

Last Updated: March 20, 2006

JAPAN SOCIAL DEVELOPMENT FUND (JSDF) PROCEDURES FOR PROCESSING JSDF GRANTS DOCUMENTS

Please note that [Operational Policy/Bank Procedures OP/BP 14.40](#) and the [Trust Fund Handbook](#) apply to all Trust Funds including the JSDF Program. For additional information, see [Annual Policy Document](#)

Project and Capacity Building Grants: Processing period is normally 15 weeks from invitation to grant approval.

Activities	Responsibilities	Timing	Clearances	Notes
<p>Preparation of Grant Proposal in the Lotus Notes (LN) database</p> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Retroactive financing¹ provision 	<ul style="list-style-type: none"> • TTL in consultation with Financial Management Specialist (on accounts and audit issues), Procurement Accredited Staff (PAS) (on procurement aspects), and FO on disbursement arrangements <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • TTL 	<ul style="list-style-type: none"> • Drafts may be prepared any time, but should be finalized only after the call for proposals from TFO • <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • At the time of preparation of the grant proposal 	<p><u>Mandatory:</u></p> <ul style="list-style-type: none"> • Country Lawyer (LEG) • Finance Officer (FO) • Sector Manager (SM) • Country Director (CD) • Trust Fund Coordinator (TFC) <hr style="border-top: 1px dashed black;"/>	<ul style="list-style-type: none"> • Minimum Size: US\$200,000 • Maximum size: US\$2.0 million • TTL has to be TLAP accredited <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • Retroactive financing date must not be set earlier than grant approval date • TTL, in consultation with PAS, to approve procurement procedures for retroactive financing period
<p>Technical Review Technical Reviewer (TR) 1 (Social Development Specialist)</p> <hr style="border-top: 1px dashed black;"/> <p>Technical Reviewer 2</p>	<ul style="list-style-type: none"> • TTL to arrange for technical review of the proposal • TTL to select TR from the drop-down menu in the proposal <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • TTL proposes possible sectoral TRs to TFO • TFO confirms agreed TR to TTL • TTL arranges with TR for review 	<ul style="list-style-type: none"> • Prior to submission of proposal to TFO <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> • TTL suggests TFO by email 2-3 TRs • TFO confirms within two days which TR should be invited to comment 		<ul style="list-style-type: none"> • TR's comments should be addressed and incorporated in the funding proposal (Section 7)

Activities	Responsibilities	Timing	Clearances	Notes
Submission to TFO	<ul style="list-style-type: none"> • TFC 	<ul style="list-style-type: none"> • 4 weeks after the call for proposals from TFO 		
Review of Proposals TFO Review	<ul style="list-style-type: none"> • TFO 	<ul style="list-style-type: none"> • 3 weeks after submission by TFC 		<ul style="list-style-type: none"> • TFO may reject proposals if they do not meet JSDF criteria • TTL may need to revise the proposal prior to its submission to JSDF Steering Committee (SC)
JSDF SC Review	-----	<ul style="list-style-type: none"> • 5 weeks after submission by TFC 	<ul style="list-style-type: none"> • SC 	<ul style="list-style-type: none"> • SC decides whether the proposals should be: cleared with minimal revisions for submission to Japan, revised and resubmitted, or rejected • TTL to consult with LEG and LOA if changes suggested by SC require clearance
Submission to Government of Japan (GoJ)	-----	<ul style="list-style-type: none"> • 2 weeks after SC review 	-----	-----
Approval by GoJ	<ul style="list-style-type: none"> • GoJ 	<ul style="list-style-type: none"> • 4 weeks after submission 	<ul style="list-style-type: none"> • TF # is assigned by ACTTF 	<ul style="list-style-type: none"> • TF # inserted by TFO after approval
Prepare Disbursement Letter (DL)	<ul style="list-style-type: none"> • FO prepares DL • LEG and TTL review for consistency with proposal and GA 	<ul style="list-style-type: none"> • After TFO informs the TTL and TFC about approval of grant; concurrent with finalizing GA 	<ul style="list-style-type: none"> • None (review by TTL and LEG) 	<ul style="list-style-type: none"> • TTL includes DL in signing package
Finalizing Grant Agreement (GA) ²	<ul style="list-style-type: none"> • LEG • TTL and LEG ensures consistency between grant proposal and GA 	<ul style="list-style-type: none"> • After TFO informs the TTL and TFC about approval of grant 	<ul style="list-style-type: none"> • LEG • LOA if there are disbursement conditions or any changes from proposal (e.g., change in implementing agency) 	<ul style="list-style-type: none"> • GA automatically generated by LEG (starting from FY06 Round 2 approved grants) • Standard provisions of GA must not be modified without prior consultation with LEGOP & TFO • Closing Date is set four years from GA countersigning date • The maximum grant

