Ms. Mira Antonyan  
Chairman  
“Armenian Association of Social Workers” Non-Governmental Organization  
Yerevan  
Republic of Armenia  

Re: JSDF Grant No. TF0B2613  
(Promoting Social Inclusion and Self-Reliant Livelihood Activities in Armenia Project)  
Additional Instructions: Disbursement and Financial Information Letter (DFIL)  

Dear Sirs,  

I refer to the Letter Agreement (“Agreement”) between the International Bank for Reconstruction and Development/International Development Association (“World Bank”), acting as administrator of grant funds provided by Japan (“Donor”) under the Japan Social Development Fund, and Armenian Association of Social Workers (“Recipient”) for the above-referenced project. The Agreement provides that the World Bank may issue additional instructions regarding the withdrawal of the proceeds of Grant TF0B2613 (“Grant”). This letter (“Disbursement and Financial Information Letter” or “DFIL”), as revised from time to time, constitutes the additional instructions.  

I. Disbursement Arrangements, Withdrawal of Grant Proceeds and Reporting on Uses of Grant Proceeds  


(i) Disbursement Arrangements  

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  

The World Bank may permit the Recipient to electronically deliver applications (with supporting documents) through the World Bank’s web-based portal (https://clientconnection.worldbank.org) “Client Connection”. This option may be effected if the officials designated in writing by the Recipient who are authorized to sign and deliver Applications have registered as users of “Client Connection”. The designated officials may 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 World Bank by electronic means. The World Bank reserves the right and may, in its sole discretion, temporarily or permanently disallow the electronic delivery of Applications by the Recipient. 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 World Bank’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 shall prepare and furnish to the World Bank not later than forty-five (45) days after the end of each calendar semester, interim unaudited financial reports (“IFR”) for the Project covering the semester, in form and substance satisfactory to the World Bank.

(ii) Audits. The Recipient shall have the Project’s Financial Statements audited in accordance with the provisions of Section 2.07(b) of the Standard Conditions. Each audit shall cover the period of one fiscal year of the Recipient. For each such period, the audited Financial Statements for the Project shall be (a) furnished to the World Bank not later than six (6) months after the end of such period; and (b) made publicly available in a timely fashion and in a manner acceptable to the World Bank.

II. Other Information

For additional information on disbursement arrangements, please refer to the Loan Handbook available on the World Bank’s website (http://www.worldbank.org/) and “Client Connection”. The World Bank 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 World Bank by email at askloans@worldbank.org.

Yours sincerely,

______________________________
Sylvie Bossoutrot
Sylvie Bossoutrot
Country Manager
Republic of Armenia
Europe and Central Asia Region
Attachments
1. Form of Authorized Signatory Letter
2. Form of Statement of Expenditure (SOE)
# Schedule 1: Disbursement Provisions

## Basic Information

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>TF TF0B2613</th>
<th>Country</th>
<th>Republic of Armenia</th>
<th>Closing Date</th>
<th>Section 3.03. of Annex to the Letter Agreement</th>
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</thead>
<tbody>
<tr>
<td>Recipient</td>
<td>Armenian Association of Social Workers</td>
<td>Disbursement Deadline Date <em>(Subsection 3.7)</em>*</td>
<td>Four months after the Closing Date</td>
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<td>Name of the Project</td>
<td>Promoting Social Inclusion and Self-Reliant Livelihood Activities in Armenia Project</td>
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## Disbursement Methods and Supporting Documentation

<table>
<thead>
<tr>
<th>Disbursement Methods *(Section 2 *<em>)</em></th>
<th>Methods</th>
<th>Supporting Documentation *(Subsections 4.3 and 4.4 *<em>)</em></th>
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</thead>
<tbody>
<tr>
<td>Direct Payment</td>
<td>Yes</td>
<td>Copy of records (e.g. suppliers’ invoices, guarantees for advance and retention payments, etc.)</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>Designated Account</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 (L/C)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Designated Account *(Sections 5 and 6 *<em>)</em></th>
<th>Type</th>
<th>Ceiling</th>
<th>Financial Institution - Name</th>
<th>Currency</th>
<th>Frequency of Reporting *(Subsection 6.3 *<em>)</em></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Segregated</td>
<td>Fixed</td>
<td>Ameriabank Closed Joint-Stock Company</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Currency</td>
<td>USD</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Quarterly</td>
<td>400,000</td>
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<td></td>
</tr>
</tbody>
</table>

## Minimum Value of Applications *(Subsection 3.5)*

The minimum value of applications for Reimbursement and Direct Payment is USD 50,000.

