Disbursement Guidelines") (Attachment 1), are an integral part of the Disbursement 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

(i) Disbursement Methods (section 2). The following Disbursement Methods may be used under the Grant:

- Advance
- Reimbursement
- Direct Payment

(ii) Disbursement Deadline Date (subsection 3.7). The Disbursement Deadline Date is 4 months after the Closing Date specified in the Grant Agreement. Any changes to this date will be notified by the World Bank.

(iii) Disbursement Conditions (subsection 3.8). Please refer to the Withdrawal Condition(s) in Section 3.02 of the Grant Agreement.
II. Withdrawal of Grant Proceeds

(i) Authorized Signatures (subsection 3.1).
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 submit Applications:

The World Bank
1818 H Street, N.W.
Washington, DC 20433
United States of America
Attention: Saroj Kumar Jha, Regional Director, Central Asia

(ii) Applications (subsections 3.2). Please provide completed applications for withdrawal, together with supporting documents, through the World Bank’s Client Connection, web-based portal, following the instructions for electronic delivery. In the case the recipient does not have internet access, the World Bank may permit the delivery of applications for withdrawal, together with supporting documents, in accordance with subsection 3.3, to the following address:

The World Bank
Radnicka cesta 80/IX
10000 Zagreb, Croatia
Attention: Loan Department

(iii) Electronic Delivery (subsection 3.4) The option to deliver Applications to the World Bank by electronic means may be effected if: (a) the Recipient has designated in writing, pursuant to the terms of subparagraph (i) of this Section, its officials who are authorized to sign and deliver Applications and to receive secure identification devices (“Tokens”) from the World Bank for the purpose of delivering such Applications by electronic means; and (b) all such officials designated by the Recipient have registered as users of Client Connection. If the World Bank agrees, the World Bank will provide the Recipient with Tokens for the designated officials. Following which, the designated officials may deliver Applications electronically by completing Form 2380, which is accessible through Client Connection (https://clientconnection.worldbank.org). The Recipient may continue to exercise the option of preparing and delivering Applications in paper form. The World Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient.

(iv) Terms and Conditions of Use of Tokens to Process Applications. By designating officials to accept Tokens 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 Devices in connection with Use of Electronic Means to Process Applications and Supporting Documentation (“Terms and Conditions of Use of Tokens”) provided in Attachment [3]; and (b) to deliver the Terms and Conditions of Use of Tokens to each such official and to cause such official to abide by those terms and conditions.

(v) Minimum Value of Applications (subsection 3.5). The Minimum Value of Applications for Reimbursements and Direct Payments is USD 25,000
(vi) Advances (sections 5 and 6).

- **Type of Designated Account (subsection 5.3):** Segregated Account.
- **Currency of Designated Account (subsection 5.4):** USD
- **Financial Institution at which the Designated Account Will Be Opened (subsection 5.5):** Commercial Bank acceptable to the Bank
- **Ceiling (subsection 6.1):** USD 40,000

III. Reporting on Use of Grant Proceeds

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

- **For requests for Reimbursement:**
  - Statement of Expenditure in the form attached (Attachment 4)
  - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments against contracts valued at USD 25,000 or more;
  - List of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5)

- **For requests for Direct Payment:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices

- **For reporting eligible expenditures paid from the Designated Account:**
  - Statement of Expenditure in the form attached (Attachment 4)
  - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments against contracts valued at USD 25,000 or more;
  - List of payments against contracts that are subject to the World Bank’s prior review, in the form attached (Attachment 5)
  - Designated Account reconciliation statement (Attachment 6) with bank statement.

(ii) Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3): Quarterly or more often if required.
IV. Other Important Information


If you have not already done so, the World Bank recommends that you register as a user of the Client Connection website (https://clientconnection.worldbank.org). From this website you will be able to download Applications, monitor the near real-time status of the Grant, and retrieve related policy, financial, and procurement information. All Recipient officials authorized to sign and deliver Applications by electronic means are required to register with Client Connection before electronic delivery can be affected. For more information about the website and registration arrangements, please contact the World Bank by email at <clientconnection@worldbank.org>.

If you have any queries in relation to the above, please contact LOA-TF by sending an email to loa-tf@worldbank.org and using the trust fund number as a reference.

Very truly yours,

INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPMENT

By Vidya Narasimhan,
Finance Officer, Loan Department

Attachments

1. Attachment 1 to 5 – As per original Disbursement letter dated March 13, 2013
✓ 2. Attachment 6 – Designated Account reconciliation statement

Cc with copies: Civil Services Advanced Training Institute (CSATI) in collaboration with Agency on State Procurement of Goods, Works and Services (ASPGWS) for ASPGWS: Shota Rustaveli 22 str., email: procure.tj@gmail.com for CSATI: 33 Said Nosir str., email: gsharofova@mail.ru

Prepared by: Vidya Narasimhan, CTRLN
DESIGNATED ACCOUNT RECONCILIATION STATEMENT

LOAN/CREDIT/GRANT? 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

APPLICATION NO. AMOUNT *7

______________ ______________

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