Activities	Responsibilities	Timing	Clearances	Notes
				implementation period is four years from the grant countersigning date
Procurement Plan (PP)³	<ul style="list-style-type: none"> TTL in consultation with PAS 	<ul style="list-style-type: none"> At the time of GA signing 		
Signing	<ul style="list-style-type: none"> TTL arranges for signing 		<ul style="list-style-type: none"> CD and representative of the grant recipient country sign. CD signs DL 	<ul style="list-style-type: none"> Grant signing ceremony to take place in-country, with Japanese embassy officials invited at least two weeks in advance GA, DL, and PP should be signed
Grant Activation	<ul style="list-style-type: none"> TTL sends scanned countersigned copy of GA to TFO and ACTTF for grant activation 	<ul style="list-style-type: none"> After GA countersigned 		<ul style="list-style-type: none"> TTL sends <u>original</u> GA to Legal; TTL sends copy of DL to LEG for filing in Official Documents, and to FO
Cancellation	<ul style="list-style-type: none"> TFO 	<ul style="list-style-type: none"> Grant will normally be cancelled if GA not countersigned within 6 months of grant approval 		
Addition/deletion of activities/reallocation of funds among components and expenditure categories⁴	<ul style="list-style-type: none"> Changes in grant activities and reallocations can be made provided that there are no changes in grant objectives TTL should consult with Legal if an amendment to the GA is required 		<ul style="list-style-type: none"> LEG and FO SM or CD (per Regional guidelines) signs letter to recipient outlining changes, copy to TFO 	<ul style="list-style-type: none"> TTL sends signed amendment to LEG for filing in Official Documents TTL reports approved changes in the GRM
Amendments for: <ul style="list-style-type: none"> Changes in Development Objectives 	<ul style="list-style-type: none"> TTL prepares memo with justification 		<ul style="list-style-type: none"> SM and LEG, TFO GoJ CD signs the amendment letter 	<ul style="list-style-type: none"> TFO requests GoJ's approval TTL sends signed amendment to LEG for filing in Official Documents TTL reports approved changes in GRM
Changes to Disbursement Arrangements	<ul style="list-style-type: none"> TTL consults with FO FO prepares new supplemental DL 		<ul style="list-style-type: none"> TTL FO signs the DL 	<ul style="list-style-type: none"> FO sends a copy to LEG, files in IRIS

Activities	Responsibilities	Timing	Clearances	Notes
GRM	<ul style="list-style-type: none"> • TTL 	<ul style="list-style-type: none"> • Annually 	<ul style="list-style-type: none"> • SM 	<ul style="list-style-type: none"> • SM to ensure quality check • TFO to review
Grant Closure⁵	<ul style="list-style-type: none"> • TTL sends notification to Recipient with copies to TFO and ACTTF 		<ul style="list-style-type: none"> • LEG (as per regional guidelines) • LOA 	<ul style="list-style-type: none"> • Grants can be closed earlier if the activities are completed earlier than the original closing date (four years from GA countersigning)
Implementation Completion Memorandum (ICM)	<ul style="list-style-type: none"> • TTL 	<ul style="list-style-type: none"> • Within 6 months of grant closing 	<ul style="list-style-type: none"> • SM 	<ul style="list-style-type: none"> • ICM is required for grants > \$1 million • Standard format is available in SAP

¹ [OP 6.00](#) applies to JSDF grants for retroactive financing

² TFO and ACTTF no longer clear grant agreement

³ Procurement Plan should comply with the following (a) Guidelines: Procurement under IBRD loans and IDA Credits (May 2004) and (b) Guidelines: Selection and Employment of Consultants by World Bank Borrowers (May 2004)

⁴ TFO no longer clears request for reallocation

⁵ OP/BP 13.30 applies to JSDF grants; Closure notification includes confirmation that all invoices have been paid and outstanding balance has been cancelled

ACTTF	-	Accounting Trust Funds
CD	-	Country Director
DL		Disbursement Letter
FMS	-	Financial Management Specialist
FO		Finance Officer
GA	-	Grant Agreement
GoJ	-	Government of Japan
GRM		Grant Reporting & Monitoring
ICM	-	Implementation Completion Memorandum
IRIS	-	Information Recording Internal System
JSDF		Japan Social Development Fund
LEG	-	Country Lawyer
LN	-	Lotus Notes
LOA	-	Loan Department
PP		Procurement Plan
SC		JSDF Steering Committee
SM	-	Sector Manager
TFC	-	Trust Fund Coordinator
TFO	-	Trust Funds Operations Department
TTL	-	Task Team Leader