Re: infoDev Grant No. TF[insert grant # assigned by CSR]
[Name of Project] Project

Additional Instructions: Disbursement

Dear [recipient]:

I refer to the Letter Agreement (“Agreement”) between the International Bank for Reconstruction and Development (“World Bank”), acting as administrator of grant funds provided under the Information for Development (“infoDev”) Multi-Donor Trust Fund, and [insert recipient name] (“Recipient”) for the above-referenced project (“Project”), dated [insert date of Agreement]. The Agreement provides that the World Bank may specify by notice to the Recipient additional instructions regarding the withdrawal of the grant proceeds for Grant TF[insert grant #] (“Grant”). 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 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 and the Agreement, 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.

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

II. Withdrawal of Grant Proceeds
(i) Authorized Signatures (subsection 3.1). The official authorized to sign Applications is the official specified in section 5.01 of the Grant Agreement and whose countersignature appears on the Agreement. The countersignature fulfills the requirement for a specimen signature.

(ii) Applications (subsections 3.2 - 3.3). Please provide completed and signed Applications, together with supporting documents, to the address indicated below:

The World Bank  
1818 H Street, NW  
Washington, DC 20433  
United States of America

Attention: Ms. Samiha Boulos  
infoDev  
MSN F5K-503

(iii) Advances (sections 5 and 6).

- Type of Designated Account (subsection 5.3): Segregated
- Currency of Designated Account (subsection 5.4): United States Dollars
- Financial Institution at which the Designated Account Will Be Opened (subsection 5.5): [insert name of commercial bank]
- Ceiling (subsection 6.1): [insert total amount of grant].

III. Reporting on Use of Grant Proceeds

(i) Supporting Documentation (section 4). Supporting documentation should be provided with each Application, as set out below:

- For Applications for Advances (subsection 3.3) and for Reporting on the Use Advances (subsection 4.4):
  - Applications for advances should be accompanied by the documents specified in Attachment 2, including Interim Financial Reports in the format provided in Attachment 3

(ii) Frequency of Reporting Eligible Expenditures Paid from the Designated Account (subsection 6.3): The periodicity specified in Attachment 2.
IV. Other Important Information


If you have any queries in relation to the above, please contact Samiha Boulos at sboulos@worldbank.org using the above reference.

Yours sincerely,

Valerie D’Costa
infoDev Manager

Attachments
1. World Bank Disbursement Guidelines for Projects, dated May 1, 2006
2. Schedule of Advance Payments
3. Form of Interim Financial Report

Cleared with and cc: David Satola, LEGPS; LOA-TF; Ellen Olafsen, Task Team Leader; Aurora L. Nieto, Finance Officer

Cc with copies: Douglas Graham, OPCFM
Schedule of Advance Payments

The Recipient’s requests for withdrawal of Grant proceeds shall be made in accordance with the schedule set forth below, subject to the World Bank’s receipt of the relevant Application and Supporting Documentation, satisfactory to the World Bank. The Supporting Documentation for all Advances excepting the first Advance, shall include a Project Report and Interim Financial Report, and copies of any corresponding Deliverables, that cover the activities, results and deliverables financed by the preceding Advance.

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<tr>
<th>Indicative Timing and Supporting Documents for Application</th>
<th>Disbursement Amount</th>
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<tbody>
<tr>
<td>First Advance</td>
<td>Upon execution of the Agreement, and Application for the first advance</td>
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</table>
| Second Advance | After the World Bank’s receipt and approval of the Recipient’s:  
- Project Report in the form of an updated Project Scorecard;  
- Interim Financial Report and bank statements that covers the expenditures financed by the first advance;  
- Application for the second advance. | [insert amount] |