

December 20, 2019

H. E. Said Ali Said Chayhane
Minister of Finance and Budget
Ministry of Finance and Budget
Moroni
Union of Comoros

**Re: Grant No. D552-KM
(Additional Financing for the Social Safety Net Project)
Additional Instructions: Disbursement and Financial Information Letter**

Excellency:

I refer to the Financing Agreement between the Union of Comoros (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

The *Disbursement Guidelines for Investment Project Financing*, dated February 2017, (“Disbursement Guidelines”) are available in the Association’s public website at <https://www.worldbank.org> and its secure website “Client Connection” at <https://clientconnection.worldbank.org>. The Disbursement Guidelines are an integral part of the DFIL, and the manner in which the provisions in the guidelines apply to the Grant is specified below.

(i) Disbursement Arrangements

- **General Provisions** (Schedule 1). The table in Schedule 1 sets out the disbursement methods which may be used by the Recipient, and conditions, 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.
- **Special Provision**. Projects in situations of urgent need of assistance or capacity constraints: Disbursements under contracts for goods, works, non-consulting services and consulting services procured or selected through international open or limited competition or Direct Selection, as set out in the procurement plan, must

be made only through Direct Payment and/or Special Commitment disbursement methods.

- (ii) **Electronic Delivery.** Section 11.01(c) of the General Conditions. The Recipient will deliver Withdrawal Applications (with supporting documents) electronically through the Association'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 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 Borrower encounters legal limitations), and which were previously agreed with the Association. 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 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 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 Association by email at AskLoans@WorldBank.org using the above reference.

Very truly yours,

INTERNATIONAL DEVELOPMENT ASSOCIATION

By: _____



Emre Ozaltin
Acting Country Director for Union of Comoros
Africa Region

Attachments

1. Form of Authorized Signatory Letter
2. Interim unaudited Financial Report (IFR)

Schedule 1 : Disbursement Provisions

Basic Information					
Grant Number	D552-KM	Country	Union of Comoros	Closing Date	Section III.B.2. of Schedule 2 to the Financing Agreement.
		Recipient	Union of Comoros		
		Name of the Project	Additional Financing for the Social Safety Net Project	Disbursement Deadline Date <i>Subsection 3.7</i> **	Four months after the closing date.
Disbursement Methods and Supporting Documentation					
Disbursement Methods <i>Section 2 (**)</i>	Methods	Supporting Documentation <i>Subsections 4.3 and 4.4 (**)</i>			
Direct Payment	Yes	Copy of records			
Reimbursement	Yes	Interim Unaudited Financial Report (IFR) format provided in Attachment 2 of the DFIL			
Advance (into a Designated Account)	Yes	Interim Unaudited Financial Report (IFR) format provided in Attachment 2 of the DFIL			
Special Commitments	Yes	Copy of Letter of Credit			
Designated Account (Sections 5 and 6 **)					
Type	Segregated		Ceiling	Variable	
Financial Institution - Name	Central Bank of Comoros		Currency	KMF	
Frequency of Reporting <i>Subsection 6.3 (**)</i>	Quarterly		Amount	Two Quarter of eligible expenditures forecasts as approved by the Association	
Minimum Value of Applications (subsection 3.5)					
The minimum value of applications for Reimbursement, Direct Payment and Special Commitment is USD 100, 000 equivalent.					
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 **)					
<p>Authorized Signatures A letter in the Form attached (Attachment 1) 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:</p> <p>The World Bank Resident Mission</p>					

Attention:
Rasit Pertev
Resident Representative
World Bank, Comoros Office
United Nations Compound
HAHWB
Moroni, Union of Comoros
Po. Box 648

Withdrawal and Documentation Applications

All Withdrawal Applications and their supporting documentation will be electronically sent via the Association's system Client Connection.

Additional Instructions

1. **Special Provision.** Projects in situations of urgent need of assistance or capacity constraints: Disbursements under contracts for goods, works, non-consulting services and consulting services procured or selected through international open or limited competition or Direct Selection, as set out in the procurement plan, must be made only through Direct Payment and/or Special Commitment disbursement methods.
2. Funds from the Designated Account may be transferred to Transactions Accounts in commercial Bank acceptable to the Bank to meet eligible expenditures, provided that transactions and balances in these accounts are included in all project financial reports.

