**Required Information (Fill in this section first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Grant/Child TF Name\* | Country: Name of the proposed project (not TFSCB) | | |
| Funding Window\* | |  | | --- | | TRUST FUND FOR STATISTICAL CAPACITY BUILDING - III | | | |
| Team Leader\* |  | | |
| Grant Curr/Amount\* |  | USD Equivalent |  |
| Est. Grant Start Date\* |  | Grant Closing Date \* |  |
| Execution | |  |  |  | | --- | --- | --- | | Bank Executed | Recipient Executed | Financial Intermediary Funds | | | |
| Implemented by (Agency)\* |  | | |
| Grant Linked To\* | |  | | --- | | Process (I/O) | | Project (PO) | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | ID | Product Line: | | Name |  | | | |
| Country\* |  | | |
| Grant Type \* |  | | |
| TF Usage \* |  | | |

**Description**

**Comments/Requests by Team Leader** *Please provide any additional information that can be helpful for the TFSCB Internal Management Committee.*

**What is the Development Objective (or main objective) of this Grant?\***

**Summary description of Grant financed activities (text may be used in the Grant Agreement)\*** *Please make sure to include project components with objectives, proposed activities with estimated cost, expected output and outcomes in this section.*

**Grant Activity Risk Rating\* **

**What are the main risks related to the Grant financed activity? Are there any potential conflicts of interest for the Bank? How will these risks/conflicts be monitored and managed?\***

**Describe any significant environmental or safeguard issues related to this Grant and how they will be addressed? To what extent are these issues covered in the ISDS for the project supported by the Grant? \***

**(Optional question) What can/has been done to find an alternative source of financing, i.e. instead of a Bank administered Grant?**

**TFSCB Specific**

TFSCB Classification and Ratings

**Has the recipient received any other TFSCB grants?\*** 

**TFSCB Specific Questions**

**Please explain the linkage to the National Strategy for the Development of Statistics (NSDS) or the Statistical Master Plan.\***

**Please explain the recipient's commitment and ownership.\***

**Please explain the sustainability of the project and provide supporting evidence.\***

**How is the Grant related to Bank policy and strategy (as defined in Country Assistance Strategy and/or other relevant documents)?\***

**How is the Grant related to other projects financed by the Bank and other financiers/donors?\***

**Grant execution and implementation arrangements: How will the Grant be managed and supervised? If Bank executed, please specify.\***

*If the Bank execution is proposed for recipient activities please make sure to attach a request letter from the recipient and provide necessary justification*

GRANT FINANCING PLAN

|  |  |
| --- | --- |
| **Resource** | **Amount** **(USD)** |
| TFSCB |  |
| Recipient |  |
| Other sources (please identify) |  |
|  |  |
| **Total** |  |

BUDGET TABLE

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Components** | **Category** | **Number** | **Duration** | **Unit rate** | **Cost** | **TFSCB** | **Other**  **Sources** | **Total** |
| 1. Component description | Goods /services/ training |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total cost** |  |  |  |  |  |  |  |  |

COST CATEGORIES

|  |  |
| --- | --- |
| **Summary Costs by Category** | **Total (USD)** |
| Goods (max 20 per cent of grant amount) |  |
| Services |  |
| Training |  |
| **Total Costs** |  |

TIMETABLE

|  |  |
| --- | --- |
| **Activity** | **Number of months from grant approval** |
| 1. |  |
| 2. |  |
| ... |  |

## Annex 3: TFSCB post-approval Procedures

### **Post-Approval Procedures**[[1]](#footnote-1)

##### Legal agreement and activation

The Procedures for Small Recipient-Executed Trust Fund Grants, effective April 2012, apply to all TFSCB projects. Once the project proposal is approved in GFR, the TTL is advised to contact the relevant lawyer to determine whether the grant agreement will be prepared by the TTL using the [template](http://go.worldbank.org/Q6TOLMGVS0) or the lawyer. Regardless of who prepares the grant agreement, the lawyer, the finance officer, and the TFSBC Administration Unit ([iivins1@worldbank.org](mailto:iivins1@worldbank.org); [mdinc@worldbank.org](mailto:mdinc@worldbank.org)) should be copied on all exchanges related to the preparation of the legal documents so as to enable them to intervene as needed. Under all circumstances, the final draft grant agreement should be cleared by LEG prior to its signing.

Once a grant TF account number is generated, the TTL, in consultation with CTRLD staff, and if needed the assigned FM and PR specialists, completes the Disbursement Letter using the standardized [template](http://go.worldbank.org/Q6TOLMGVS0) for small grants. The completed disbursement letter is sent to the Recipient together with the grant agreement as a single package.

The TTL prepares execution copies of the Grant Agreement and Disbursement Letter and arranges for signature by the Bank country director (or, for global grants, the relevant Network director) and the recipient. Unless there are additional conditions of effectiveness, including the recipient’s requirements for parliamentary approval or ratification, for example, the Grant Agreement becomes effective once it is countersigned by the recipient. The Grant Agreement and the Disbursement Letter are signed in two originals, one for the Bank and one for the Recipient. The TTL obtains the original hard copy of the countersigned Grant Agreement and sends it along with the original signed Disbursement Letter to Official Documents in LEG, with an official transmittal memorandum based on a template provided by LEG. In addition, the TTL provides a pdf file of the countersigned Grant Agreement and Disbursement Letter to LEG, TACT, and CTRLD.