## Authorized Signatures *(Subsection 3.1 and 3.2 **)*
The form for Authorized Signatories Letter is provided in Attachment 1 of this letter

The Authorized Signatories Letter to be sent to:
The World Bank
1818 H Street, N.W.
Washington, D.C. 20433
United States of America
Attention: Country Director

The Withdrawal and Documentation Applications to be sent to:
The World Bank
Radnicka cesta 80, 9th floor
Zagreb, HR-10000
Croatia
Attention: Loan Department (WFACS)

## Additional Instructions

Reporting of Sub-Grant related expenditures follow the standard reporting requirements, i.e. documentation of expenditures is recognized against actual expenditures occurred under each respective sub-grant. The pay out of a sub-grant is considered as an Advance and it is not recognized as an expenditure

## Other

**Sections and subsections relate to the “Disbursement Guidelines for Investment Project Financing”, dated February 2017.**
Attachment 1 – Form of Authorized Signatory Letter

Form of Authorized Signatory Letter

[Letterhead]  
[Recipient]  
[Street address]  
[City] [Country]  

[DATE]

The World Bank  
1818 H Street, N.W.  
Washington, D.C. 20433  
United States of America

Attention: [Country Director]

Re: Grant TF TF0B2613  
(Promoting Social Inclusion and Self-Reliant Livelihood Activities in Armenia Project)

I refer to the Letter Agreement ("Agreement") between the International Bank for Reconstruction and Development/International Development Association ("Bank"), acting as administrator of grant funds provided by Japan ("Donor") under the Japan Social Development Fund, and Armenian Association of Social Workers (the "Recipient"), dated _______, providing the above Grant. For the purposes of Section 3.04 (b) of the Standard Conditions, as defined in the Agreement, any [1] 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 World Bank, [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 World Bank.

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 World Bank by electronic means. In full recognition that the World Bank shall rely upon such representations

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1 Instruction to the Recipient when sending this letter to the World Bank: 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 World Bank.

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 World Bank.

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 World Bank.

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 World Bank.
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 World Bank that it will cause such persons
to abide by those terms and conditions.

This Authorization replaces and supersedes any Authorization currently in the World
Bank records with respect to this Agreement.

[Name], [position] Specimen Signature: ____________________

[Name], [position] Specimen Signature: ____________________

[Name], [position] Specimen Signature: ____________________

Yours truly,

/ signed /

[Position]
Statement of Expenditure (SOE)

Payments made during the period from ______________ to ____________

TF No.: __________________
Application No.: __________________
Category No.: __________________
SOE No.: _______

The following expenditures have been incurred during the retroactive financing period (please tick)

The following expenditures have been incurred during before the closing date of the loan (please tick)

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<thead>
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
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</thead>
<tbody>
<tr>
<td>Supplier’s Name</td>
<td>WB Contract Number in Client Connection (for Prior Review Contracts)</td>
<td>Type of Good or Service (CW/GO/CS/OP/TR) / Brief Description</td>
<td>Currency and Total Amount, and Date of Contract</td>
<td>Currency and Total Amount of Invoice Covered by Application</td>
<td>% Financed by IBRD/IDA/TF</td>
<td>Amount Eligible for Financing (5 x 6)</td>
<td>Currency and Amount Paid from Designated Account (if Applicable)</td>
<td>Exchange Rate</td>
<td>Date of Payment</td>
<td>Remarks</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
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**TOTALS**

Supporting documents for this SOE retained at ____________________________________________ (location)