**** Sections and subsections relate to the "Disbursement Guidelines for Investment Project Financing", dated February 2017.**

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: Grant No. D552-KM
(Additional Financing for the Social Safety Net Project)**

Attention: _____, *Country Director*

Dear _____ [Country Director],

I refer to the Financing Agreement (“Agreement”) between the International Development Association (the “Association”) and the Union of Comoros (the “Recipient”), dated _____, providing the above Grant. For the purposes of Section 2.03 of the General Conditions as defined in the Agreement, any ¹[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 Association, including by electronic means, ²[each] of the persons whose authenticated specimen signatures appears below is authorized on behalf of the Recipient, acting ³[individually] ⁴[jointly], to deliver Applications, and evidence in support thereof on the terms and conditions specified by the Association.

¹ 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.*

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 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 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 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 /

Interim unaudited Financial Statement

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1. INTRODUCTION

Description sommaire du projet

Faits marquants du trimestre

2. RAPPORT FINANCIER

a. Situation financière du projet

- Tableau des ressources et emplois

Exercice xxxx			
Trimestre se terminant le xxxxx			
MONNAIE			
Désignation	Trimestre		Cumulatif
RESSOURCES			
FONDS RECUS BAILLEURS			
Fonds recus IDA			
Autres ressources			
Total RESSOURCES			
Total des Fonds reçus			
EMPLOIS			
COMP 1:			
COMP 2:			
COMP 3:			
COMP 4:			
Total EMPLOIS			
Total des emplois			
Excedent/Déficit Fonds sur Emplois			
Solde d'ouverture			
TRESOREIRE			
Banque			
Caisse			
Caution			
Virement Interne			
Total TRESOREIRE			
Total de l'encaisse d'ouverture			
Montant net de l'encaisse disponible			
Solde de clôture de l'encaisse			
Banque			
Caisse			
Total des soldes de clôture			

- Détails des fonds reçus
- Détails des emplois
- Détails des soldes de trésorerie

ETAT DE RECONCILIATION DU COMPTE DESIGNÉ

N° CREDIT /DON:

COMPTE BANCAIRE N°

Banque Centrale :

Banque primaire :

1 - MONTANT AVANCE PAR L'ASSOCIATION

2 - MOINS : MONTANT RECUPERES PAR L'ASSOCIATION

N° DE LA DEMANDE

MONTANTS

3 - SOLDE A JUSTIFIER (égale en cours actuel de l'avance au compte désigné)

4 - SOLDE DU COMPTE DESIGNÉ A LA DATE DU
DU RELEVÉ BANCAIRE

5 - PLUS : MONTANT DES DEPENSES ADMISSIBLES JUSTIFIEES
DANS LA PRESENTE DEMANDE N°

6 - PLUS MONTANTS RECLAMES SUR LES DEMANDES PRECEDENTES NON
ENCORE
CREDITES DANS LE RELEVÉ BANCAIRE

N° DE LA DEMANDE
SOUS-TOTAL

MONTANTS

7 - MONTANT DE L'AVANCE JUSTIFIEE (N° 1 A N°xx)

8 - EXPLICATION DE TOUTE DIVERGEANCE ENTRE LES SOMMES

9 - DATE

10 - SIGNATURE : Coordonnateur et RAF/DAF

Report for the Payment of Recovery Grants (1)

Category

No.:

1	2	3	4	5	6	7	8	9	10	11
Item No.	Name of Beneficiary	Village	Ref Contract / Program Agreement	Installment payment	Total amount Grants payment	Elig. %	Payment request Eligible for Financing	Amount Paid from Designated Account (if any)	Date of Payment	Remarks

^[1] Supporting documents for this report retained at:(insert location)

Report for Emergency Cash for Work Activities (1)

1	2	3	4	5	6	7	8	9	10	11
Item No.	Name of Beneficiary	Village	Ref Contract NGO	Brief Description of Cash for Work Activities	Total amount cash for work payment	Elig. %	Payment request Eligible for Financing	Amount Paid from Designated Account (if any)	Date of Payment	Remarks
					TOTALS					

^[1] Supporting documents for this report retained at:(insert location)