Re: Republic of Guinea: Advance Agreement for the Preparation of the Proposed Ebola Emergency Response Project
Project Preparation Advance No. Q933

Excellency:

I refer to the Advance Agreement ("Agreement") between the Republic of Guinea ("Recipient") and the International Development Association ("World Bank") for the preparation of the above-referenced Project of even date herewith. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Project Preparation Advance Q933 ("PPA"). This letter ("Disbursement Letter"), as revised from time to time, constitutes the additional instructions.

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 PPA 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 PPA:
- Reimbursement
- Advance
- Direct Payment
- Special Commitment
- Advance to Approved UN Bank Account using the Blanket Commitment form

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

(iii) Disbursement Conditions (subsection 3.8). Please refer to the Disbursement Conditions in the Annex to the Agreement.

II. Withdrawal of PPA 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 sign Applications:

The World Bank,
Resident Mission
Conakry, Guinea
Attention: Mr. Ousmane Diagana, Country Director for Guinea

(ii) Applications (subsections 3.2 - 3.3). 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,
Menengai Road, Upper Hill,
Nairobi,
Kenya.
Contact Telephone number: +254 20 2936 000.

(iii) Electronic Delivery (subsection 3.4) The World Bank may permit the Recipient to electronically deliver to the World Bank Applications (with supporting documents) through the World Bank’s Client Connection, web-based portal. 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 credentials (“SIDC”) 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 SIDC 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 SIDC to Process Applications. 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 ("Terms and Conditions of Use of Secure Identification Credentials") provided in Attachment 3; and (b) to cause such official to abide by those terms and conditions.

(v) Minimum Value of Applications (subsection 3.5). The Minimum Value of Applications with the exception of replenishment applications will be the equivalent of USD 250,000 of the Advance ceiling amount.

vi) Advances (sections 5 and 6).

- Type of Designated Accounts (subsection 5.3): Segregated
  - The Designated Account will be managed by the Recipient's Ministry of Health.
  - Advances made to any other UN Agency by the Association pursuant to section IV.A.2 of Schedule 2 of the Financing Agreement will be deposited into an official UN Bank Account using the Blanket Commitment form, in accordance with the provisions of the Financial Regulations the related UN Agency, as revised to the date of this Agreement.
  - Currency of Designated Accounts (subsection 5.4): US Dollar
  - Financial Institution at which the Designated Account Will Be Opened (subsection 5.5): Banque Centrale de la République de Guinée (BCRG)

- Ceilings (subsection 6.1): USD 4,000,000
  - For all UN Advance under Category 1 of section IV.A.2 of Schedule 2 of the Agreement, a UN Advance account with commitment will be established to facilitate disbursements that are consistent with the Un Agency and cash flow requirements. **The Ceiling of the UN Advance Account will be the equivalent of 100 percent of the contract amount.**

III. Reporting on Use of PPA Proceeds

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

- For requests for Reimbursement and for reporting eligible expenditures paid from the Designated Account:
  - Records evidencing eligible expenditures (e.g., copies of receipts, supplier invoices) for payments for Goods against contracts valued at US$250,000 or more; for Consulting Firms against contracts valued at US$100,000 or more; for individual consultants against contracts valued at US$50,000 or more;
  - Statement of Expenditure in the form attached (Attachment 4) for all other expenditures / contracts;
- List of payments against contracts that are subject to the Association’s prior review, in the form attached (Attachment 5)

- **For requests for Reimbursement and reporting eligible expenditures paid from the UN Advance Account:**
  - Interim Financial Report); and
  - List of payments against contracts that are subject to the Association’s prior review, in the form attached (Attachment 5)

- **For requests for Direct Payment and Special Commitments:** records evidencing eligible expenditures, e.g., copies of receipts, supplier invoices and documentary evidence of delivery and acceptance of contracted goods or service.

(ii) **Frequency of Reporting Eligible Expenditures Paid from the Designated Account and the UN Advance Account:**
  - Monthly for eligible expenditures paid from the Designated Account
  - Semester for eligible expenditures paid from the UN Advance Account

(iii) **Other Supporting Documentation Instructions**

*All other supporting documentation for SOEs and IFRs should be retained by the project management or Recipient and must be made available for review by periodic World Bank missions and internal and external auditors.*

Copies of the bank statements of the Designated Account and a reconciliation statement (Attachment 5) for the Designated Account should be submitted with each Application for withdrawal for replenishment of the Designated Account.

IV. **Other Disbursement Instructions**

Funds from the Designated Account may be transferred to Transactions Accounts in local currency to meet eligible expenditures, provided that transactions and balance in these accounts are included in all project financial reports and in the reconciliation referred to in Section III (iii) above.

V. **Other Important Information**


From the Client Connection website, you will be able to prepare and deliver Applications, monitor the near real-time status of the PPA, and retrieve related policy, financial, and procurement 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 prepare and deliver Applications, monitor the near real-time status of the PPA, 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 Faly Diallo, Finance Officer at lao-afr@worldbank.org using the above reference.

Yours sincerely,

Ousmane Diagana
Country Director for Guinea
Africa Region

Attachments
1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
3. Form of Statement of Expenditure
4. Form of Payments Against Contracts Subject to the World Bank’s Prior Review
5. Designated Account Reconciliation Statement

Letter drafted by: F. Diallo

Cleared with and cc: Christine Makori, LEGAM
Shunsuke Mabushi (GHNDR)