

**Project Completion Checklist**

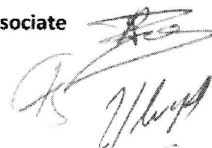
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|-----------------------|----------------------|
| <b>Award:</b>         | 00044982             |
| <b>Project ID:</b>    | 00053053             |
| <b>Project Title:</b> | Civil Service Reform |

| <b>Operational Closure: following documents have been submitted:</b>           |  |     |
|--|--|-----|
| 1 PO   | Signed minutes of Project Review meeting;  | Yes |
| 2 PO   | Other project reports and minutes of the important project meetings (e.g. evaluation reports, donor reports, annual project review meeting minutes, etc.); | Yes |
| 3 PSU  | Originals of all previous project budget revisions;  | Yes |
| 4 PSU  | Copies of CDRs signed by Project Director;   | Yes |
| 5 Proc   | Copy of the document on Transfer of all Assets procured within the project cycle.  | Yes |
| <b>Financial Closure: following documents have been submitted and checked:</b> |  |     |
| 6 Fin  | No pending GLJEs   | Yes |
| 7 Fin  | No unapplied deposits or other unrecorded income   | Yes |
| 8 Fin  | No deposits to be received from donors per signed agreements   | Yes |
| 9 Fin  | No AR direct journals in budget error or incomplete status   | Yes |
| 10 Fin   | No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll   | N/A |
| 11 Proc  | All assets are transferred or otherwise disposed of  | Yes |
| 12 Proc  | All project petty cash is cleared  | N/A |
| 13 Fin   | No other pending liabilities   | Yes |
| 14 Fin   | The CDR for the previous quarter shows zero encumbrances   | Yes |
| 15 PSU   | All audit gaps are closed with supporting documentation.   | N/A |
| 16 PO, PSU   | The final CDR is signed by UNDP and the Implementing Partner.  | Yes |
| 17 Fin   | If a cost sharing project, the unexpended balance has been agreed to the general ledger.   | Yes |
| 18 PO  | Consultations with donors on the disposition of unexpended cost sharing balances   | N/A |
| 19 Fin, PO   | All refunds to donors have taken place and the project balance is zero.  | Yes |
| 20 PO, PSU   | Project closed within 12 months of operational completion  | Yes |
| 21 PO  | Project Board Final Project Review   | Yes |
| 22 PSU   | Follow up Actions/Conclusions  | Yes |

Prepared by Programme Officer/Associate

Date 09/10/15

Cleared by PSU



9 Oct. 2015

Date

Cleared by Head of Finance



9 October 2015

Date

Cleared by Procurement Associate



16.10.2015

Date

Cleared by Head of Unit



16.10.15

Date

Cleared by DRR

Date