



CLOSE

10

TOOLS

GUIDANCE

Project Manager

generate
Final Project Report

Final Project Review Report

Generate report directly from the Corporate Planning System or use other format agreed by partners

Programme Manager / RR

commission
Final Project Evaluation
 if required

Terms of reference for decentralized evaluations
 Evaluation report format
 GEF Evaluation Guidance Note

Prepare management response and share findings and recommendations for learning

Programme Officer/
 QA Assessor
 Project Board

conduct
**Final Project Review Including
 Closure QA and Project Closure Budget**

QA Policy
 Project Quality Assurance Assessment

The Project Quality Assurance Assessment is prepared and reviewed; the Project Board endorses the final project review report, including lessons learned

Project Manager
 (approved by
 Programme
 Manager / RR)

transfer
Files and Assets

Transfer of title form
 Asset disposal forms
 Asset transfer forms

Project assets and documents should be transferred to national beneficiaries or national representatives; worthless assets are disposed

Project Manager

submit final
Financial Report
 Prepare and submit final financial report to UNDP

Funding Authorization and Certificate of Expenditures (FACE)
 Project Delivery Report
 Direct Cash Transfers and Reimbursements

Under the HACT, national institutions and NGOs serving as Implementing Partners prepare the final FACE

Programme Officer

complete
Project Closure Checklist
 Ensure all financial transactions are in Atlas

Project completion checklist

Programme Manager / RR
 Implementing
 Partner

review and sign
Final Combined Delivery Report
 Review and sign CDR

On demand Atlas training – Generate CDR

Programme Officer

Set status to
Closed
 Set project status in Atlas to 'Financially Closed.'
 Note: No further financial transactions can be made.