

PROJECT COMPLETION CHECK LIST

Country Office: EthiopiaProject/Output: 00117917

Project Name: Project for Electoral Support in Ethiopia (Supporting Elections for Ethiopia's Democracy Strengthening (SEEDS))

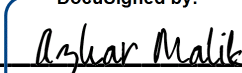
I confirm that all of the following matters have been considered and resolved:

√	No outstanding NEX advances – in either local currency or USD
√	No outstanding PDRs
√	No open POs
√	No pending vouchers
√	No pending GMS or ISS charges (if Off-the-top GMS was used, a pro-rata return of GMS based on the balance of unspent funds must be done)
√	No pending GLJEs
√	No unapplied deposits or other unrecorded income
√	No deposits to be received from donors per signed agreements
√	No AR direct journals in budget error or incomplete status
√	No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
√	All assets are transferred or otherwise disposed of
√	All project petty cash is cleared
√	No other pending liabilities
√	The CDR for the previous quarter shows zero encumbrances
√	All audit gaps are closed with supporting documentation.
√	The final CDR is signed by UNDP and the Implementing Partner
√	If a cost sharing project, the unexpended balance has been agreed to the general ledger.
√	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place.
	All refunds to donors have taken place and the project balance is zero.

Prepared by:

Name: **Azhar Saeed Malik**Title: **Project Manager UNDP SEEDS Project** _____

Signature: _____

DocuSigned by:

 EC6420C3D166489...

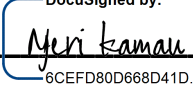
Date _____

14-Jun-2022

Checked by:

Name: Njeri Kamau

Title Team Leader Project Management Support Unit (PMSU)

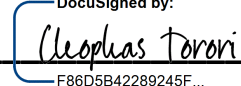
Signature DocuSigned by:

6CEFD80D668D41D...

Date 12-Jul-2022

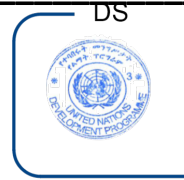
Approved by:

Name: Cleophas Torori

Title: Deputy Resident Representative Programmes

Signature DocuSigned by:

F86D5B42289245F...

Date 13-Jul-2022



The check list must be signed by the Resident Representative/Head of Office or a Senior Official designated by the Resident Representative/Head of Office.