Once a grant becomes effective, the recipient's authorized representative must provide the original specimen signatures of the recipient's authorized signatories for withdrawal applications. The original specimen signatures letter must be filed in Official Documents, normally done by LEG, before disbursements can be made. The TTL also provides a pdf file of the specimen signatures letter to LEG, CTRLD and TACT.

***TTLs should keep in mind that if there is no project activity within six months after the approval of the proposal, the IMC will review the situation and may decide to cancel the grant.***

##### Implementation and supervision

Once activated, the TTLs will be responsible for supervising the activities of this project. Please note that implementing agencies are required to follow standard World Bank guidelines and procedures regarding procurement, disbursement and accounting matters.

The TTL will be requested and must submit a Progress Report via the Grant Reporting and Monitoring (GRM) system twice a year. TTLs will be informed by a system generated email when the report is due.

##### Trust fund TTL handover and transfer of responsibility

Whenever there is a change in the trust fund management, all TTL’s need to fill out the following two documents and file them in WB Docs under the relevant trust fund number: (i) Trust fund transfer of responsibility and handover note (see Annex 4 Trust Fund Transfer of Responsibility for a template); and (ii) Interim letter of representation[[2]](#footnote-2).

##### Closing

The TTL initiates action for closure when the activities financed by the TF are completed. For recipient-executed trust funds, after the Loan Department completes disbursements and advises the TTL of the account‘s final status, the TTL advises the recipient of the final disbursement position, and the cancellation of any balance. This notice is cleared with copies to LEG and the Loan Department, and copied to the relevant program manager. As soon as CTRDM (formerly LOADM) receives a copy of the final signed notice, CTRDM cancels any unused funds after which CTR (formerly ACT) finalizes closure of the trust fund and ensures that the unused funds are disposed of in accordance with the Administration and Grant Agreements. The TTL advises the Recipient of cancellation actions via the closing/cancellation notice. CTR (formerly ACT) arranges for any external financial statement audit required under the Administration Agreement(s).

##### Extension of closing date and end-disbursing date

The grant closing date may be extended if (i) the project objectives continue to be achievable, (ii) the performance of the borrower and other project implementing agencies is satisfactory, and (iii) the recipient has prepared a specific action plan [[3]](#footnote-3) acceptable to the Bank to complete the project, and after consultation with the TF Program manager and/or TF donors (for stand-alone TFs) as needed. An extension may be approved for selected disbursements covering only part of a project to permit (a) implementation of high priority contracts; or (b) provision for retention payments, when the conditions for release are met after the closing date. Normally, an extension is granted for a maximum of one year with longer extensions allowed only when the recipient requires a firm commitment for continued Bank financing. The TTLs should also consult the applicable OP/BPs for specific details on exceptions to extension of closing dates.

***If the GRM is not up-to-date any request for an extension and/or allocation of funds will not be granted.***

##### Retroactive Extension

Retroactive extension of closing and end-disbursement dates is always an exception. Once the date elapses and retroactive extensions are required:

For Bank-executed trust funds, provided the proposed extension is within the boundaries of the trustee/Main level, the Program Manager may approve the retroactive extension.

For recipient-executed trust funds, TTLs should consult their Regional or departmental quality or policy unit or OPCS Advisory Services, before formally processing requests for retroactive extensions of closing dates. The authority to approve retroactive extensions of closing dates for grants rests with the vice presidents of Regions or departments that manage such grants.

## Annex 4: Trust Fund Transfer of responsibility

THE WORLD BANK/IFC/M.I.G.A.

OFFICE MEMORANDUM

DATE: mm/dd/yyyy

TO: Messrs/Mmes.

FROM:

EXTENSION:

SUBJECT: Trust Fund Transfer of Responsibility and Hand-over Notes

This is to confirm that as of mm/dd/yyyy, I am transferring the TF management responsibility of the following Trust Fund:

TF Number TF Name

TF------

Attached is a copy of the financial statement of the trust fund. This statement provides the new TTL with an assurance of the validity of the status of commitments and disbursements or expenses as of the date when she/he takes on the assignment.

Furthermore, I confirm that I have briefed the person to whom responsibility is to be transferred and have given her/him all the necessary documentation, such as the legal agreement and/or proposal or request for the trust fund activity, outputs and any special guidelines that may apply to the above trust funds.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

------------------------------------------------------------------

**For the New TF Manager**:

I confirm that I have been briefed by ------------------------------------------ and have reviewed the relevant TF documentation. I fully understand my fiduciary obligations in managing the abovementioned trust fund.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For more information on the post approval process, please refer to [the Trust Fund Handbook](http://go.worldbank.org/LNGLNNSYM0) and [the Procedures for Small Recipient-Executed Trust Fund Grants: Guidance to Staff](http://intresources.worldbank.org/INTOPCS/Resources/380831-1175264321504/3623141-1333382152119/SmallRETFGrantGuidelines.pdf). [↑](#footnote-ref-1)
2. For more information on letter of representation (LoR), please visit the Partnership and Trust Fund Portal at <http://go.worldbank.org/D9BVJLU6F0>. [↑](#footnote-ref-2)
3. TTL revises the implementation schedule and agrees with the recipient on a written action plan that covers (a) the additional time needed to complete project implementation and disbursements, (b) any actions the recipient and/or project implementation agencies need to take to meet the revised closing date, (c) the actions required to achieve compliance with any loan covenants that have not been fully met, and (d) the monitorable performance indicators that will be used to determine compliance with this action plan. [↑](#footnote-ref-3)